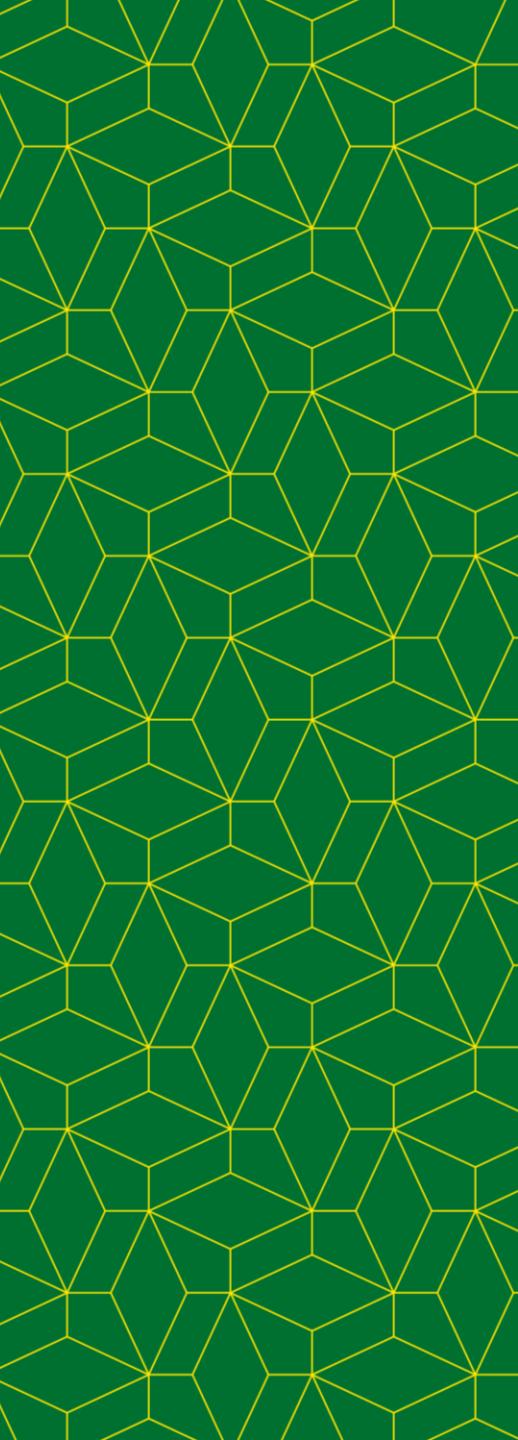


# **Process Overview:**

## **Add New Person + Pre-Screening H-1B Request**



# New H-1B Workflow

Pre-Screening H-1B Request



H-1B - Pre-Screening Request

Zoom Call with ISSS



H-1B New Application, if eligible



H-1B - New Application

# Department Contact

1. **Collect relevant info** ←
2. Start Pre-Screening Request
3. Dept & H-1B employee submit form
4. Zoom call
5. Complete H-1B New Application

# Collect relevant information

- If current UO Employee:
  - Full Name
  - 95# (UO ID number)
  - Date of Birth (DOB)
  - Email Address
- If new non-UO employee/prospective hire:
  - Passport
  - Email address

# Important: Passport Info

## Collect Passport: gender, DOB, name

- Gender is marked under sex (M/F)
- DOB are not in mm/dd/yyyy format in most cases
- H-1B Employee Login: requires date of birth
- Default to MRZ = Machine Readable Zone (universal) for name order
- **Ask us if you are confused!**



# Name Tips & Tricks

- Note: ISSS will include middle names as part of the given name for H1B petitions (as per MRZ)
- If a name has accents or diacritic marks (D'Angelo, Anne-Marie, Chloë, Peña), you can default to MRZ
- **Ask us if you are confused!**

Country Code: NLD

Surname(s): De Bruijn

Given Name(s): Willeke Liselotte

DOB (mm/dd/yyyy): 03/10/1965

Gender: Female



**MRZ = Machine Readable Zone**  
universal alphabet for name order

# Department Contact

1. Collect relevant info
2. **Start Pre-Screening Request** ←
3. Dept & H-1B employee submit form
4. Zoom call
5. Complete H-1B New Application

# Login to iConnect



## Welcome to the iConnect Services Login Page

iConnect provides a variety of online services for University of Oregon international students, scholars, and employees -- as well as the staff that support them. Please use the "Login" button below to access your account.

### Current Students, Faculty, or Staff

For full access to your UO international services account, please use the Login button.

[Login](#)

Your Duck ID and password will be required.

#### Don't Have a Network ID?

New and future students and scholars can log in with their University ID number, PIN, and date of birth.

