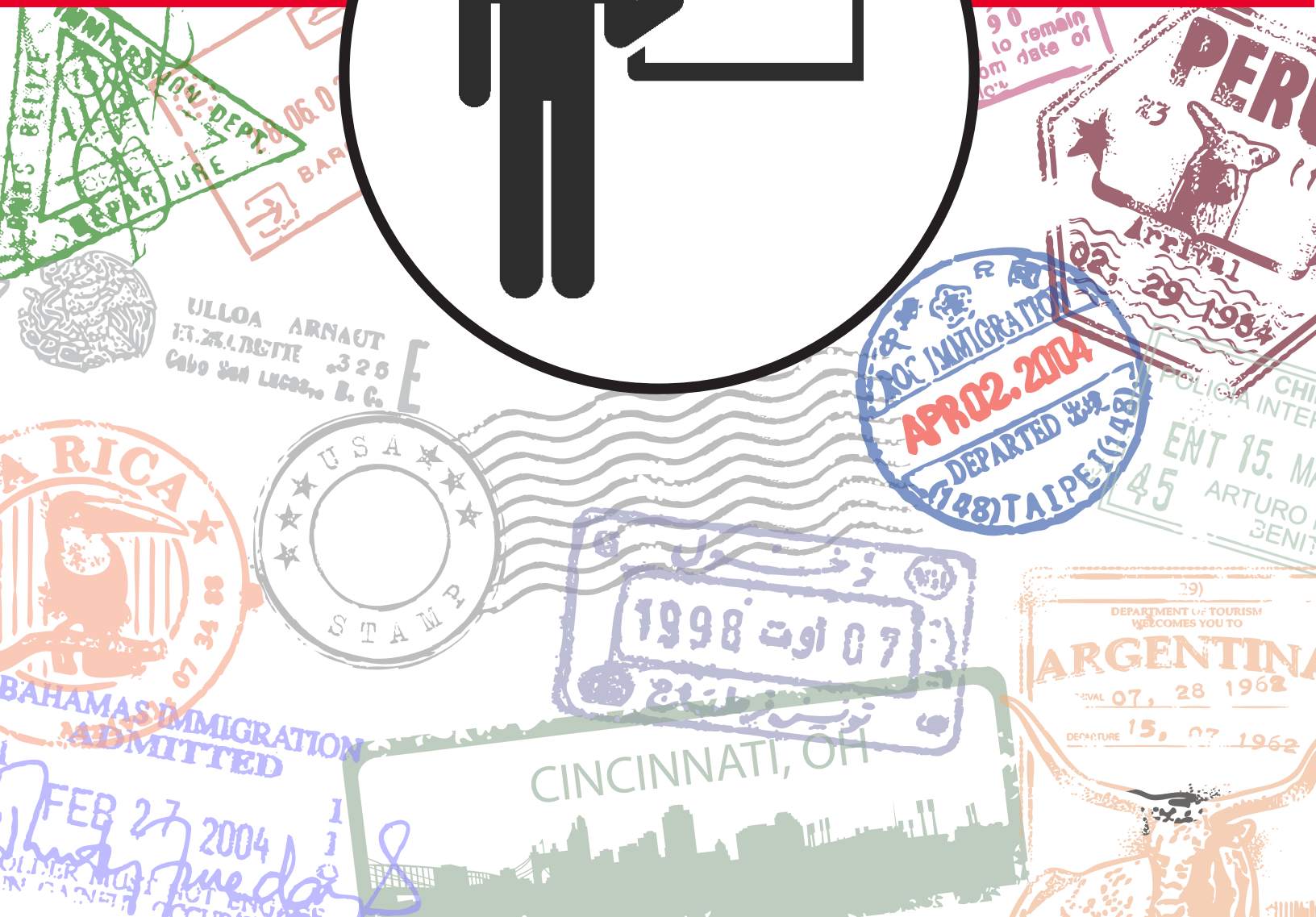


2015-2016

# Departmental Instructions for Hiring International Workers



## INTRODUCTION

The University of Cincinnati (UC) is a large and exciting international community. More than 4,000 international visitors from over 120 different countries come to UC each year. Many are employed/paid as students, professors, researchers, and guest speakers. This guide has been developed by UC International Services to help departmental personnel understand the policies and procedures to be followed when an international visitor is going to be hired or paid by UC, including how to submit online eForm requests for specific visa statuses.

