- **H-1 filing will be for the 2009 fiscal year**
- **H-1 Filing acceptance Date by USCIS: Apr 01, 2008**
- **H1- Filing acceptance date by Infovision : January 15th 2008**
- **H-1 Valid from/Earliest date you start working: Oct 01, 2008**

It is your best interest to get your documents to us soon so that your papers will be filed on first working day of the April 2008 (04/01/2008). This will eliminate missing the 2009 Quota.

Required Qualification:

16 years of Education (MCA, MBA or Any Engineering) with at least 2-3 years of experience.

New H1 applicants or H-1 to H-1 Transfer applicants:

1. Updated resume (email copy-Include present address)
2. Passport copies (all printed pages + any other travel/visa pages/Printing pages)
3. All marksheets (10th to Graduation +)
4. All Degree Certificates
5. Experience/offer letters (if they have any)
6. Any other related certificates (computer courses etc.)
7. I-94 card (You will get only when you enter in to USA, If you don't have one please specify the same)
8. Four recent pay stubs
9. Copy of Educational evaluation (if you have)
10. Copies of all previous H-1's held (If you have never applied for H1 or this is the first time then Ignore this)
11. First & recent date of entries into USA (for you & Spouse)
12. SSN (SSN means Social Security Number this is not needed if you don't have one. This is only available with people who already stayed or staying in USA)

If married, H-4 for Dependents:
1. Marriage Certificate
2. Filled I-539 Form (www.uscis.gov to forms)
3. Passport copies of spouse
4. Previous H-4 copies
5. First and recent date of entries

List of documents for H-4/L-1/B-1/F-1 to H-1 Transfer:
1. Updated resume (email copy-Include present address)
2. Passport copies (1st and last two pages + any other travel/visa pages)
3. All mark sheets (10th to Graduation +)
4. All Degree Certificates
5. Experience/offer letters (if they have any)
6. Any other related certificates (computer courses etc.)
7. I-94 card
8. Three recent pay stubs (for L-1's, OPT etc.)
9. Copy of Educational evaluation (if you have)

10. Copies of all previous H-1's held (if you have held any within last 6 years)
11. First & recent date of entries into USA.
12. SSN (if you have)
13. Copies of all H-4/L-1/F-1/B-1/H-1 documents etc.

Additional documents for any dependant categories like H-4, L-2 etc:

CHECKLIST FOR H4 APPLICATION

- Form I-539 Application to Extend or Change Nonimmigrant Status – to be filled and signed by spouse Download from (www.uscis.gov to forms)
- Passport copy of spouse with relevant pages including
    - Visa
    - I-94
- Support Letter from H1 applicant
- Marriage certificate
- 2 Recent pay stubs of H1 applicant
- Current H4 approval (form I-797A) of spouse
- In case H1 applicant already an employee -> H1 approval/receipt of H1 applicant **ELSE If combined H1/H4 application -> I-129 of H1 applicant whose visa is under transfer**
- Check for $195.00 payable to USCIS

All the documents must reach either by email/upload to the secure ftp link as mentioned by Infovision coordinator.

Strictly follow the naming following naming conventions to reduce the delay in processing the H1B documents.

Educational Certificate:

All Educational certificate including any certificates from Computer courses, Extra degrees, transcripts and mark lists should be named as following filename.

All this files should be included in one PDF file or multiple JPG files with appropriate extension number

For example all your educational certificates you make it as on PDF file then please write the following way.

Firstname_Lastname_Educational_certificates_All.jpg

For example if you create more than 1 Jpg file or PDF file for educational certificate it should end with sequence number

Firstname_Lastname_Educational_certificates_1.jpg

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Email: hr@ITIncUS.com **|** www.ITIncUS.com **|**

Firstname_Lastname_Educational_certificates_2.jpg
Firstname_Lastname_Educational_certificates_3.jpg

Firstname_Lastname_Educational_certificates_1.pdf
Firstname_Lastname_Educational_certificates_2.pdf
Firstname_Lastname_Educational_certificates_3.pdf

Passport Copy:
All passport pages should be scanned all printed pages of your passport and visas if any please scan them as JPG files or PDF files and make sure to follow the extensions of passport file.
For example if you make all Passport pages which are printed as one file.
Please follow this extension: Firstname_Lastname_Passport_All.PDF

Or if you create more than one file for passport you should follow extension for each file.
Firstname_Lastname_Passport_1.PDF or Firstname_Lastname_Passport_1.JPG
Firstname_Lastname_Passport_2.PDF or Firstname_Lastname_Passport_2.JPG
Firstname_Lastname_Passport_3.PDF or Firstname_Lastname_Passport_3.JPG

Note:
1) Passport Should be valid atleast up to December 2011
2) Any name differences from your mark list / Passport should be notified.
3) Passport should have valid last name
4) Passport should not be valid for more than 10 years. If it is valid for more than 10 yrs please inform.
5) Incase if you already extended the passport for second time please fill latest passport number in H1b resume and scan all printed pages of both passports as naming convention mentioned above.