[New Student/Scholar Login](#)

Use your UO credentials  
to login: [iconnect.uoregon.edu](https://iconnect.uoregon.edu)



# When to submit Pre-Screening Request

- New hire you know will be H-1B (TTF)
- New hire and you're unsure what visa type
- Current employee wanting to switch to H-1B or another visa type

**Previous process: Email [ischolar@uoregon.edu](mailto:ischolar@uoregon.edu) to notify of new hire**

**New process: Complete Pre-Screening Request**

Pre-screening allows us to gather complete information and ensure the employee is eligible for H-1B and can start on-time.

# Where to click? For Pre-Screening Request

## If new UO hires:

- Select "Add New Person"
- Complete form
- Select "H-1B – Pre-Screening Request"

## Work on an Application

Name: Duck, Ducky

University ID: TEST

Date of Birth: 01/01/

You may click on an application e-form group to work on for this individual.

--- New Applications ---

[J-1 - New Scholar Application](#)

[J-1 - Scholar Extension Application](#)

[H-1B - New Application](#)

[H-1B - Pre-Screening Request](#)

The screenshot shows the 'iConnect' platform interface for 'International Student and Scholar Services' at the University of Oregon. The top navigation bar includes the university logo, the service name, and a 'iConnect' dropdown. The main content area is titled 'Departmental Services' and is divided into 'Lists' and 'Tasks' sections. In the 'Tasks' section, the 'Add New Person' button is highlighted with a red box, indicating it is the correct click for a pre-screening request. Other visible buttons include 'Update Your Contact Information', 'H-1B - Pre-Screening Request', 'J-1 - New Scholar Application', 'J-1 - Scholar Extension Application', and 'H-1B - New Application'.

# Complete Form

- Last Name = Surname (last names)
- First Name = Given Name (first and middle names)
- Middle Name = Leave blank
- Match information to passport exactly (name, DOB, gender)
- Email = non-UO email
- Campus = Scholar
- University ID = NO
- Network ID = NO

## Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(\*) Information Required

Last Name\*

First Name\*

Middle Name

Date of Birth\*

 MM/DD/YYYY

Gender\*

Email Address\*

Campus\*

Do you have an institutional university ID for this new profile?\*

Yes

No

Do you have a network ID for this new profile?\*

Yes

No

- No FULL CAPS
- No diacritics
- No "N/A" or "FNU" or "LNU"

# Error - Add a New Person

**Note:** An error message will appear if an individual already exists with matching DOB and email address or/and Name

## Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(\*) *Information Required*

Error - You must correct your errors below and resubmit

Found an existing record of [REDACTED] that matches the university ID or the date of birth and email address currently on file. Please use the found university ID number or contact the international office if you believe this to be an inaccurate match.

# Where to click? For Pre-Screening Request

If current UO employee:

- Select "H-1B – Pre-Screening Request"
- Lookup using 95# & DOB

## Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(\*) *Information Required*

University ID\*

Date of Birth\*

UNIVERSITY OF OREGON | International Student and Scholar Services

iConnect

Departmental Services

## Departmental Services

### Lists

 My Current Cases  My Closed Cases  My Department's Current Cases

### Tasks

 Add New Person  Update Your Contact Information  H-1B - Pre-Screening Request

 J-1 - New Scholar Application  J-1 - Scholar Extension Application  H-1B - New Application

 H-1B - Extension Application

# Department Contact

1. Collect relevant info
2. Start Pre-Screening Request
3. **Dept & H-1B employee submit form** 
4. Zoom call
5. Complete H-1B New Application

# Pre-Screening = 1 E-form!

## H-1B - Pre-Screening Request

### [View/Save/Print E-Form Group](#)

Use this e-form for ISSS to assess the H-1B eligibility of a potential new hire or current UO employee who needs H-1B status.

ISSS will let you know if and when you can begin the New H-1B Application.

### E-Forms

REQUIRED

[Pre Screening New H-1B Request](#)



Department  
(iConnect)

## International Student & Scholar Services

### UO H-1B Visa Process

Dear Ducky Duck,

Congratulations on your new position with University of Oregon! Our team provides immigration sponsorship for employees at UO; we look forward to supporting you through this process and welcoming you to Eugene.

Please follow the link below to respond to provide additional information:

[Pre Screening New H-1B Request](#)

Client Name: Ducky Duck

Client ID Number: \*\*\*\*\*4990

Your Login ID: [REDACTED]

Your Password: C0F25C2-1B

**H-1B Employee  
(email link)**



We would also like to arrange a quick Zoom call to understand your current status and answer any questions you may have about the process. Please provide some times that you are available for a call in the coming days, and we will be glad to send a Zoom link.

In the meantime, please begin to familiarize yourself with our [list of required employee documents](#), and come with any questions to our meeting.

