Start H-1B Request Instructions for Departments
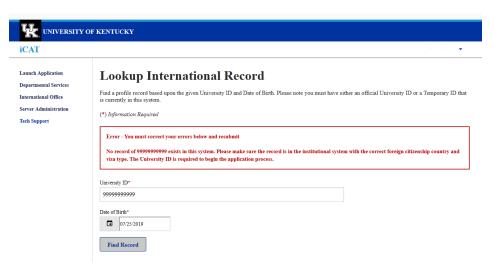
CHECK FOR EXISTING PROFILE/RECORD

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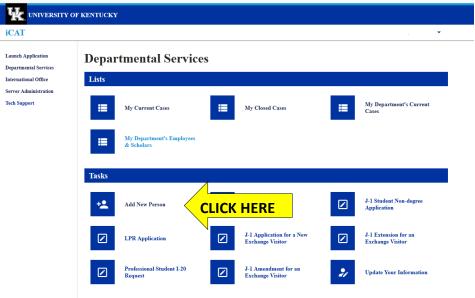
Click on the H-1B Application e-form group and enter the applicants UK ID number and birthdate.

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:

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 menu and complete the required fields. The email address is where the applicant forms message and instructions will be sent to.

Start H-1B Request Instructions for Departments

If Duplicate record found

In some cases there might be a record in iCAT already and the system found a match based on the email and birthdate. In that case iCAT will give you an ID number (could be temp or actual UK ID number) to use instead of creating a new record.
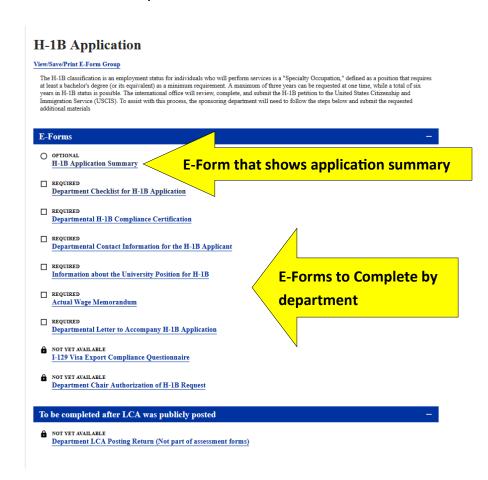
After using the found ID number the system will open the forms to be completed .

> **Failure—You must correct your errors below & resubmit**
>
> - Found an existing record of Michael Hagel TEMP480352 that matches the university ID or the date of birth and email address currently on file. Please use the found university ID number or contact the international office if you believe this to be an inaccurate match.
>
> Close

In the example above, the ID to is TEMP480352. Click on the H-1B Application e-form group and enter the found ID number and birthdate.

H-1B Application

View/Save/Print E-Form Group

The H-1B classification is an employment status for individuals who will perform services is 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

E-Forms

○ OPTIONAL
H-1B Application Summary — **E-Form that shows application summary**

☐ REQUIRED
Department Checklist for H-1B Application

☐ REQUIRED
Departmental H-1B Compliance Certification

☐ REQUIRED
Departmental Contact Information for the H-1B Applicant

☐ REQUIRED
Information about the University Position for H-1B — **E-Forms to Complete by department**

☐ REQUIRED
Actual Wage Memorandum

☐ REQUIRED
Departmental Letter to Accompany H-1B Application

🔒 NOT YET AVAILABLE
I-129 Visa Export Compliance Questionnaire

🔒 NOT YET AVAILABLE
Department Chair Authorization of H-1B Request

To be completed after LCA was publicly posted

🔒 NOT YET AVAILABLE
Department LCA Posting Return (Not part of assessment forms)

Start H-1B Request Instructions for Departments

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 E-form 'H-1B Application Summary'