

Start H-1B Request Instructions

CHECK FOR EXISTING PROFILE/RECORD

Log into iCAT and expand the Department Services menu.

NOTE: If the applicant is not currently at UK please skip to the next section titled “Applicant is Not in iCAT”.

From the Dept. Services menu you will first attempt to locate the applicant in the system by entering the UK Employee ID.

Click on the H-1B Application e-form group and enter the applicants UK ID number and birthdate.

If the applicant is already in iCAT the form group will open up and you can begin filling out the forms immediately. If they are not in the system you will get a failure message that looks like the following:

Failure—You must correct your errors below & resubmit

- No record of 999999999 exists in this system. Please make sure the record is in the institutional system with the correct foreign citizenship country and visa type. The University ID is required to begin the application process.

Close

IF APPLICANT IS NOT IN ICAT

If the applicant is not currently at UK or was not found in the previous step we will need to create a profile in iCAT. To do this click the “Add New Person” from the left menu and complete the required fields. The email address is where the applicant forms message and instructions will be sent to.

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Secure Online Session
Michael Hagel
Network ID: mha292

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

iCAT Home Page

Departmental Services

- Departmental Services Overview
- Add New Person**
- H-1B Application for a New Employee
- Update Your Information
- J-1 Scholar Application

International Office

Upgrade / Installation Procedures

Logout of iCAT

Last Name *
Middle Name
Date of Birth *
Month Day Year
Gender *
Email Address *
Campus *
Do you have an institutional university ID for this new profile? * YES NO
Do you have a network ID for this new profile? * YES NO
* required fields

Add New Person

Start H-1B Request Instructions

After your new profile for the H-1B applicant is created you will have their record available and selected in the Departmental Services Overview tab. From there select the H-1B application under the “Case Information Display” section. Also note that this person will show up in your “Departmental Services Overview” tab from now on under “Current Cases”.

You can now start the department e-forms for submission to ISSS. The applicant will receive an email prompting them to complete their e-forms after you complete the “Department Checklist for H-1B Application” form. You can view the applicants progress by returning to their application and viewing the H-1B applicant form list (E-Forms To Be Completed By The International).

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Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Current Cases

Case Information Display

NewPerson Testing
TEMP316904
June 07, 1985

There are no case updates from the international office.

Past Cases

† Case has been updated in the past week
√ Individual has filled out client accessible e-form

[H-1B Application for a New Employee](#)

H-1B Application for a New Employee

The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three years can be requested at one time, while a total of six years in H-1B status is possible. The international office will review, complete, and submit the H-1B petition to the United States Citizenship and Immigration Service (USCIS). To assist with this process, the sponsoring department will need to follow the steps below and submit the requested additional materials

TEMP316904 | NEWPERSON TESTING

- [Department Checklist for H-1B Application](#)
- [Departmental H-1B Compliance Certification](#)
- [Departmental Contact Information for the H-1B Applicant](#)
- [Department Information about the University Position for H-1B](#)
- [Department Actual Wage Memorandum](#)
- [Departmental Letter to Accompany H-1B Application](#)
- [Department I-129 Visa Export Compliance Questionnaire](#)
- [Department Chair Authorization of H-1B Request](#)

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- H-1B Applicant Checklist
- H-1B Applicant Information - New Employment
- H-1B Applicant Information - Academic and Employment Information
- H-1B Applicant Add a New Dependent
- H-1B Applicant Compliance Details
- H-1B Applicant Mandatory Statements

[View/Save/Print E-Form Group](#)

