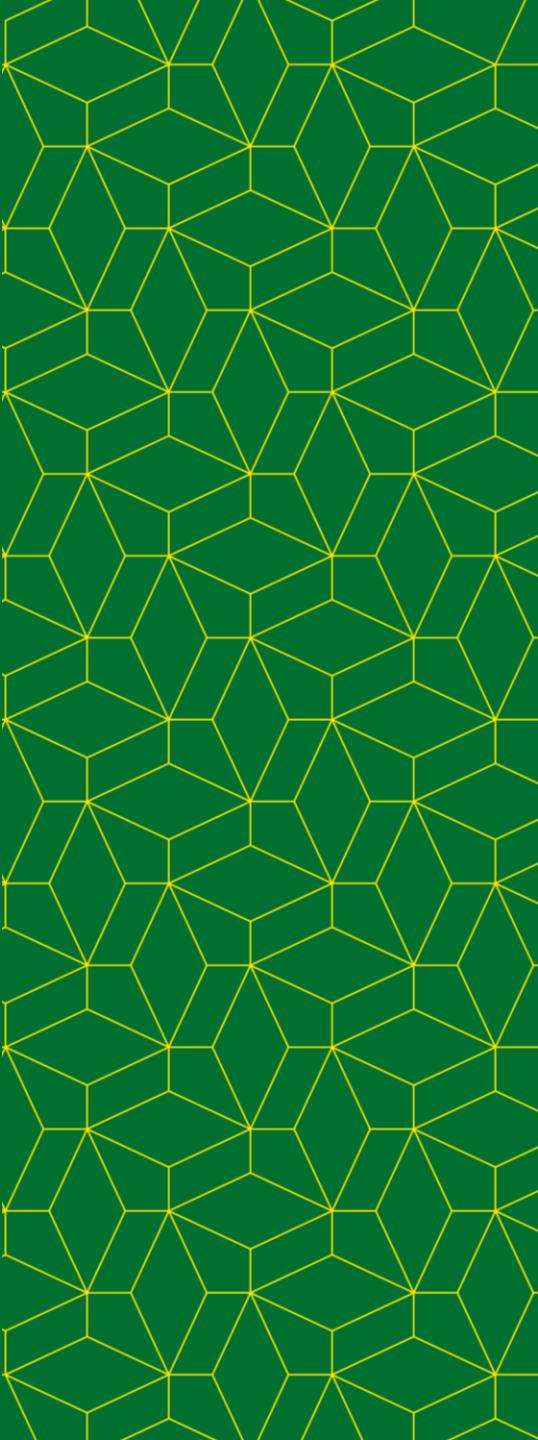
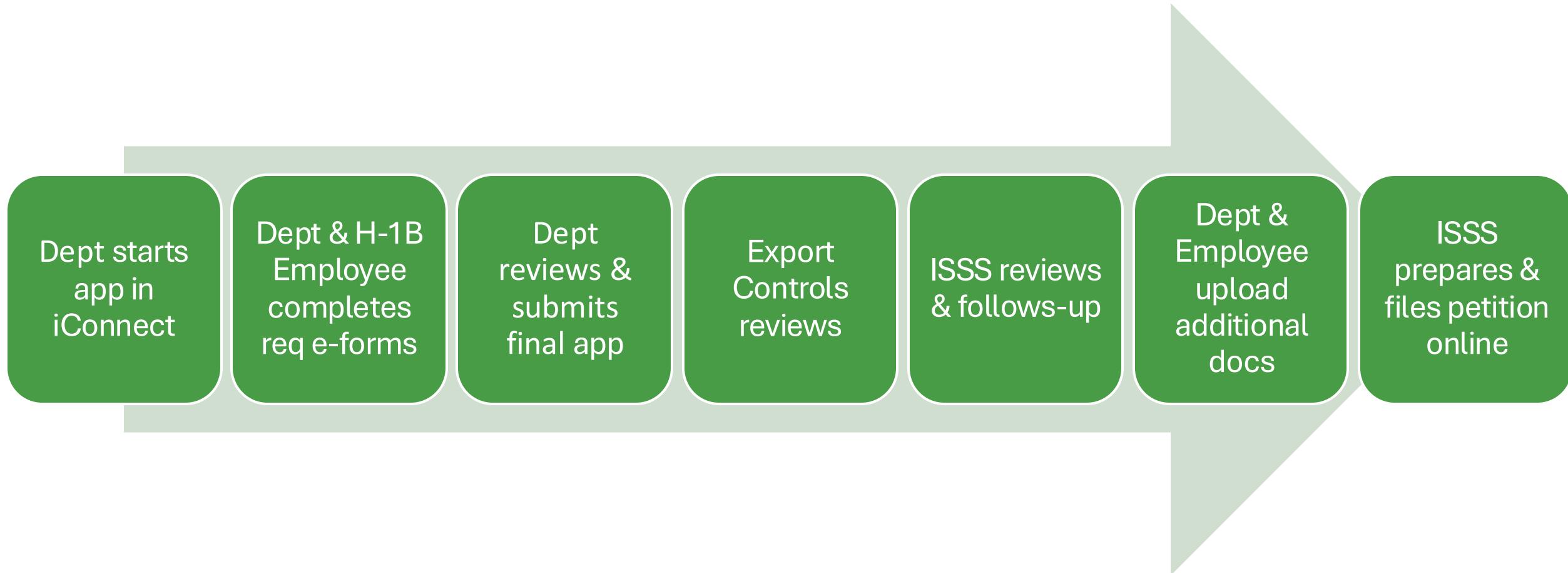


