

## 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 Export Controls](#) (OEC)
  - Submit the [H1B Export Review Questionnaire](#) to the [Office of Export Controls](#) via email: [exportcontrolshelp@colorado.edu](mailto:exportcontrolshelp@colorado.edu).
    - Enter "H1B Review - [Applicant's Name]" in the email subject line.
    - Attach the H-1B scholar's CV or resume.
      - OEC will provide a *Visa Attestation* to the department when the review is complete.
  - For LASP employees, contact Colin Blumer ([export.compliance@lasp.colorado.edu](mailto:export.compliance@lasp.colorado.edu)) for 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*

### 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).

# Form Submitted: H-1B Beneficiary Biographical Information

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[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

- 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 from the export controls review (e.g., Visa Attestation, Visa Export License Certification).
    - 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.