

Generic Short-Term Business Visa Application Process									
Activity	Decision for employee to travel abroad	Check with immigration provider if/what visa is required	PRE-FILING ACTIVITIES				FILING ACTIVITIES		
			If visa required: Gather docs & info (job, candidate, company)	Case review and preparation	Case review	Provide additional and/or original documents	Final case review, case sent to government	Case review, inquiries may be issued	Approval sent to Immigr. Provider or Employee
Responsible Party	Employee / Manager	HR	HR / Employee	Immigr. Provider/ Attorney	HR / Employee	Immigr. Provider/ Attorney	Gov.	Immigr. Provider/ Attorney	
Timing*	n/a	< 1 Day	Depends HR / Employee	1 Day	Depends HR / Employee	1 Day	Varies by visa type and destination country	< 1 Day	

* Duration of steps that are the responsibility of the immigration provider are VISANOW estimates, please check with your provider to confirm.