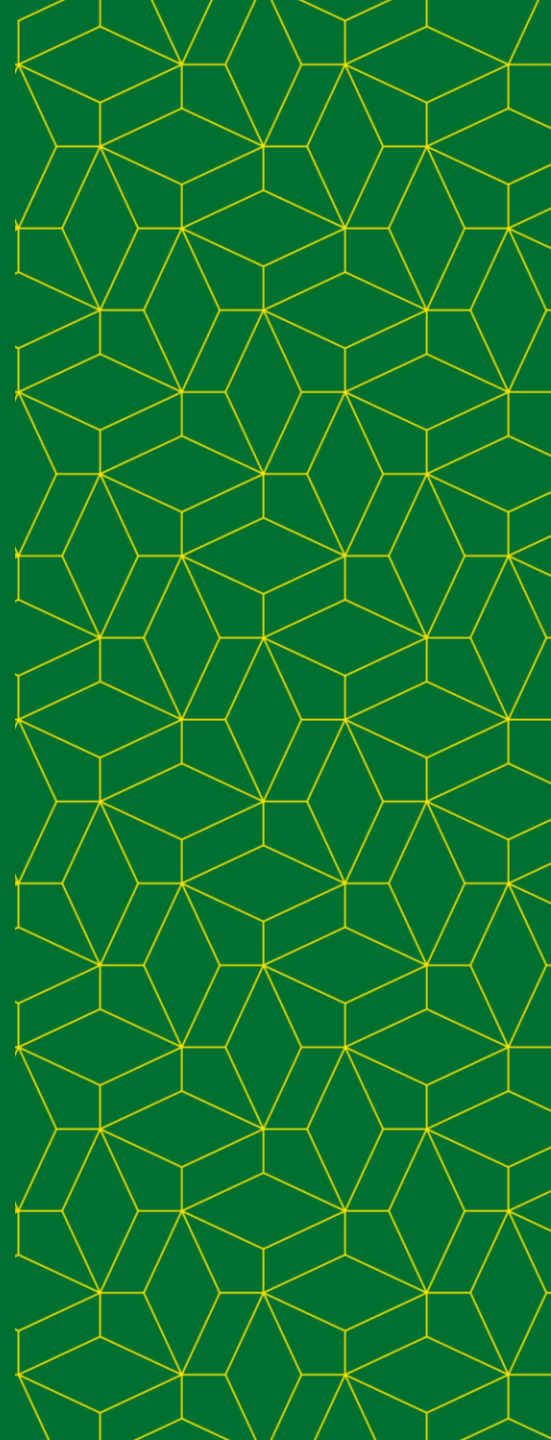


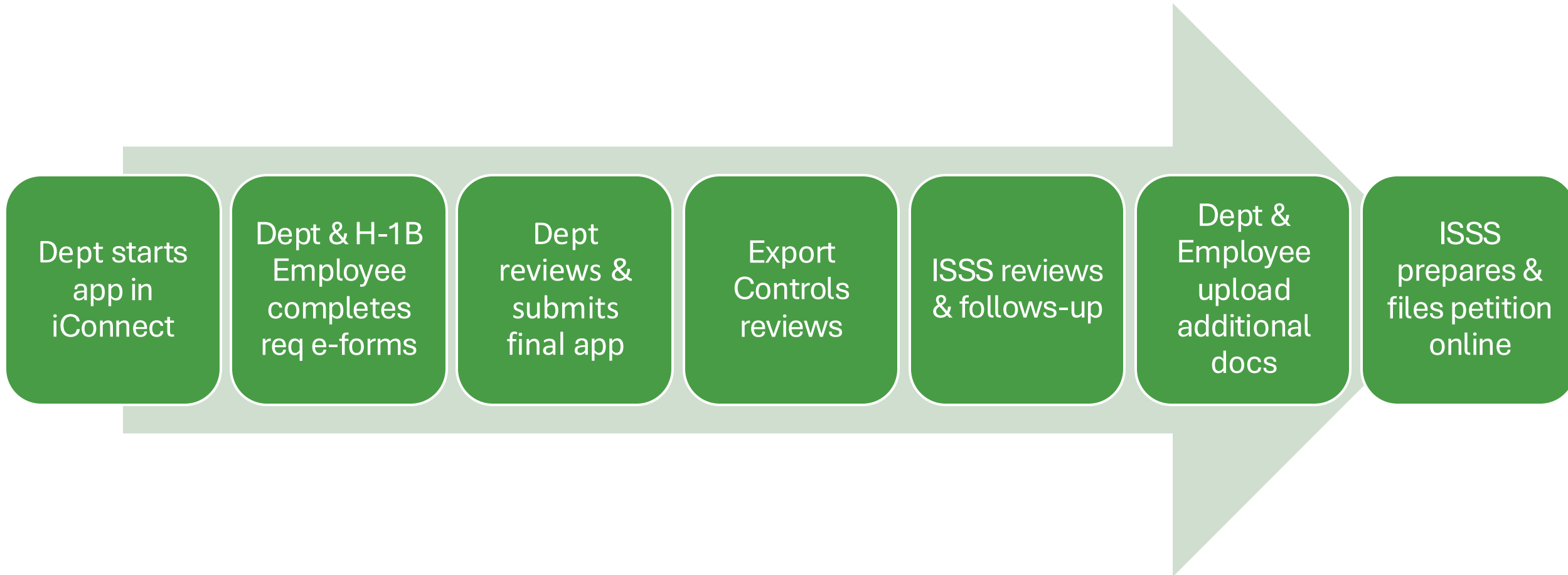
Process Overview: New H-1B Request



International Student
and Scholar Services



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

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](#)

 International Student and Scholar Services

 Secure Online Session

Where to click? For New H-1B Application

The screenshot shows the iConnect portal for the University of Oregon International Student and Scholar Services. The main heading is 'Departmental Services'. Below it, there are two sections: 'Lists' and 'Tasks'. In the 'Lists' section, there are three buttons: 'My Current Cases', 'My Closed Cases', and 'My Department's Current Cases'. The 'My Current Cases' button is highlighted with a red box. A red arrow points from the text 'Under Tasks, select "My Current Cases"' to this button. The 'Tasks' section contains several buttons for various applications and updates.

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	

Under Tasks, select
"My Current Cases"

Where to click? For New H-1B Application

My Current Cases		
Show	10	entries
Name	University ID	Application
Duck Test, Oregon	TEMP [REDACTED]	H-1B - New Application
Duck, Ducky	TEST [REDACTED]	J-1 - New Scholar Application
Duck, Ducky	TEST [REDACTED]	H-1B - New Application
Duck, Ducky	TEST [REDACTED]	H-1B - Pre-Screening Request
Duck, Ducky	TEST [REDACTED]	H-1B - Extension Application

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

 UNIVERSITY OF OREGON International Student and Scholar Services

iConnect

Departmental Services

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](#)

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)

Troubleshooting

Did not receive email?

- Missing email? Check junk or clutter
- Still missing email? Email 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

Resources and Help

 iconnect.uoregon.edu

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

 ischolar@uoregon.edu

 541.346.3206



**International Student
and Scholar Services**