



## Canceling an H-1B Specialty Occupation Request

If the **H-1B Specialty Occupation Request** has already been approved by ISSS:

- Contact the [ISSS advisor assigned to your department](#) to request the cancellation of the request.

To cancel an **H-1B Specialty Occupation Request** that has not been approved:

- The departmental administrator must log-in to the [Departmental Services Portal](#) and click on "My Current Cases."

### Departmental Services



Then, click on the scholar's (in progress) **H-1B Specialty Occupation Request** in the case list.

### My Current Cases

My Current Cases						
Show 10		University ID	Application	Status	Start Date	Last Updated On
Haddock, Hiccup Test	B132488		H-1B Specialty Occupation Request	Started	07/31/2025	09/10/2025

From the scholar's **H-1B Specialty Occupation Request** e-form group landing page, the departmental administrator should click on the **last e-form that has been submitted in the H-1B Specialty Occupation Request**, scroll to the bottom of that e-form and click on the "Cancel" button.



The status of the last e-form in the e-form group will be the status for the entire e-form group.