



United States H4 and L2 Visa Stamping Checklist

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1.0 GENERAL INSTRUCTIONS

1	AMEX Corporate Card	All expenses towards visa stamping and travel should be made through AMEX Corporate Card only.
		Link- https://onecognizant.cognizant.com/?globalappid=883
2	Profile Creation in Concur	Concur profile creation is mandatory for all visa stamping related transaction (Visa process/ Tickets/Hotel) and same must be completed prior document submission to Global Mobility.
		Website- www.concursolutions.com
3	Briefing Process	<ul style="list-style-type: none"> There are no in-person visa briefing sessions being conducted. Please find the below US Visa Briefing Video link which you can watch for the visa briefing session. https://cognizant.kpoint.com/web/videos/gcc-641b220d-8a2a-4240-a54e-68ea5d5f6a0f?list=my PS: This briefing material is not for distribution outside of Cognizant and is Subject to Non-disclosure and Good Business Practice and Ethics Policies.
4	Passport Pick Up Process	The associate would receive an auto-triggered email from NOREPLY@USTRAVELDOCS.COM about the passport collection from the embassy/consulate on the email ID mentioned in the DS 160 application form. Post which the associate and their dependents should organize passports pick up on their own from the Offsite Facilitation Center (OFC). The passports have to be picked up from the (OFC) within 14 business days once it becomes ready for collection. The Visa Application Center shall return back the passport to the respective consular post if not collected from the Visa Application Center within the prescribed time.
		Incase if you have opted for premium delivery, the passport shall be couriered to your preferred address as mentioned in the questionnaire.
5	US Visa Page Check	Associate should upload the visa page in the visa stamping application the same day when they pickup the passport for the GM LSS team to validate the visa page for any errors in the visa page.
6	US Consulate & Visa Application Center Locations	Consulate/Embassy - Link Offsite Facilitation Centers – Link (Drop Box Locations & Biometrics Locations)
7	Employment Verification letter	Associates on US Payroll should carry Address Proof Letter
		Associates on Indian Payroll should carry Bonafide Letter
8	Important Information	The Consulate/Embassy reserves the right to ask for additional documents. Submission of the mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation may result in the rejection of your application.
9	Payslips	Attestation of US payslips are not mandatory. For India Payslips, Log on to MyPay in One Cognizant and choose the “Attestation” option to download the attested pay slips.

2.0 DOCUMENT CHECKLIST

2.1 Documents to be provided by Associate

Note: * refers to original document. Rest of the documents can be printed/photocopied

S No	Document	Details	Links
1	Passport*	Current and all previous if any	Nil
		Valid for 6 months	
		Must be issued within last 10 years	
		Must contain two continuous blank pages	
2	Visa Interview Appointment Letter (PAI Letter)	Download from Visa Stamping App	Nil
3	DS 160 Confirmation page	Retrieve the DS 160 form from consulate website and click on "Print Confirmation"	Nil
4	Marriage Certificate *	Applicable for Dependent Spouse	Nil
5	Wedding Photographs *	10 Wedding Ceremony Photographs	Nil
6	NOC from the Employer*	Applicable if dependent is Govt. employee	Nil
7	Birth Certificate *	Applicable for Dependent Child	Nil
8	Dependent I-797 *	Applicable only if Dependents had applied for Extension at Onsite	Nil
9	Research Details	Applicable for Dependent who have educational background in Biotech, Aeronautical Engineering, Chemical Engineering or Pharmacy etc	Link
10	Dependent Resume	Applicable for Dependent who have educational background in Biotech, Aeronautical Engineering, Chemical Engineering or Pharmacy etc	Nil
11	Photographs	One Photograph. 51 mm X 51 mm white background, glossy finish, without borders. Not older than 6 months only. This is only for dependent kid under 14 years of age.	Nil

2.1.1 Documents to be provided by Associate specific to consulate

S No	Document	New Delhi	Kolkata	Chennai	Mumbai	Hyderabad
12	SSLC / 10 th Mark sheet *	Required	Required	NA	NA	NA
13	HSC / 12 th or Diploma Mark sheet *	Required	Required	NA	NA	NA
14	Degree Convocation certificate *	Required	Required	NA	NA	NA
15	Degree Mark sheets *	Required	Required	NA	NA	NA
16	PAN Card	Required	Required	NA	NA	NA
17	Income Returns or Form 16	Last 3 years	Last 3 years	NA	NA	NA
18	Bank Statement	Last 6 months	Last 6 months	NA	NA	NA

2.1.2 Documents to be provided by Associate – If Dependents applying alone (ie; dependent spouse & kid)

S No	Document	Details	Specification
19	Primary Applicant's Passport	First page, last page and latest US visa page	Nil
20	Primary Applicant's I-797	Applicable for dependents of H1B / L1 Individual/L1 Blanket	Nil
21	Primary Applicant's Signed I-129	Applicable for dependents of L Blanket	Nil
22	Primary Applicant's I-94	Applicable if Primary Applicant is in US	Nil
23	Pay slip	Last 3 months	Refer General Instructions
24	Bank Statement	Last 6 months	Nil
25	Employment Verification letter	Download from E-letters- Link	Refer General Instructions

2.1.3 Documents to be provided by Associate – If Dependent kid applying alone

S No	Document	Details	Specification
26	Both Parents Passport copies	First page, last page and latest US visa page	Nil
27	Both Parents I-797 copies	Applicable for dependents of H1B / L1 Individual	Nil
28	Primary Applicant's Signed I-129 & Blanket Petition Copy	Applicable for dependents of L Blanket	Nil
29	Pay slip	Last 3 months	Refer General Instructions
30	Bank Statement	Last 6 months	Nil

3.0 SPECIFIC INFORMATION

Stamping Turn Around Time	Stamping TAT	7 business days
	Consulate processing time	3 - 5 business days
	Courier time	TAT – as per the courier service Provider