# Process Overview: New H-1B Request



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



# 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?

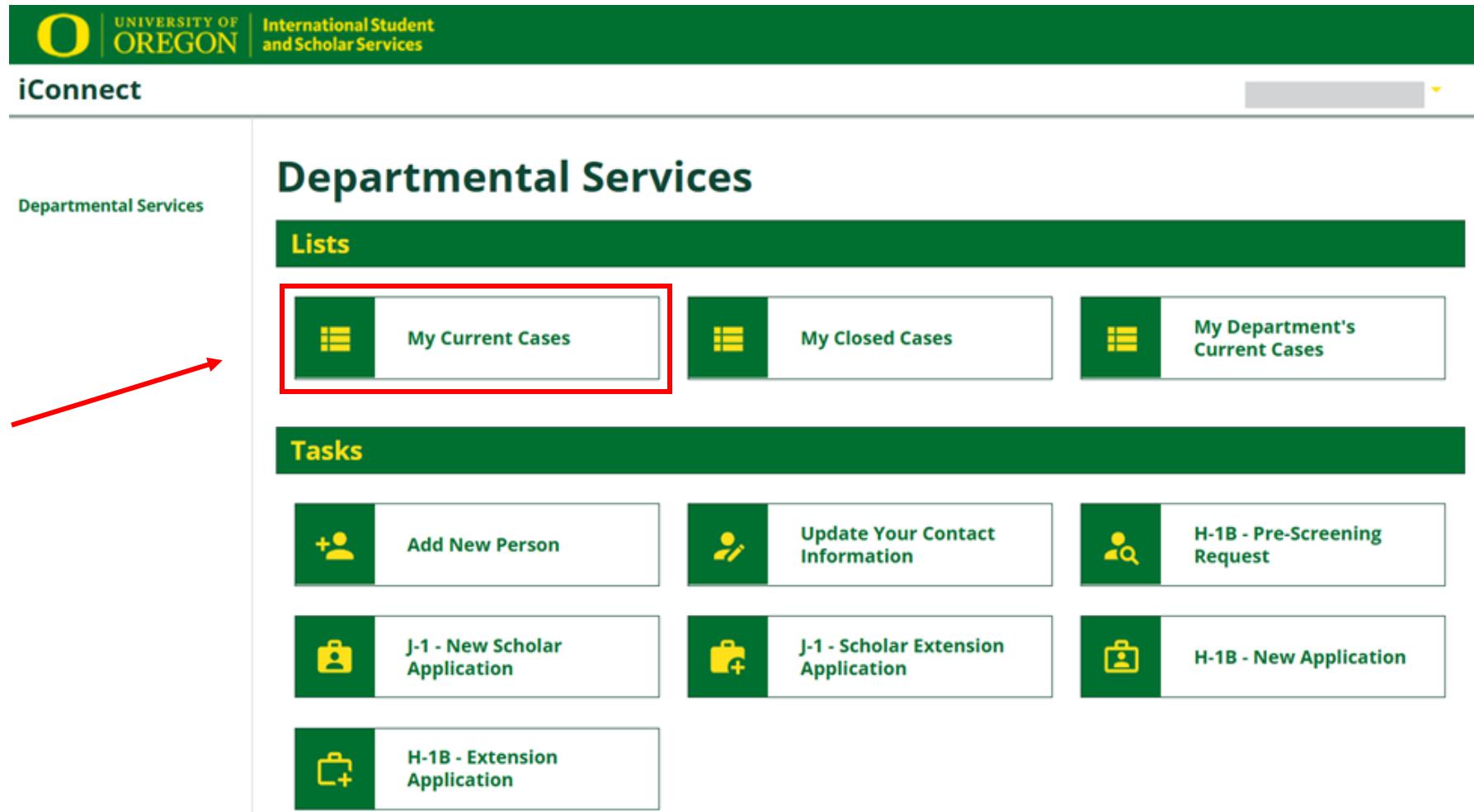
New and future students and scholars can log in with their University ID number, PIN, and date of birth.

[New Student/Scholar Login](#)

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



# Where to click? For New H-1B Application



The screenshot shows the 'iConnect' interface for 'International Student and Scholar Services' at the University of Oregon. The 'Departmental Services' section is displayed, featuring a 'Lists' header and a 'Tasks' header. Under 'Lists', there are three buttons: 'My Current Cases' (highlighted with a red box), 'My Closed Cases', and 'My Department's Current Cases'. Under 'Tasks', there are six buttons arranged in a 3x2 grid: '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'; and 'H-1B - Extension Application'. A red arrow points from the text 'Under Tasks, select "My Current Cases"' to the 'My Current Cases' button.

