

Brendan McIntyre - PCS

From: Brendan McIntyre - PCS
Sent: Monday, February 27, 2012 4:25 PM
To: brendan@
Subject: FW: ACTION: End-Client Visa Letter, Process Change
Importance: High
Attachments:

From: J Elliott Dozier
Sent: Friday, September 30, 2011 11:36 AM
To: DJ John Terri Hirz
Subject: ACTION: End-Client Visa Letter, Process Change
Importance: High

Note: This message has been sent to all the GPS Labor CSM team, IT preferred suppliers, IT non-preferred suppliers (Top 10), IT Global Partners, and supplier reps who directly process end-client letter requests.

Dear Suppliers:

Please read the below and take action regarding your employees' applications for visas from USCIS. ***Please note the contact information has changed. These changes go into effect immediately.***

End-client letters are provided from Cisco to suppliers for the application process for the supplier's employees only. Cisco will not provide end-client letters for sub-contracted resources, as it infers a direct relationship between Cisco and the sub-contracting firm.

The template for these end-client letters is enclosed. It has been recently updated to include the new export technology license requirements as outlined by USCIS, and has been approved by Cisco Legal. The process for completion of this template is as follows:

1. Supplier completes and fills in the information on the template.
2. Supplier converts the file into PDF format (.pdf file name must be: "YYYYMMDD Company – Applicant Visa Letter")
3. Supplier emails the template to "Terri Hirahara (thirahar)" thir
4. GPS will digitally sign the document and return via email.

The standard turn-around time for end-client letters is five (5) business days. Please make the appropriate requests in enough time to ensure you will receive your letters back before your appointments/trips to the US Embassy. Cisco will not issue "emergency" end-client letters under any circumstances.

Global Procurement Services (GPS) is the only organization within Cisco approved to provide these end-client letters. Please do not request any end-client letters from Cisco managers. GPS will provide them for you.

If you have any additional questions, please feel free to reach out to "Terri Hirz"
thir

Best,

Elliott



J Elliott Dozier
Global Procurement Services

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