

# Process Overview: H-1B Extension Application


# Application Workflow for all H-1Bs (new & extensions)



# Login to iConnect

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

 International Student and Scholar Services

 Secure Online Session

# Extension Application

# Find Employee's Record

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Add H-1B employee's

- **95#** →
- **DOB** →

then **'Find Record'** →


## 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\*

 MM/DD/YYYY

Find Record

# Start Extension Application

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## 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](#)

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

--- Continue an Application in Progress ---

There are no previously submitted applications.

# Overview of Process and Forms

## Department View

### Forms To Be Completed By The Department —

- ☐ REQUIRED  
[Department Instructions](#)
- ☐ REQUIRED  
[Department Position Information](#)
- ☐ REQUIRED  
[Actual Wage Statement](#)
- ☐ REQUIRED  
[Department Memo Upload](#)
- ☐ REQUIRED  
[Payment Details](#)

### Final Review and Export Control (will unlock when applicable) —

- NOT YET AVAILABLE  
[Department Final Submit](#)

### Forms To Be Completed By Department if Requested —

- ☐ OPTIONAL  
[Department Additional Information Upload](#)

## H-1B Employee View

### Forms To Be Completed By Employee —

- ☐ REQUIRED  
[Personal Information](#)
- ☐ REQUIRED  
[Current Immigration Information](#)
- ☐ REQUIRED  
[US Immigration History](#)

### Submit Your Request —

- NOT YET AVAILABLE  
[Attestation and Submit](#)

### Forms To Be Completed By Employee if Requested —

- ☐ OPTIONAL  
[Additional Information Upload](#)

# Overview of Process and Forms

## Department View

### Forms To Be Completed By The Department —

- ☐ REQUIRED [Department Instructions](#)
- ☐ REQUIRED [Department Position Information](#)
- ☐ REQUIRED [Actual Wage Statement](#)
- ☐ REQUIRED [Department Memo Upload](#)
- ☐ REQUIRED [Payment Details](#)

Step 1

Step 2

### Final Review and Export Control (will unlock when applicable) —

- ☐ NOT YET AVAILABLE [Department Final Submit](#)

Step 4

### Forms To Be Completed By Department if Requested —

- ☐ OPTIONAL [Department Additional Information Upload](#)

Step 5 – only if  
ISSS needs

## H-1B Employee View

### Forms To Be Completed By Employee —

- ☐ REQUIRED [Personal Information](#)
- ☐ REQUIRED [Current Immigration Information](#)
- ☐ REQUIRED [US Immigration History](#)

Step 2

### Submit Your Request —

- ☐ NOT YET AVAILABLE [Attestation and Submit](#)

Step 3


### Forms To Be Completed By Employee if Requested —

- ☐ OPTIONAL [Additional Information Upload](#)

Step 5 – only if  
ISSS needs



# Department Review and Final Submit

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View/Save/Print E-Form Group

*For a currently employed H-1B who needs an extension.*

*The H-1B Specialty Occupation category is the standard professional visa for temporary nonimmigrant faculty or, in case-by-case instances, staff who will be employed at the University of Oregon. The maximum duration for H-1B sponsorship is six years.*

Forms To Be Completed By The Department

Final Review and Export Control (will unlock when applicable)

NOT YET AVAILABLE

Department Final Submit

Forms To Be Completed By Department if Requested

Forms To Be Completed By ISSS

View/Save/Print

Submit final eform

# Internal Office Staff Review

**After Department Final Submit, applications are routed to Export Controls**

**ISSS staff will:**

- Review E-Forms
- Reach out if there are questions
- Notify employee and department contact of submission

# H-1B Timeline

## Department Contact

- Begins process
  - As soon as job offer is accepted (new)
  - 7 months prior to current expiration date; ISSS will reach out (extension)
- Initiates and submits request

## Allow extra time for

- Request for Evidence

## ISSS Staff

- International office will process application as soon as possible
- In busy times, this can be up to 30 days for processing (from complete application > submitted H-1B petition)

# Resources and Help

 [iconnect.uoregon.edu](https://iconnect.uoregon.edu)

 [iss.uoregon.edu/faculty-scholars/h-1b](https://iss.uoregon.edu/faculty-scholars/h-1b)

 [ischolar@uoregon.edu](mailto:ischolar@uoregon.edu)

 541.346.3206



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and Scholar Services**