It is important that all new visitors schedule a check-in with UC International Services upon arrival to campus. The visitors must use the iBearcatsGlobal system to schedule their check-in and should bring their passport, visa, I-94 card and certificate of eligibility (if applicable) to be checked in and onboarded. Every international visitor that comes to UC, for any purpose, must have a record created for them in UC International Services' iBearcatsGlobal database.

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URL: [www.uc.edu/international/services](http://www.uc.edu/international/services)

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## CREATING AN IBEARCATSGLOBAL RECORD

Every international visitor that comes to UC, for any purpose, must have a record created for them in UC International Services' iBearcatsGlobal database. International visitors can be paid as independent contractors, students, or employees provided they hold the appropriate immigration/visa status and provided the proper processes for payment are followed. That process begins with creating an iBearcatsGlobal record.

In order to create an iBearcatsGlobal record for an international visitor, the departmental staff member must first become an authorized user of UC International Services' iBearcatsGlobal database. Once a staff person is an authorized user, the international visitor can be entered into iBearcatsGlobal and the appropriate eForm request can be submitted. Instructions for becoming an authorized user of the iBearcatsGlobal database and submitting the appropriate eForms can be found in the "Submitting Specific eForm Requests" section.

## INTERNATIONAL VISITORS PERFORMING LIMITED SERVICES

The University sponsors the visits of many international visitors who are not students or employees. They include visitors providing "limited services" on a temporary basis, including guest lecturing, performing and a host of other important activities. These individuals typically come on tourist status, including B-1, B-2 and visa waiver status. A discussion of each status follows, as well as a complete guide to the payment process.

### B-1 Visitor For Business

The B-1 classification allows international visitors to come to the United States temporarily to engage in a variety of business-related activities. "Business" refers to conventions, conferences, consultations, and other legitimate activities of a commercial or professional nature. It does not include employment.

The law draws a sharp distinction between "**doing business**" and "**working**", though in practice deciding where business ends and employment begins is not always easy. U.S. consular and immigration officers are particularly sensitive to activities which appear to go beyond "business" and spill over into employment. However, honoraria for lectures, performances, and consultations are permitted, provided the stay at UC will not exceed 9 days and the international visitor has not received such payments from more than 5 other institutions during the previous 6 months. Reimbursement for travel and living expenses are permitted regardless of the duration of stay.

International visitors should keep in mind that the B-1 visa is a **nonimmigrant** visa, meaning that the applicant must have a residence outside of the United States that he or she has no intention of abandoning and the intention to leave the United States upon completion of his or her visit.

At the U.S. port of entry, the B-1 visitor's admissibility is determined by an immigration inspector. B-1 visitors are admitted for a period of time which is fair and reasonable for completion of the purpose of the trip, but under no circumstances for more than an initial six months.

Extensions of an initial period of authorized stay may be sought by written application made to the DHS. In almost all cases, extensions may be granted in increments of not more than six months each.

## **B-2 Visitor For Pleasure**

The B-2 classification allows international visitors to come to the United States temporarily to engage in activities of a recreational nature, including tourism, amusement, visits with friends and relatives, medical treatment, etc. However, honoraria for lectures, performances, consultations, etc. as well as reimbursement for travel and living expenses are permitted as long as the stay at UC does not exceed 9 days and the international visitor has not received such payments from more than 5 other institutions during the previous 6 months.

## **Visa Waiver Program**

With few exceptions, an international visitor seeking to enter the United States must first apply at a U.S. consulate or embassy abroad for (and be issued) a U.S. visa. The Visa Waiver Program (VWP) allows citizens of designated countries to apply for admission to the United States as visitors without first obtaining a nonimmigrant visa from a U.S. consulate. Use of the VWP - which is entirely voluntary - is limited to business visitors (who would normally hold "B-1" visas) and to visitors for pleasure (usually holding "B-2" visas).

