Process Overview:

Add New Person + Pre-Screening H-1B Request
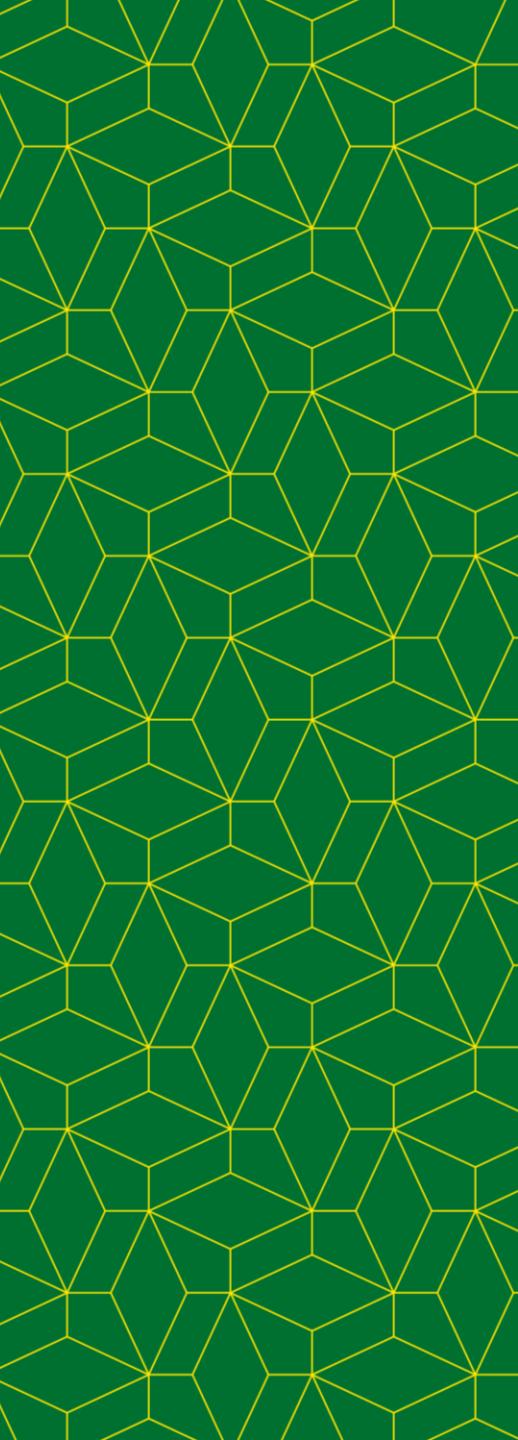
New H-1B Workflow

Pre-Screening H-1B Request

Zoom Call with ISSS

H-1B New Application, if eligible

H-1B - Pre-Screening Request

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

International Student and Scholar Services

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

International Student and Scholar Services

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!**

International Student
and Scholar Services

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


```
P<NLDDE<BRUIJN<<WILLEKE<LISELOTTE<<<<<<<<<<
SPECI20142NLD6503101F2403096999999990<<<<<84
```

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

International Student and Scholar Services

Login to iConnect

Use your UO credentials

to login: iconnect.uoregon.edu

UNIVERSITY OF OREGON | International Student and Scholar Services

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

🔒 **Secure Online Session**

International Student and Scholar Services

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 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"

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

International Student and Scholar Services

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
Leave blank, add to first name

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

Date of Birth*
MM/DD/YYYY

Gender*

Email Address*

Campus*
Select "Scholar"

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

Add New Person

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 ███ █████ ██ ███ █ **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.**

International Student and Scholar Services

Where to click? For Pre-Screening Request

If current UO employee:

- Select "H-1B – Pre-Screening Request"

- Lookup using 95# & DOB

UNIVERSITY OF OREGON | International Student and Scholar Services

iConnect

Departmental Services

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*

95#

Date of Birth*

MM/DD/YYYY   DOB

Find Record

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 | | |

International Student and Scholar Services

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

International Student and Scholar Services

Pre-Screening = 1 E-form!

Department

(iConnect)

H-1B Employee (email link)

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

O International Student and Scholar Services

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** ⟵

International Student and Scholar Services

Resources and Help

- iconnect.uoregon.edu

- isss.uoregon.edu/faculty-scholars/h-1b

- ischolar@uoregon.edu

- 541.346.3206

International Student
and Scholar Services

International Student and Scholar Services