

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:

UNIVERSITY OF KENTUCKY
iCAT

Launch Application
Departmental Services
International Office
Server Administration
Tech Support

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) Information Required

Error - You must correct your errors below and resubmit

No record of 9999999999 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.

University ID*
9999999999

Date of Birth*
07/25/2019

Find Record

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.

UNIVERSITY OF KENTUCKY
iCAT

Launch Application
Departmental Services
International Office
Server Administration
Tech Support

Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Add New Person (CLICK HERE)
- J-1 Student Non-degree Application
- LPR Application
- J-1 Application for a New Exchange Visitor
- J-1 Extension for an Exchange Visitor
- Professional Student I-20 Request
- J-1 Amendment for an Exchange Visitor
- Update Your Information

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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.

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.

After using the found ID number the system will open the forms to be completed .

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’

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