Under Tasks, select  
“My Current Cases”

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

# Where to click? For New H-1B Application

My Current Cases		
Show 10 entries		
Name	University ID	Application
<a href="#">Duck Test, Oregon</a>	TEMP [REDACTED]	<a href="#">H-1B - New Application</a>
<a href="#">Duck, Ducky</a>	TEST [REDACTED]	<a href="#">J-1 - New Scholar Application</a>
<a href="#">Duck, Ducky</a>	TEST [REDACTED]	<a href="#">H-1B - New Application</a>
<a href="#">Duck, Ducky</a>	TEST [REDACTED]	<a href="#">H-1B - Pre-Screening Request</a>
<a href="#">Duck, Ducky</a>	TEST [REDACTED]	<a href="#">H-1B - Extension Application</a>

## Work on an Application

Name: Duck, Ducky  
University ID: TEST [REDACTED]  
Date of Birth: 01/01/ [REDACTED]

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](#)

# 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 - Highest Degree Completion

- REQUIRED  
[Highest Degree Completion Form](#)

### 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 - Highest Degree Completion

- REQUIRED  
[Highest Degree Completion Form](#)

Anytime – Step 2, 3, 4

### Forms To Be Completed By Employee if Requested

- OPTIONAL  
[Additional Information Upload](#)

Step 5 – only if ISSS needs

# Department Review and Final Submit



iConnect

Departmental Services

**View/Save/Print**



## H-1B - New Application

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

For a new hire or current UO employee who needs H-1B status. The H-1B Pre-Screening Request must be completed first to determine H-1B eligibility.

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](#)

**Submit final eform**

**Forms To Be Completed By Department if Requested**

+

**Forms To Be Completed By ISSS**

+

# 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)

# Troubleshooting

## Did not receive email?

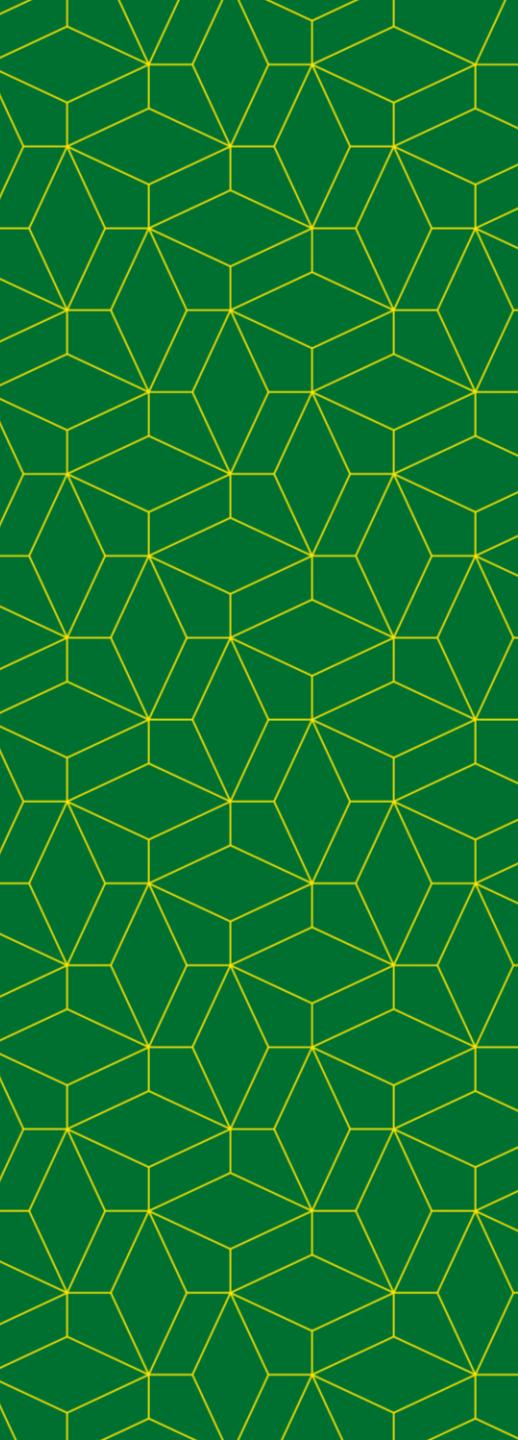
- Missing email? Check junk or clutter
- Still missing email? Email [ischolar@uoregon.edu](mailto:ischolar@uoregon.edu) and request to resend email

## Login issue?

- Use a different browser (Chrome, Opera, Firefox, Edge, Vivaldi, IE)
- Try using a private browser window (copy and paste link provided in email)
- Clear browser cache
- Contact [ischolar@uoregon.edu](mailto:ischolar@uoregon.edu)

# 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**