

## Department: H-1B Specialty Occupation Request Checklist- UCCS

### 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](#)
  - Must be printed on department letterhead and signed by the department chairperson.
- ☐ Visa Export Controls documentation from the [Office of Sponsored Programs and Research Integrity](#) (OSPRI)
  - Submit completed [UCCS I-129 H-1B/O-1 Export Control Form](#) to Michael Sanderson (exportco@uccs.edu / 719-255-3044).
- ☐ Copy of Journal Entry to pay CU Boulder for filing the H petition
  - Fee is \$1200 and cannot be paid by the employee
  - Speedtype for the journal entry is 12951887, account number 390006

### [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 beneficiary [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.
  - *If the H-1B 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](#)).
  - *If the H-1B scholar is already affiliated with the University of Colorado/CU system (previous student or scholar program) and did not have an Employee ID:*
    - Email the scholar's name, University ID from the previous program, 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 the University of Colorado, they will likely already have a MyISSS record.
  - 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 CU affiliation and MyISSS record:

- Submit the [Add New Person e-form](#).

☐ 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 documentation from 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)*

- Enter the date you initiated the export controls review. Upload the journal entry for the ISSS service fee. 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 of export controls review.
    - 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.