We look forward to connecting!

Sincerely,

The Scholar Services Team

**International Student and Scholar Services**

University of Oregon | Division of Global Engagement

ischolar@uoregon.edu | uoregon.edu

# Pre-Screening E-Form Layouts

## Department View

New Hire Department Name\*

New Hire Position Title\*

New Hire Intended Start Date\*

 MM/DD/YYYY

New Hire Salary\*

Upload Position Requisition or Position Description \*

Select File

Upload UO Employment Contract or RTO \*

Select File

### New Hire Contact information

Confirm New Hire Name\*

New Hire Email Address\*

## H-1B Employee View (2nd Approver)

You are asked to complete this form prior to our zoom call to discuss your eligibility for UO sponsorship for H-1B employment.

### Information provided by the Department sponsoring the request

Position Title: Test

Intended Start Date: 01/01/2026

Salary: \$ 75000

What is your country of citizenship?\*

Do you have any dependents?\*

Yes  No

Have you completed your highest degree or PhD (and defended your dissertation)?\*

Yes  No

### Current Immigration History

Are you currently in the US?\*

Yes  No

### Immigration History

Have you previously been in H-1B status?\*

Yes  No

Have you previously been in J-1 status?\*

Yes  No

**\*NOTE\***  
New Hire  
can access  
everything  
department  
submits

# Department Contact

1. Collect relevant info
2. Start Pre-Screening Request
3. Dept & H-1B employee submit form
4. **Zoom call** 
5. Complete H-1B New Application

# Zoom Appointment



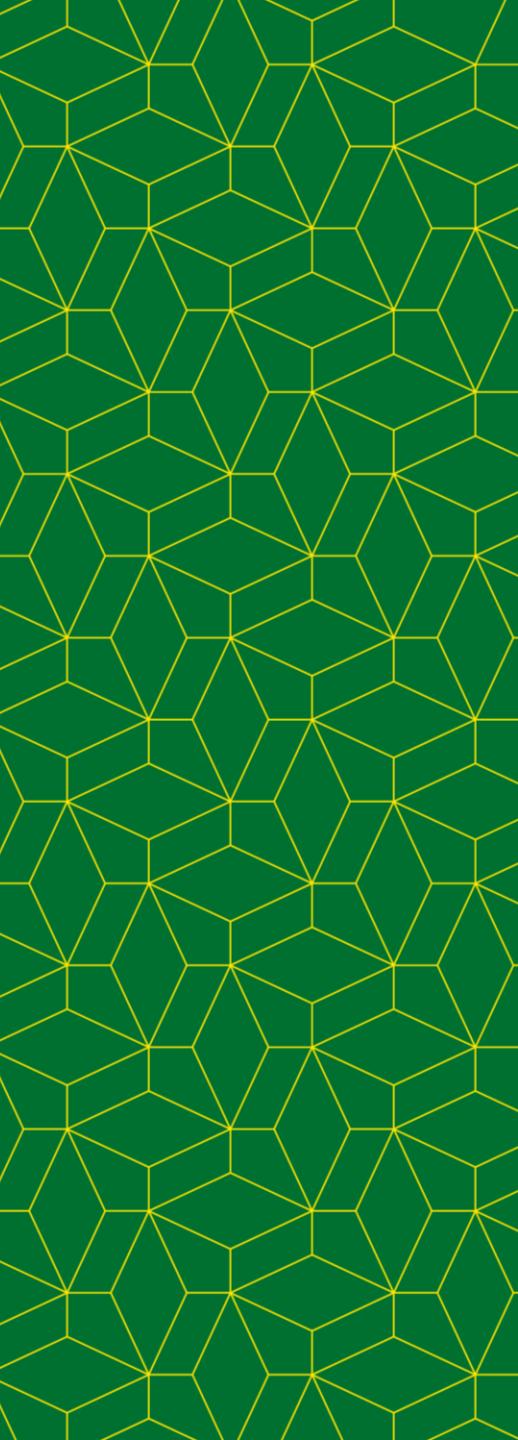
*Next: If asked to continue with New H-1B Application,  
then go to next step!*

# Department Contact

1. Collect relevant info
2. Start Pre-Screening Request
3. Dept & H-1B employee submit form
4. Zoom call
5. **Complete H-1B New Application** 

# Resources and Help

- ☞ [iconnect.uoregon.edu](http://iconnect.uoregon.edu)
- ☞ [isss.uoregon.edu/faculty-scholars/h-1b](http://isss.uoregon.edu/faculty-scholars/h-1b)
- ✉ [ischolar@uoregon.edu](mailto:ischolar@uoregon.edu)
- ☎ 541.346.3206





**International Student  
and Scholar Services**