Experience Letters:
All Experience letters, and offer letters should be scanned as JPG files or PDF files and make sure to follow the extensions of passport file.
For example if you make all experience letters and offer letters as one document please
Please follow this extension: Firstname_Lastname_Exp_Employername_All.PDF

Or if you create more than one file for passport you should follow extension for each file.
Firstname_Lastname_Exp_Employername_1.PDF
Firstname_Lastname_Exp_ Employername _1.JPG

Firstname_Lastname_ Exp_Employername _2.PDF
Firstname_Lastname_Exp_ Employername_**2**.JPG

Firstname_Lastname_Exp_ Employername_3.PDF
Firstname_Lastname_Exp_ Employername_3.JPG

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Pay Slips:

Recent four pay slips please make sure you scan them and name the file as follows.

Firstname_lastname_Payslip_Emp_All.JPG or Firstname_lastname_Payslip_Emp_All.PDF

If you scan these documents in more than one page file then please name them in sequence.

Firstname_lastname_Payslip_Emp_1.JPG or Firstname_lastname_Payslip_Emp_1.PDF
Firstname_lastname_Payslip_Emp_2.JPG or Firstname_lastname_Payslip_Emp_2.PDF
Firstname_lastname_Payslip_Emp_3.JPG or Firstname_lastname_Payslip_Emp_3.PDF

Address:

InfoVision Technologies Inc
2550 US Highway 1(Route 1)
North Brunswick,NJ-08902

Toll Free Contact Numbers: 1-888-2IT-JOBS (1-888-248-5627)
Toll Free Fax Number: 1-866-726-0520

Secure FTP Upload procedure.

You can upload maximum of 5 files at a time each file's maximum size can not be more than 2 GB. So total you can upload up to 5 * 2 GB (10 GB).

Please zip all your documents into above mentioned procedure.

1) Firstname_Lastname_Educational_Certificates_All.Zip
2) Firstname_Lastname_Passport_All.Zip
3) Firstname_Lastname_Exp_Employername_All.zip
4) Firstname_Lastname_Payslip_Emp_All.zip
5) Firstname_Lastname_Miscellaneous.zip (H1b format resume other files)

Once you are ready with all this 5 files which are zipped. Please visit the following link.

http://www.h1bdropbox.itincus.com

Your Email Address: Box please enter your email address to get the receipt of your files reached Infovision HR team.

Enter Message: Please write your first name , Last name, Residence phone, Mobile Phone number to reach.
Example : First Name : John Last Name : Smith Residence Number: 91 – 020-23434444
Mobile Number: 91-9823222323 Office Number: 91-020-32323232

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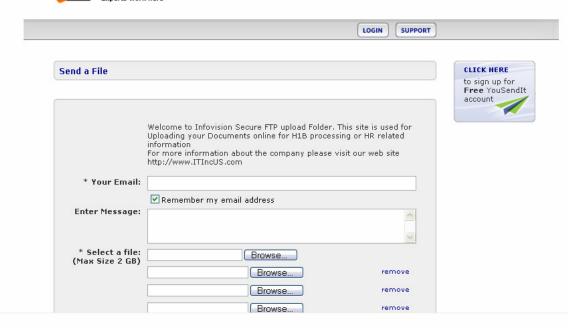Email: hr@ITIncUS.com **|** www.ITIncUS.com **|**

By clicking add another file link you can upload more than one file at a time. Maximum up to five files you can upload with max of 2 GB each file.

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Welcome to Infovision Secure FTP upload Folder. This site is used for
Uploading your Documents online for H1B processing or HR related
information
For more information about the company please visit our web site
http://www.ITIncUS.com

* Your Email:

☑ Remember my email address

Enter Message:

* Select a file:
(Max Size 2 GB)

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Browse...   remove
Browse...   remove
Browse...   remove

LOGIN   SUPPORT

H1B Hiring Process for the fiscal year 2008.
H1B filling for the fiscal year 2009 begins April 1, 2008. Candidate can start
Working on H1 only from October 1, 2008.

1. Candidate Selection
a. Candidates with at least 2 yrs of experience in any one the following areas of
Expertise will be considered eligible for application:
.Net, Java, Oracle (versions 9i, 10g, 11i), People soft, SAP, C C++
b. Interviews will be conducted to evaluate the technical proficiency of the
Candidate as well as communication skills
c. Based on the above evaluation, a candidate will be selected and offered an
Appropriate salary package
d. Candidate will also be suggested/ advised to complete additional course(s) and
Certification before they arrive in the US

2. H1 Filling Process
1. Once the candidate accepts the offer, based on the terms and conditions* of
InfoVision, the list of documents needed to file the H1 are sent to candidate,
along with a check-list and H1 format resume
2. The candidate must provide us all relevant documents completed by March 1st

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Week

3. Documents will be filed to the USCIS in the March 1st week

4. EAC Receipt number will be given to the candidate after 6 weeks of filing.

5) After receipt comes Infovision Technical team evaluate and suggest the candidate to take required training or certifications.

6) Once the H1 approval is received Candidate is sent the required documents for visa stamping at a US consulate.

6. After obtaining the visa-stamp, candidate arrives in the US no earlier than October 1st, 2008.

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