The following countries have been designated to participate: Andorra, Australia, Austria, Belgium, Brunei, Chili, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, San Marino, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan and United Kingdom.

To apply for admission into the United States under the VWP, the traveler must meet certain conditions:

- Have a valid passport issued by, and be a citizen of, one of the participating countries;
- Seek entry for 90 days or less;
- Have a round-trip ticket issued by a participating carrier, valid for one year;
- Have proof of financial solvency; and
- Agree to waive the right to a hearing to determine admissibility to the U.S. if the immigration inspector declines entry.

Visitors applying for entry are allowed to remain for a maximum of **90 days**, and **may not** change nonimmigrant status, apply for adjustment of status to lawful permanent resident or apply for an extension of stay. Visitors must apply for entry authorization using the Department of Homeland Security's Electronic System for Travel Authorization (ESTA) database at <http://www.cbp.gov/travel/international-visitors/esta> at least 72 hours before their scheduled departure.

Honorarium payments are permitted if the stay at UC will not exceed 9 days and the international visitor has not received such payments from more than 5 other institutions during the preceding 6 months. International visitors on visa waiver for business (WB) can receive reimbursement for travel and living expenses regardless of the length of stay. International visitors on the visa waiver for tourism (WT) can only receive reimbursement if the stay does not exceed 9 days.

## **Invitation/Payment Process**

The sponsoring department must enter the individual into iBearsGlobal, and submit the "Other Immigration Statuses" eForm following the instructions in the "How To Use UC

International Services eForm” section. The sponsoring department can obtain an affiliate ID number for the visitor using the GETit system or have iBearcatsGlobal create a TEMP number for the visitor.

Sponsoring departments must also write a visit letter detailing the nature of the visit and the expected duration. In order to receive payments, the “Limited Services Engagement Form” and the “Foreign Visitors Supplement” should be submitted with the A-114 and appropriate immigration documents to UC International Services. The payment must be authorized by UC International Services or payment will not be made. UC International Services will forward the request for payment to Accounts Payable. Sponsoring departments will be notified when this has occurred. Given the short duration many international visitors spend at UC, we do not want international visitors performing limited services to personally appear at UC International Services unless they are J-1 sponsored on a UC DS-2019 or they do not have a permanent U.S. Social Security Number or Individual Taxpayer Identification Number, but are eligible to claim a tax treaty benefit. The sponsoring department should have the international visitor complete the “Limited Services Engagement Form”, “Foreign Visitors Supplement” and the 8233 (if applicable), make copies of the international visitor’s passport, visa and I-94 card (front and back), and complete the A-114 (including obtaining all appropriate signatures on the A-114). All documents should then be forwarded via campus mail to UC International Services at mail location #0640. If an ITIN number is needed to claim a tax treaty benefit, the visitor will be given instructions on how to schedule a check-in upon the sponsoring department submitting the “Other Immigration Statuses” eForm.

NOTE: The I-94 card is now issued electronically. Visitors must go to <https://i94.cbp.dhs.gov/i94/request.html> and print a copy of the I-94 card after arrival in the U.S.

## **INTERNATIONAL STUDENTS WORKERS**

International students are granted permission to come to the United States solely to pursue a full course of academic study. Typically, these students are granted F-1 or J-1 immigration status. While study is the primary objective, international students can work on and off-campus under certain circumstances.

### **On-Campus Employment for F-1 Student Status Holders**

International visitors in the U.S. studying for a degree are typically on F-1 immigration status. F-1 student status holders are permitted to engage in employment on the campus that they are authorized to attend for up to 20 hours a week while school is in session. There is no hourly limitation during scheduled breaks (i.e. summer vacation, spring break, etc). **This is not an average but a week by week total.** F-1 students who are assistantship holders at 50% FTE are working the maximum hours allowed by law. They cannot accept additional appointments unless during scheduled breaks. No eForm is required to be submitted by the hiring department in the case of on-campus employment. However, the student must appear in the Success Factors onboarding system and the students must be onboarded by UC International Services prior to beginning employment. Once the student appears in Success Factors the student is required to submit an “Employment Eligibility Verification/Social Security Letter” eForm in iBearcatsGlobal. Departments **MUST** ensure that newly arriving graduate assistants appear in Success Factors prior to their arrival on campus. You must plan ahead and process new hires timely.

