



United States Visa Stamping Checklist (Petition Based Visas – H1B/L1 Individual)

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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 pick up 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.

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	Passport First and Last page	Required	Nil
3	Visa Interview Appointment Letter (PAI Letter)	Download from Visa Stamping App	Nil
4	DS 160 Confirmation page	Retrieve the DS 160 form from consulate website and click on "Print Confirmation"	Nil
5	Petition Documents	Download from Visa Stamping App Only H visas, LCA Copy	Nil
6	10th Mark sheet *	Photocopy required along with original	Nil
7	12th Mark sheet *	Photocopy required along with original	Nil
8	Degree Mark sheets *	Photocopy required along with original	Nil
9	Degree Convocation certificate *	Photocopy required along with original	Nil
10	Prior Experience Letter*	Photocopy required along with original	Nil
11	Previous Petition (I-797) If any *	Photocopy required along with original	Nil
12	W2 Form	2 Years. Applicable for Associates currently in US Payroll	Nil
13	Employment verification letter	Download from E-letters- Link	Refer General Instructions Point No. 7
14	Client Letter	Optional	Nil

2.1.1 Documents to be provided by Associate specific to consulate

S No	Document	New Delhi	Mumbai	Chennai	Kolkata	Hyderabad
15	Cognizant Offer Letter	Required	Required	NA	Required	Required
16	Revision Letter	Required	Required	NA	Required	Required
17	Pay Slip	Last 6 months	Last 2 months	Last 2 months	Last 2 months	Last 2 months
18	Income Returns or Form 16	Last 3 years	Last 2 years	NA	Last 3 years	Last 3 years

2.2 Documents to be provided by Global Mobility Team

S No	Document	Details	Specification
19	I-797 Document *	Required	Refer Specific Information

3.0 SPECIFIC INFORMATION

Shipment of the Petition – H1 New / L1 Individual	Associates are requested to update their respective location in the “Post Processing App” in 1C App Store and send an email to CSPPTeam@cognizant.com with residential address to receive the Hardcopy of the Petition from US.	
	All L-Blanket applications gets adjudicated only at US Consulate, Chennai	
Stamping Turn Around Time	Stamping TAT	7 business days
	Consulate processing time	3 - 5 business days
	Courier time	AT – as per the courier service Provider)