International Travel & Immigration Certification Program
Certificate of Completion

As of 06 Sep 2018, **Shreyas Mulay** has completed **Supplemental Certification for Host-Country Managers**

What do I need to do next?

1. **Ke ep a copy of this certification confirmation.** It is your proof of certification. As one of the early steps in the business visa process, employees requesting a visa (or to be cleared for international travel booking when they already have a valid visa) may be asked for proof of certification.

2. **Ch eck the Business Visitors website for updates if you completed certification well in advance of your intention to travel or host a traveler.** If it's been awhile, it is best to confirm you have the most current information about which locations have supplemental country-specific guidelines available.

What are the responsibilities of a host-country manager?
As a host-country manager your responsibility and accountability applies to the following actions:

1. Ensuring the employee understands local immigration laws and Global Immigration Guidelines for Business Visitors, supplemented by the Country-Specific Guidelines
2. Validating the accuracy, completeness, consistency and appropriateness of the facts presented within the IDT assessment, invitation letter and supporting documentation
3. Ensuring the intended activities are aligned with local immigration laws and do not violate IBM's Global Immigration Guidelines for Business Visitors
4. Ensuring that any representations or commitments made – including to any third party - do not put IBM at risk for being out of compliance with immigration laws and policies
5. Being prepared for and available to receive calls from government officials, particularly while the employees you sponsor are traveling
6. Monitoring activities of the visa applicant while in the host country to ensure they are consistent with the information presented in the visa application / supporting documentation
7. Ensuring the employee can contact you at any time regarding compliance concerns

Contacts for Additional Questions:

- Contact **Global Immigration Support/India/Contr/IBM** for general questions about cross border travel
- Contact **Crossing Borders/Somers/IBM** for specific questions regarding the certification program