



# CSI LABOR SERVICES SA DE CV

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CSI worker process timeframe:

Employer must provide CSI contact information for Preferred Workers **at least 6 weeks prior** to the estimated date of process/crossing. Such information should include the following:

- Worker's name
  - o First name
  - o Second name
  - o Last name
  - o Second last name
- Worker's full address
  - o Street name and house number
  - o City
  - o State
- Worker's phone number(s)
  - o Ten digit number
- Worker's tentative process/crossing date

Example:

Process Date	Name	Last Name	Last Name 2	State	Address	City	Phone	Phone 2
11-Jan-10	Fernando	Cejudo	Moreno	SIN	C Felipe Angeles 2039 Col Los Angeles	Culiacan	644 417 2547	644 415 5879
11-Jan-10	Fidel Arturo	Apodaca	Hernandez	SON	C Valle Soleado s/n	Hermosillo	642 521 8818	642 522 1087

If a worker's full contact information is not available, employer can provide a reference (contact person) or as much information possible for CSI to locate such worker.

- CSI will contact workers **at least 5 weeks** before the estimated crossing date to inform them they are being requested by an employer, inform them of the necessary documents and amount of US Government required fee, and schedule a meeting date and place for them to turn in such documents and provide all information needed for the Visa application.
- The worker-agent meeting will be set 4-3 weeks before the intended crossing date. Workers will visit CSI independent recruiter offices to turn in their documents and prepare paperwork, workers will refund the MRV fee paid by CSI via bank deposit (no cash payment can be received). Agents will determine when workers will be visited in areas other than their offices and schedule meetings.

- At the time of the meeting, all information (as provided by employer) concerning workers temporary employment in the U.S. will be disclosed. Any required documents will be presented to workers (and signed if requested by employer).
- Workers passports and applications will be sent from agent's offices to CSI office in Monterrey **at least 1 week before the process date.**
- Workers will be contacted by phone by recruiters once their Consulate interviews are confirmed (with enough time for the workers to make preparations and arrive). **CSI can direct workers to GRUPO SENDA (Transportes del Norte) for transportation arrangements from their home state to the Consulate, but workers are free to choose their own means of transportation.**
- CSI staff will assist workers outside the U.S. Consulate for their process and once their visas are granted. **CSI representative will direct and organize workers in the manner the Consulate has requested for presentation. Once the interviews and process are done CSI representative will notify workers in case Consulate indicates any further instructions.**
- CSI staff can direct workers to GRUPO SENDA (Transportes del Norte) for Mexico to USA transportation arrangements, but workers are free to choose their own means of transportation. CSI chooses the transportation company it recommends carefully, to ensure that company has all permits, licenses and insurance to transport your employees. GRUPO SENDA provides CSI with staging facilities and assistance and SENDA is the only company we recommend.

CSI has staff available to process at the following US Consulates:

- |                         |                            |
|-------------------------|----------------------------|
| - Monterrey, Nuevo Leon | - Nuevo Laredo, Tamaulipas |
| - Nogales, Sonora       | - Hermosillo, Sonora       |

If you need to schedule a process in a location other than the ones mentioned, in order for CSI to make the appropriate accommodations employer must cover a fee of \$100 USD per day of process.

CSI has designed a system that is able to move thousands of workers through a very complicated U.S Government program. In order to keep prices low, our clients must utilize the process we have in place.

We prefer that you stay within the boundaries of our system but we do offer the following option; if you require a special visit or meeting for your workers; outside of the agent scheduled visits, there will be an extra charge of \$150 u.s.d. per day.

Security issues involving extreme violence and theft in Mexico have become more prevalent along the border close to processing locations as well as in Monterrey and rural areas around Mexico. CSI affiliated agents are subject to attacks and robbery and must work to limit their travel.

Agent offices are distributed throughout Mexico in areas with higher worker presence. Agent supervisors will organize visits to interview workers and collect their paperwork at their offices or any other reasonable meeting place. Candidate workers that are not present at these outside meetings will be required to travel to any processing location to have their paperwork completed.

Requests for new workers must follow the same time table as a preferred worker. If you request a worker with a specialized skill (tractor operator, english speaker, mechanic, etc.) provide CSI with as much time as possible to find the most adequate candidate.