### **F-1 Optional/Curricular Practical Training**

As an F-1 status holder, an international student could also be authorized for employment through either Optional or Curricular Practical Training.

**Optional Practical Training** is employment that is “directly related to the student’s major area of study”. It is a privilege accorded every F-1 international visitor who has studied full-time for at least nine months at a USCIS approved school and who is currently maintaining F-1 status. An F-1 international visitor is entitled to 12 months of full-time Optional Practical Training for each higher degree they obtain. Students with majors in Science, Technology, Engineering, or Mathematics are eligible for 36 months of OPT.

Optional Practical Training is available:

- During vacations, if the student is currently enrolled and is eligible for OPT and intends to register for the next term or session;
- While school is in session (no more than 20 hours a week);
- After completion of all course requirements for the degree (excluding a thesis or equivalent) if the student is in a bachelor’s, master’s or doctoral degree program;
- After completion of the course of study (all Optional Practical Training must be completed within the 14-month period following completion of the course of study).

F-1 students authorized for OPT will have an Employment Authorization Document (EAD) with specific dates that they are employable. To continue employment past the date of EAD expiration, the student must receive a change of status which allows him or her to be employed (E-3, H-1B, J-1, TN, and O-1). If the change of status is not received by the date the EAD expires, employment must cease until the proper authorization is received.

**Curricular Practical Training** is designed to provide F-1 international students with an opportunity to gain actual employment experience that is “an integral part of an established curriculum”. Such training is defined as “alternate work/study, internship, cooperative education, or any type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. The training must be a requirement or an integral part of the student’s degree. F-1 students on curricular practical training must show the following documents to prove they have the proper work authorization:

- An I-20 endorsed by the student’s Designated School Official, authorizing the employment. The endorsement should, at the very least, list the University of Cincinnati as the employer and give the dates and number of hours of employment.
- An unexpired I-94 card marked “F-1” for “D/S”.
- An unexpired passport (unless passport exempt).

F-1 students on OPT or CPT from other schools must be added to the iBearcatsGlobal database by the hiring department by completing the “Add New Person” eForm request. Once entered into iBearcatsGlobal the hiring department should submit the “Other Immigration Statuses” eForm (see How to Use eForms section for further instructions).

## **J-1 Student Status Holders**

Students who are accorded J-1 status are typically “sponsored” students (by either the U.S. government or home government). There are two types of employment authorization available for students on J-1 status: student employment and academic training. The difference between the two is that student employment occurs on-campus, unless there is economic necessity. Academic training is related to the student’s field of study and in most cases occurs off-campus and for a specified period of time.

## Student Employment

J-1 student employment can be classified in essentially three ways:

1. *Scholarship, Fellowship or Assistantship*: If the employment is required because of a scholarship, fellowship or an assistantship, such activity usually occurs on campus with the school as the employer. In certain circumstances, however, the work can be done elsewhere for a different employer. For example, exchange students may work in a government or private research laboratory if the exchange visitor's major professor (e.g. department chair) has a joint appointment at one of those locations and the employment is supervised and counts toward the student's degree.
2. *On-campus*: Exchange Visitor Program regulations allow for jobs on-campus that are related/unrelated to study, which stipulate that the work can be done "on the premises" of the school. This means that the school does not have to be the employer. For example, students work for a commercial company, such as a food service, operating on the campus.
3. *Off-campus*: Students may be authorized for off-campus employment when "necessary due to serious, urgent and unforeseen economic circumstances" that have arisen since the student's sponsorship on the J-1 visa. Such employment will be authorized in writing by a Responsible Officer (RO) or Alternate Responsible Officer (ARO), indicating the name and address of the employer and the dates of employment.

