User Guide

Employee steps in Immigration process and Guidelines to access F&Q Document
DEAR EMPLOYEE,

IMMIGRATION PROCESS AND GUIDELINES

Overseas travel and the ability to deploy the right people to the right place at the right time is a critical component of HCL’s Business model and global strategy. Continued compliance with immigration requirements is critical to HCL’s global strategy.

General Requirements

The Global Immigration Guidelines provides ISG’s guidance on general requirements for travel on Short term/ Long term. They are subject to Country-Specific Guidelines, and additional country regulations and approvals, which govern the particular travel circumstances. Please refer to Country Specific F&Q Document available in below link HTTP://WF13.MYHCL.COM/SITES/ISG/DEFAULT.ASPX. Navigation path is as below

The F&Q Documents are intended to address some of the most commonly asked immigration related questions we receive. Please be aware that though every effort is made to keep the information in this section current and accurate, it is provided as a convenience for employees but should not be relied upon as a sole source of information.
**LOGIN TO IMMIGRATION PROCESS AND GUIDELINES**

To login to Immigration process and Guidelines link, you must have the necessary user rights and privileges to access MyHCL.

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**To login to I-Aura**

In the web browser, type MyHCL URL →

http://www.myhcl.com/Login/ and click **Submit**.

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*Figure: Login page*

The system displays the main application window
Once logged in you need to goto Immigration process and Guidelines in "My Transactions"

Searching for Country

*Figure: Search country & Visa type*

- Clicking on the Immigration process and guidelines will lead to above page.
- In this screen select **Country** from dropdown and click on **Visa Type**. Then click on **Find**.
In this screen click on **UK- FAQ Document**.

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**LOGOFF FROM MYHCL**

Every screen in Immigration process and guidelines has a **Signoff** link on the common menu.

Click the **Signoff** link.

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END OF DOCUMENT