SUBMITTING A REQUEST FOR AN H-1B EMPLOYEE

PLEASE GATHER THE FOLLOWING INFORMATION FROM THE SCHOLAR FIRST

- First name as listed on passport (confirm spelling)
- Last name as listed on passport (confirm spelling)
- Date of birth - month and day confirmed (Confirm that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Email address -- accuracy confirmed
- Gender
- UVM Net ID - only if scholar has visited UVM previously (since 2010)

1. Visit https://istart.uvm.edu
2. CLICK Administrative Services for University Departments
3. You will be asked to authenticate your identity for the UVM network if you have not done so already.

![Login Page](image1.png)

UVM Authentication
Welcome to UVM's identity and authentication service. Always make sure this webpage's address starts with https://login.uvm.edu or https://webauth.uvm.edu.

- NedID
- Password
- Login

4. Click on [https://istart.uvm.edu](https://istart.uvm.edu)

![Confirm Page](image2.png)

You are now logged into UVM as acorwin for [https://istart.uvm.edu](https://istart.uvm.edu)

Click the link or press (space) to continue.
5. Click on **Departmental Services** (a drop-down menu appears)

**QUESTION!**

Is this your scholar’s first visit to UVM? (begin at step #6)

or

Has s/he visited previously (since 2010)? (begin at step #9)

or

Is s/he currently active at UVM in another visa status? (begin at step #9)
6. **If this is your scholar’s first visit to UVM, click Add New Person.**

You will need the following information to begin. **The accuracy of this information is critical.**

- First name (as it appears on passport)
- Last name (as it appears on passport)
- Date of birth - month and day confirmed (Don’t assume that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Email address
- Gender
7. Complete **Add New Person** e-form and submit.

Date of birth: If inaccurate, scholar will not be able to access system at a later date.

Last name, first name: If inaccurate, documents could be issued incorrectly.

**IF YOU ARE UNCERTAIN OF THE ACCURACY OF ANY INFORMATION ON THIS PAGE, PLEASE DO NOT SUBMIT UNTIL YOU HAVE VERIFIED THE INFORMATION WITH THE VISITOR.**
8. You are taken to the **Departmental Services Overview** page. The left column, **Current Cases**, shows all active scholars in your department. The **Case Information Display** to the right shows the individual you have just added and the case you are currently working on.

Click on **Application for a New H-1B Employee** at the bottom of the Case Information Display box.

![iStart](image)

**Skip to #10**
9. **If your scholar has visited UVM since 2010 or is currently at UVM in another immigration status, click on the application you would like to begin, i.e. H-1B Employee Application.** You will need the information below to locate a scholar who is already in the Sunapsis system.

- Enter **UVM Net ID** (here referred to as ‘University ID’)
- Enter **Date of Birth** - month and day confirmed (Don’t assume that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Click ‘Find Record’

“University ID” in iStart is UVM NetID!
10. You land on the **H-1B E-Form Group** page. You will access all the forms required to complete the H-1B request from this launch page.
11. Complete the **Applicant Access** e-form first to send an automatic email to the prospective scholar. You will need the scholar’s email. This email will direct the scholar to the online system where s/he will supply required biographical and immigration history information. Once the scholar has completed these e-forms, you will receive a notification email. The remaining forms on H-1B launch page must be completed by the department.

Email address: If inaccurate, visitor will not receive any information to complete this process.
12. Note that the check-box next to the form has changed status to **Pending**. You can review the status of any e-form by checking it against the key at the bottom of the page.

You’ll notice most of the remaining e-forms are indicated as **Incomplete**.

The final e-form, **Complete Submission of H-1B Request**, is grayed out and will remain unavailable until all the other e-forms have been completed. Once all forms have been completed you need to complete this form to finalize submission of the request.
13. There are two e-forms that must be completed by the Department Chair, the **H-1b Compliance E-form** and the **Deemed Export Attestation**. You will supply the chair’s email contact information for each and automatic emails with links to the required forms will be sent.
Application for a New H-1B Employee

H-1B REQUEST APPLICATION PROCESS
This group of e-forms will provide UVM’s Office of International Education with the information required to file an H-1b application for a foreign national employee. The sponsoring UVM department and the new employee must each complete and submit several e-forms before OIE can proceed with the filing of the H-1b application. Please note that OIE CANNOT proceed with the H-1b application until both parties have completed the required forms.

