

**H1B Visa Process**

**Version History**

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| --- | --- | --- | --- | --- | --- |
| **Ver. No.** | **Date** | **Amendments** | **Author** | **Reviewed By** | **Approved By** |
| 0.1 | 10th May 2008 | Initial Draft | Sohit Yadav | Mr. Sudhir Saxena | Mr. Sudhir Saxena |
| 1.0 | 31st May 2008 | Initial Release | Sohit Yadav | Mr.Sudhir Saxena | Mr. Sudhir Saxena |

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# Introduction

The H1B process is a part of the Staff Augmentation process. NST uses this process for hiring the skilled candidates from India under the payroll of their parent company i.e. SVAM International.

# Entry Criteria

It’s a continuous process.

# Tasks

## 3.1 Finding the Candidate

* Job Portals
* Job Postings / Advertisements
* References.

## 3.2 Interviewing the Candidate

Refer to Recruiters Questionnaire below.

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## 3.3 Analysis of the Candidate and Resume

The analysis of the candidate is done by the recruiter before the resume is submitted for further evaluation. This analysis is done on the basis of:

* **Recruiters Questionnaire**
* Refer to section 3.2.
* **Fulfillment of Basics Requirements:**
* Good Communication Skills
* Good English
* **Educational Qualification and Technical Exposure.**
* Experience – 3-4 Years Minimum
* Education – BE, MCA (16 years of formal education)
* On-Site / US clients exposure a must
* Good English & Communication Skills

## 3.4 Technical Evaluation

* Telephonic Interview.
* Face to Face interview by Client’s team on their visit to India.
* The feedback shall be given in the form of the Interview feedback form.



## 3.5 Selection of the Candidate

The Selected candidates are sent the offer letter and details via email by the HR Manager.

## 3.6 Submission of the Documents

The respective recruiter shall be responsible for the follow up of the required documents and forwarding it to the Technical Resource Manager.

**3.6.1 Documentary Requirements**

* Bond on Rs.100 Bond Papers for US Visa fees – Notarized year
* Agreement on clients letterhead with $15k Bond
* H1b Statutory Docs

**3.6.2 Documents Needed for H1b Visa Petition:**

Refer to Document below i.e. Checklist for H1B petition.

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## 3.7 Process after visa approval

The Process after the Visa approval shall be the responsibility of the Technical Resource Manager.

* Approval receipt @ NST through client
* Approval dispatch to candidates
* Candidates to take visa appointment
* Visa approval by consulate
* Request for resignation confirmation
* Scheduling of departure of visa ready candidates with client
* Request for air-tickets
* Receipt of air tickets & advise of same to candidate
* Request for cab pickup at arrival airport
* Receipt of airport pickup & advice of same to candidate.
* Status Update.

# Output

* Updated Paper work
* Approved H1B Visa
* Scheduled departure of the Candidate.

# Exit Criteria

* Candidate successfully joins Client’s office in New York.