**B1 visa category:** Please bring the original passport for quality check to Traveldesk, once passport is verified kindly follow the below set of instructions to initiate the visa stamping at the US consulate.

**As per the new current process you will have two appointments. The first appointment will be for Biometric at OFC and the second for interview at the consulate.**

* Instructions to initiate the visa stamping:
* You need to create a profile by clicking the link: <http://www.ustraveldocs.com/in/index.html?firstTime=No> or <https://cgifederal.secure.force.com>
* USA consulate screen will appear. Click on new user.
* New user registration screen will appear. Please fill the details. Ensure that you give **Mindtree mail** id only as username for self (Please don’t give your personal e mail id) and for Dependents you can use any other personal email ID.
* if already created earlier (at the time of earlier stamping) then same can be used.
* Note- Profile should be with Current Valid Passport details only.
* Log in ID will be created which you can see in the right top corner. Please click on update profile which is on the left side. Fill the details and save.
* Save a soft copy of the profile screen shot.
* **Visit https://ceac.state.gov/genniv/** and fill the online application form DS160 completely. Once done, you will receive a confirmation.
* Send the DS 160 PDF, profile screen shot with UID number, your passport copy along with the all visa stamp pages, user name and password which was used to create profile and the filled table below to us in an e mail to make the visa fee payment for your interview.
* Once the fee payment is made, Team Immigration will fix an appointment at the OFC and at the Consulate and the same will be communicated to you.
* Immigration team will schedule pre visa interview briefing session and hand over (H1b Petition if applicable )all the related documents to you.

Please fill all the information requested as in the below table.

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Data required** | **Information** |
| 1. | Current state of residence in India |  |
| 2. | Purpose of travel in brief |  |
| 3. | Visa Class |  |
| 4. | Passport expiry date (DD/MM/YYYY) |  |
| 5. | First and middle names (as in the passport) |  |
| 6. | Surname(as in the passport) |  |
| 7. | Passport number |  |
| 8. | Name of the Project & Project ID |  |
| 9. | Date of birth (DD/MM/YYYY) |  |
| 10. | Mother’s name |  |
| 11. | Residence phone number |  |
| 12. | Mobile number |  |
| 13. | Preferred dates of appointment |  |
| 14. | Preferred consulate location for Interview |  |
| 15. | Intended date of travel as entered in DS160 |  |
| 16. | Duration of travel as entered in DS160 |  |
| 17 | Date of joining Mindtree Limited |  |
| 18 | Current designation |  |
| 19 | Client address and the contact person in client location |  |
| 20 | Project ID/Code |  |

**From the below list which location should we select for collecting your Passport from the VFS Centre after your Visa issuance --**

|  |
| --- |
| Ahmedabad |
| Bangalore |
| Baroda |
| Bhopal |
| Bhubaneswar |
| Chandigarh |
| Chennai |
| comibatore |
| Dehradun |
| Ernakulam |
| Guwahati |
| Hyderababd |
| Indore |
| Jaipur |
| Jalandhar |
| Jamshedpur |
| Lucknow |
| Mumbai |
| Nagpur |
| New Delhi |
| Panaji |
| Patna/Pune |
| Raipur |
| Surat |
| Thiruvananthapuram |
| Vishakhapatnam |

All the above details should be given as entered in the application. Please note that the **Mother's name** field is **case sensitive.**

**IMPORTANT INFORMATION**

**FOR BUSINESS VISA (B1): Please fill the DS 160 only when you have the Client Invitation letter ready.**

**FOR WORK PERMIT:**

**Please provide the below information for work permit extension along with soft copy of petition.**

**Petition Number:**

**Name as on Petition:**

**Petitioner: Mindtree Ltd**

**Petition Valid From:**

**Petition Valid Till:**

**FOR L-1B/L-1A:** All those applying for L-1B/L-1A visa, please note that the Blanket petition number is **EAC1517852135**

**Collection of passport after interview:**

Minds will receive automated email from [no-reply@ustraveldocs.com](mailto:no-reply@ustraveldocs.com) ID saying passport is reached to US Vfs, Bangalore. Please collect the passport from the address provided in the Email.

**Pre-Travel Briefing Session.**

Once your passport is collected from the VFS .Please attend the Pre-Travel Briefing Session conducted every Wednesday s at the below Venue. Before you travel to USA.

Program link to register: <http://live.milms.com/MindTree/Program/Details/121802>

Venue: MTW-CR-P1-2F

Number to dial from outside office - PH: +91-80-30941200 or +91-80-45341200 Extn: 41200; Meeting ID - 393635 ; Meeting Password – 7524

Time: 10 am to 12 pm