

# IMMIGRATION

Immigration Page in Share Point: <https://utopiainc.sharepoint.com>.

## TEAM

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### Escalation:

For any concerns and issues, you can escalate to:

P N Subramanian  
Director / Global Vice President - HR  
*Mobile:* +91 9840035099  
*Email:* [pns@utopiainc.com](mailto:pns@utopiainc.com)  
*Location:* India

Outlines provided here are for your awareness only. For any specific queries, please contact the Immigration Team.

## PASSPORT

Whether you need a visa or you travel without a visa, you will need a valid Passport. Ensure the following:

- You have a valid Passport.
- Your Passport is valid for minimum 7 months – if in case a visa needs to be applied.
- You have minimum two blank pages – side by side, in your Passport.
- Passport is not damaged.

## OVERSEAS TRAVEL

### BUSINESS VISIT

#### Visa Free or Visa on arrival

Check whether you need a visa to travel to that country on a business visit. For instance, if you are holding a U.S. Passport, you may travel to over 170 countries on Visa Free or Visa on Arrival. That is, you will not need a Visa stamping in your Passport prior to your visit. Or in some cases you may get Visa on arrival.

#### Prior visa stamping

If you need a prior visa stamping, then, you need to apply for a visa with the respective Embassy. Upon visa stamping, only thereafter you can travel.

For visa requirements, you need to contact the Visa Team. They will organize the required visa for you.

#### Frequent visit

When you are on a business visit, you should not stay in that Country for a longer period. Nor that you stay for a short period, but, travel frequently with no considerable gap (cooling period) between two trips. Due to Project requirements, if your presence is required in that country for a long term, then, arrange an employment visa. You need to contact the Visa Team. They will organize the required visa for you.

#### Travel Documents

Whenever you travel to overseas on a business visit for Utopia, ensure that you carry an Invitation Letter & Port of Entry Letter. You need to contact the Visa Team with a copy of bio page of your Passport, atleast two working days prior to your travel. They will organize letters for you.

Invitation Letter clarifies who has invited you, the need for your visit etc. Port of Entry Letter clarifies about your relationship with the company you are working at, the need for your travelling overseas etc.

You may show these letters to the Immigration Officer when required.

### Meeting with Utopia's Immigration Team

When the Immigration Team forwards you an Invitation Letter & Port of Entry Letter for your travel, they will also speak to you and brief you on the Immigration formalities. Ensure that you speak to them atleast two working days prior to your travel.

## **EMPLOYMENT VISA**

If you need to work in that country, you need an Employment Visa. For visa requirements, contact the Visa Team. They will organize the required visa for you.

Some of the documents required are copies of your educational certificates. If a Dependent Visa is required for your family, then, Marriage Certificate for your spouse and Birth Certificate for your children. In some cases, you may need to attest/legalize Marriage Certificates and Birth Certificates. For specific list of documents, you may refer to the checklist that you receive from Immigration Team.

When you travel on an employment visa, ensure that you have all required documents as per checklist provided by Immigration Team. You must have a visa, if applicable, a work permit and other documents specified by Immigration. Speak to Immigration Team atleast two working days prior to your travel.

## **PROCESS**

### Visa

Immigration Team receives a request from your Manager advising them to process a visa for you. This email must contain a Visa Request Form duly filled. And also an approval to process the visa. An approval can be provided by only those who are authorized to approve the visa request. You may refer to the Visa Request Form for the list. Form is made available in the Share Point. You may download the same for your use.

SLA for Immigration Team begins only when a Visa Request Form and an approval is received.

Upon receipt of these documents, Immigration Team will contact you with a list (checklist) detailing the process and what documents and information they need from you.

### Travel

Contact the Immigration Team atleast two working days prior to your travel for travel documents as explained earlier.

## **FILE**

When any documents (for visa or for travel purpose) are processed for you by Immigration Team, ensure to do the following:

- Check the Visa or Work Permit that you received is with no typos.
- Forward a copy for your visa.
- Forward copy of your work permit, all pages.
- Debrief the team – the process and procedures you would have gone through at the Embassy or at the port of entry; questions you would have been asked at.
- Forward your contact details during your stay in the overseas.

## **CONTACTS**

For any queries related to Immigration, contact the Immigration Team.