

US Business Visa

1. Eligibility of applicants –

- Only JL 4 and above
- Minimum is 3 months at Infosys

2. Restriction on applying –

- No WorkPermit (H/L type) for USA can be applied for nor be in-process, while applying for a Business visa or when the applicant travels on a Business visa
- Travel is not permitted on WorkPermit (H/L type) for activities that require a business visa

Applicant can apply for Business visa, while holding a WorkPermit (H/L type visa). It's at the discretion for the consulate officer to additionally grant the business visa or cancel the Work Permit and then grant the Business visa. For the past year, we have not observed WorkPermit visas being canceled, for such a reason (visa stamping in India)

3. Restrictions while traveling on B1 to USA –

| Business visa |
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| Stay cannot exceed defined limits |
| Does not permit leave |
| Visa holders receives allowance and not a salary |
| Visa holders does not pay taxes, so work is not allowed |
| Cannot apply for extension of stay |
| No provision for dependent applications |
| The employee should not be staying in a rental apartment in his/her name |
| While processing business visa, no checks will be carried out on the above aspect since it is taken care at the time of their ticket booking through Payana |

4. Restriction of Activities -

There are restrictions on the activities that may be performed by the applicant while on a B-visa. Below is the definitive list that is acceptable:

- Pre-sales activities
- Requirement gathering
- Negotiating contracts
- Knowledge acquisition
- Knowledge dissemination

- Installation
- Project coordination
- Attending conference/seminar/meetings/discussions
- Purchasing goods/materials
- Market reserach/technical research

5. Applying Visa while in a third country -

Yes, the individual can apply for business visas while in a third country - provided he is currently resident in that country and has been so for an uninterrupted period of atleast. The approval of visa will be for the consulate office decides. Alternative, get the visa in India (through the appointment system).

6. Leadtime to obtain the Visa -

Please use this link for wait-times - http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php

7. Restriction on stay in USA , on a business visa-

As per Infosys policy, 45 days is the max period of stay in USA on a Business visa. Please use this link for the most current information - [Stays on BusinessVisas](#)

8. Restriction on Frequent travel on a Business Visa-

The cooling period, between consecutive trips, should be equal to greater duration of the earlier or the subsequent intended trip.

Cooling off period is applicable only if the trip exceeds 14 days.

- Eg1: First travel is 30 days and then next one is for 25 days -> cooling period is for 30 days
- Eg2: First travel is 18 days and then next one is for 35 days -> cooling period is for 35 days
- Eg3: First travel is 4 days and then next one is for 20 days -> cooling period is for 20 days
- Eg4: First travel is 8 days and then next one is for 5 days -> cooling period is no required

9. Client Invite Letter-

- Preferably, the Invite should be from the Client
- An Invite from the client holds more weight-age for the consular officer to grant the visa– especially when getting the visa stamped in a third country.
- Else, opt for for Invite letter from Infosys – please contact the Engagement Manager (or others similarly senior role) to obtain the letter. ([Format invite letter](#))

10. Checklist of documents/ instructions

Initiating in the system

Please initiate visa stamping in AIMS à submit back ground check form and upload the passport front page à send it to approval to the concerned DM à Post approval by the approver in AIMS submit the front page of the passports to the Global Immigration Team / DC Prime before the cut off time, <http://172.25.103.20>

[/VISAUPLOADS/IOSUploads/iospSubmissionTimings.xls](#) to proceed with the stamping.

Process flow subsequent to submission of the documents to the Global immigration Team.

Submission of the documents to the Global immigration Team à MRV applications deposited with the HDFC bank by the GI Team and obtain the barcodes. Lead time to obtain barcodes varies from 3 – 5 working days and once the GI team receives the Activated Barcode, employees will be communicated on the details to fill up the online forms à Employee to confirm post filing the online applications à GI team will book the appointment and confirm the appointment date to the employee à GI team will hand over the stamping documents to the employee at the briefing session à Consulate Visit by the employee for Personal appearance à Stamped visa will be couriered by the Consulate to the respective DC after the processing à GI Team will intimate the employee once they are in receipt of the stamped passport in the DC.

Following documents required to carry for the visa interview

- [Two coloured photographs](#)
- Original passport
- Original marks card and degree certificates
- Original experience letters
- Original Infy offer letter
- Latest pay slip
- [Invitation letter](#)
- Detailed resume (for Mumbai Consulate stamping cases only)
- W2 form (copies)
- Interview confirmation letter (to be downloaded by the employee after the appointment is booked)
- CEAC confirmation sheet
- BEP letter (This will be provided by the visa prime after the visa briefing session)
- Original HDFC bank receipt (This will be provided by the visa prime after the visa briefing session)

b) Please contact the Immigration representative at your DC location for visa stamping procedures

c) If applying at a third country, please check the specific requirements for the US consulate in that country - <http://www.embassyworld.com/>

11. For any further enquiries-

If you have any queries please raise a service request in the ServCentrale (<http://iscls2apps/rtracker.aspx/RTRNewRequest.aspx>)