International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

Department: H-1B Specialty Occupation Request Checklist- Boulder

Items Required from the Sponsoring Department

☐ Copy of signed offer letter with all required signatures.
- The requested H-1B period must be three years or less and based on a period of guaranteed funding.
- ISSS cannot request an end date that exceeds the guaranteed funding period.

☐ *Actual Wage Memorandum*

☐ *H-1B Support Letter*
It must be printed on department letterhead and signed by the department chairperson.

☐ *Export Controls Review Documentation* from the Office of Research Security and Export Controls (ORSEC)
- Submit the H1B Export Review Questionnaire to ORSEC via email: orsec@colorado.edu.
  - Enter "H1B Review - [Applicant's Name]" in the email subject line.
  - Attach the H-1B scholar's CV or resume.
    - ORSEC will provide a *Visa Attestation* to the department when the review is complete.
- LASP internal export control review must be completed by LASP Export Control Officer (export.compliance@lasp.colorado.edu). They will issue a *Visa Export License Certification*.

☐ USCIS Filing Fees for H-1B Petition
- USCIS will only accept credit or debit payment for USCIS filing fees.
  - A university-issued procurement card (P-Card) will be used to pay the USCIS filing fees.
  - ISSS staff will schedule a brief Teams/Zoom call with a sponsoring department staff member with a P-Card at the time of submitting the USCIS petition to USCIS online.

HCM

☐ Determine whether the H-1B scholar already has an HCM record.
- Duplicate records can cause failures in online hiring steps, create tax compliance issues, and may lead to issues accessing university portals (e.g., MyISSS Student/Scholar portal, MyCUinfo).

☐ Create or update HCM record for the H-1B scholar or work with the HR Service Center (HRSC) for assistance.
- *If the scholar already has a record in HCM:*
  - Update the HCM record as necessary (Entering Job Changes, Rehiring an Employee, Maintaining a POI Relationship, Extending the Exit Date for POI Records).
    - ***Departments that are HRSC-supported***:
      - Submit a request to the HRSC to update the HCM record.
      - Provide the scholar's first and last name, employee ID, sponsoring department, sponsor's position number, and specific record update request.
    - ***Departments that are not HRSC-supported***:
      - Update the HCM record.
      - Contact the HRSC with questions or for assistance.
- *If you have been in contact with ISSS about the scholar and they created a MyISSS record or they are already affiliated with the University of Colorado (previous student or scholar program at a CU campus) and did not previously have an Employee ID:*
  - Email the scholar's name, University ID from the previous program (if available), and Employee ID from the new HCM record to the ISSS advisor assigned to your department as soon as it is generated so ISSS can add it to the their MyISSS profile.

- The *H-1B Specialty Occupation Request* cannot be initiated until ISSS adds the Employee ID to the scholar's MyISSS record.

MyISSS Departmental Services Portal

☐ Determine whether a MyISSS record already exists for the scholar.
- If you have been in contact with ISSS about the scholar or the scholar did a previous program at a University of Colorado campus, they will likely already have a MyISSS record.
  - Provide the scholar's employee ID to the ISSS advisor assigned to your department. It must be added to their MyISSS record to initiate the *H-1B Specialty Occupation Request*.
- Contact the ISSS advisor assigned to your department to inquire about whether a MyISSS record exists.

☐ If the H-1B scholar does **not** already have a University of Colorado affiliation and/or MyISSS record:
- Submit the *Add New Person* e-form in the MyISSS Departmental Services Portal.
  - If you receive an error that there is an existing record that matches the university ID or date of birth and email address, the *Add New Person* e-form is not required.

☐ Initiate the *H-1B Specialty Occupation Request* e-form group.

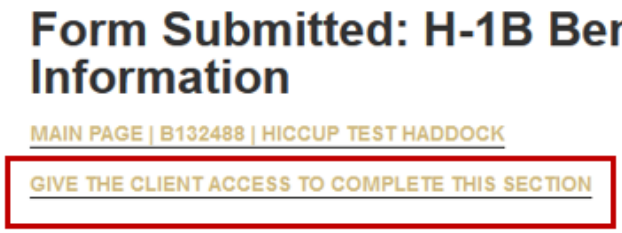
- You will need the H-1B scholar's Employee ID number and date of birth to initiate the request.
- You will need their current email address to share e-forms with them later in the request process.

Sponsoring Department E-Forms
- *Sponsoring Department Information*
  - Enter the date you initiated the export controls review.
  - Upload job offer letter with all required signatures.
- *Specialty Occupation Position*
  - Upload the job duties document, actual wage memo, and H-1B support letter.
- *Specialty Occupation Worksite*

The Departmental Administrator must submit all Sponsoring Department e-forms prior to initiating the Reviews & Attestations and giving the scholar access to the H-1B Beneficiary e-forms.

Review & Attestations
- *Departmental Responsibilities & Attestation (Department Administrator)*
  - Review regulatory responsibilities for employing an H-1B specialty occupation worker and attest you will uphold these responsibilities.
- *Departmental Responsibilities & Attestation (Supervisor)*
  - Click on the e-form link to open it. Enter the H-1B scholar's supervisor's name and email address to send the e-form to the supervisor.
- *Departmental Responsibilities & Attestation (Department Chair/Director)*
  - Click on the e-form link to open it. Enter the department chairperson/director's name and email address to send the e-form to them.

H-1B Beneficiary E-Forms
- Open the *H-1B Beneficiary Biographical Information* e-form and click on the "Give the Client Access to Complete this Section" link at the top of the e-form (under the e-form title and H-1B beneficiary employee ID and name).



  - Enter the H-1B scholar's email address to send the H-1B Beneficiary e-forms to the H-1B beneficiary to complete.
    - *H-1B Beneficiary Biographical Information*, *H-1B Beneficiary Academic Background, H-1B Beneficiary Current U.S. Immigration Status, H-1B Beneficiary U.S. Immigration History, and H-1B Beneficiary Attestation*

- The department cannot submit these e-forms on the H-1B beneficiary's behalf as the attestations are relevant to the H-1B beneficiary and the H-1B beneficiary must attest to them.

Department Administrator: Final E-Form in the Submission

- *Export Controls Review Documentation*
  - Upload documentation issued after the export controls review that indicates whether an export license is required (e.g., Export Controls Visa Attestation, LASP Visa Export License Certification).
    - Do NOT upload the OEC *H-1B Export Review Questionnaire*.
  - Do NOT submit this e-form until all prior e-forms in the *H-1B Specialty Occupation Request* have been submitted including e-forms that are completed by the H-1B scholar.
    - Submitting this e-form prior to the submission of all the other e-forms in the *Request* will result in a processing delay.