GUIDANCE FOR THE DEPARTMENT
Complete the 'Applicant Access' e-form to grant the scholar access to forms that gather the biographical, dependent, educational, and professional history required for the H-1B application. You will receive an email notifying you when the scholar has completed submission of these e-forms.

FINAL SUBMISSION OF THE APPLICATION
Once all e-forms have been submitted, you will need to submit the entire application by completing the final e-form, Complete Submission of H-1B Request.

- Applicant Access
- Information about the Position
- Deemed Export Attestation
- H-1B Compliance Certification (Department Chair)
- H-1B Compliance Certification (Faculty Supervisor)
- Complete Submission of H-1b Request

= Complete    = Multiples Allowed    = Optional
= Pending Review   = Incomplete   = Not Yet Available
Here is a view of the email the department chair receives.

Dear Daniel Craig:

The Office of International Education (OIE) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIE and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

**H-1B Compliance Certification (Department Chair)**

Client Name: Mads Mikkelsen
Client ID: ***kkel
Your Login ID: d craig@gmail.com
Your Password: 044086F-3F
13b. Here is a view of the H-1b Compliance Certification that the Department Chair must complete. The Faculty Supervisor’s Compliance Certification is similar.
14. Once a compliance e-form has been completed, you will receive an email notification. You can also review the status of the application from the H-1B launch page (see below). The **H-1B Compliance Certification** has been completed and the **Deemed Export Attestation** is still pending.
15. **Confirm your visiting scholar has completed her/his required forms.** You will notice that even though you have completed all the departmental e-forms from the launch page that the **Complete Submission of H-1B Request** e-form is still unavailable.

If you review the **Applicant Access** e-form, you will notice that it is still in pending status. This means that the scholar has not completed the required e-forms. As a result, you cannot submit the request and OIE cannot process the H-1B request. You may wish to contact the scholar to encourage completion of the e-forms.

**UPDATE:** You can now view the scholar’s pending e-forms following the departmental e-forms (not shown here).
16. Once the applicant has submitted the required e-forms, you will receive a notification email. You will notice that the status has also updated on the launch page.

The **Complete Submission of H-1B Request** e-form is now available. Submit this e-form to complete the H-1B request.

OIE will follow-up with any questions if necessary. Please allow 10 business days for issuance of immigration documents.
<table>
<thead>
<tr>
<th>Department Responsibility</th>
<th>Visitor Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant access</td>
<td>J-1 applicant information</td>
</tr>
<tr>
<td>Information about the position</td>
<td>J-1 applicant immigration history</td>
</tr>
<tr>
<td>J-1 compliance certification (Department chair)</td>
<td>Scholar pre-arrival acknowledgement</td>
</tr>
<tr>
<td>J-1 compliance certification (Faculty Host/Supervisor)</td>
<td>SEVIS dependents (Spouse/children) -- Optional</td>
</tr>
<tr>
<td>Financial support and funding</td>
<td></td>
</tr>
<tr>
<td>Complete submission of J-1 request</td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWING PENDING APPLICATIONS**

1. Login to Sunapsis via [https://istart.uvm.edu](https://istart.uvm.edu)
2. When you reach the launch page, click on Departmental Services

![Image of iStart](image.png)

3. Click on the client record you would like to view.
4. To view the pending application, click on Application for New H-1B Employee. This will take you to the H-1B e-form launch page.
Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e. H-1B application and renewals, J-1 scholar requests, etc) that are available to submit to the international office.

Current Cases
- Weiwei Ai
- Joe Liu
- Mark Johnson
- Mads Mikkelsen
- Nicksky Peterson
- Siemon Folke
- Peter Semajda

Case Information Display
- Mads Mikkelsen
  - Temp: 446266
  - February 07, 1967
  - The last updated departmental form on file for this individual is Applicant Access updated at 09:59 PM on December 12, 2012

Past Cases
- Application for a New J-1 Exchange Visitor
- Extension for a J-1 Exchange Visitor

† Case has been updated in the past week
¥ Individual has filled out client accessible e-form