On-campus employment is limited to 20 hours per week while school is in session. There is no limit during scheduled breaks. No eForm is required to be submitted by the hiring department in the case of on-campus employment. However, the student's name must appear in Success Factors and the student's must be onboarded by UC International Services prior to beginning employment. Once the student's name appears in Success Factors, the student is required to submit an "Employment Eligibility Verification/Social Security Letter" eForm. Departments MUST ensure that newly arriving graduate assistants appear on the New Hire Checklist prior to their arrival on campus. You must plan ahead and process new hires in a timely manner.

## Academic Training

Practical training for J-1 students is called "Academic Training." International students on J-1 visas are eligible for up to 18 months of academic training. Post-doctoral students are permitted three years of academic training. Some J-1 students are also allowed to work part-time during the academic program under Academic Training. Academic Training is granted in writing by the RO or ARO at the institution the student is attending. J-1 students on Academic Training from other schools must be added to the iBearcatsGlobal database by the hiring department by completing the "Add New Person" eForm request. Once entered into iBearcatsGlobal the hiring department should submit the "Other Immigration Status" eForm. (see How to Use eForms section for further instructions).

## E-3 EMPLOYMENT PETITIONS (FOR AUSTRALIAN NATIONALS)

### Overview

In order to obtain E-3 status, the visitor must hold Australian citizenship and UC must be able to establish that the position meets the requirements of a “specialty occupation”. “Specialty occupation” is defined as an occupation which “requires theoretical and practical application of a body of highly specialized knowledge in fields of human endeavor including, but not limited to: architecture, engineering, mathematics, physical sciences, social sciences, medicine and health, education, business specialties, accounting, law, theology and the arts. It also requires the attainment of a Bachelor’s Degree or higher in a specific specialty, or its equivalent, as a minimum for entry into the occupation in the United States”. Therefore, the UC position must satisfy one of the following criteria:

- A baccalaureate degree or higher in a specific field of study must be the minimum entry requirement for the position;
- The degree must be common among organizations in the industry;
- The particular duties of the position must be so specialized and complex that the knowledge necessary to execute the duties is normally associated with the attainment of a baccalaureate degree or higher.

The individual being hired must be able to demonstrate his/her qualifications for the position offered through documentation of the following:

- A U.S. baccalaureate degree or higher which is specifically related to and required by the specialty occupation;
- Work experience can help fulfill the baccalaureate degree requirement, but the work experience must be directly related to the proposed duties at UC. In such cases, three years of direct work experience counts for one year of education;
- A foreign degree which has been evaluated by an accredited firm or organization to be equivalent to a U.S. baccalaureate degree which is specifically related to and required by the specialty occupation, this is required for all foreign degrees except those obtained in Canada, the United Kingdom or Australia;

### Wages

UC must attest that, for the entire period of employment, the wage paid to the E-3 worker will be **the greater of**:

- The actual wage rate paid to workers at the place of employment with similar skills and qualifications in the occupational classification in question. When appropriate, factors including education, work experience, job responsibilities and function, specialized knowledge and other legitimate business factors may be taken under consideration to substantiate higher wages paid to similarly situated workers; or
- The prevailing wage level for the occupational classification in the area of intended employment as established by the Department of Labor. We are required to pay at least 100% of the Prevailing Wage Determination.

The hiring department will need to complete an Actual Wage Determination Form as part of the E-3 application request. This form will help us establish the actual wage for the position.



**Departments should take care to ensure that the prospective E-3 employee will be paid at least the average of what others in the department with similar duties, skills and qualifications make.**

The Prevailing Wage Determination (PWD) will be obtained by UC International Services once an E-3 eForm application is received. The Prevailing Wage Determination is obtained from the Department of Labor. DOL determines the wage based upon a comparison between UC's requirements as to the degree, training, skills and work experience and the requirements considered by the U.S. Department of Labor to be normal for the occupation. The number of employees to be supervised by the foreign national is also a factor in the wage determination. If the department requires additional years of experience above the required degree, the PWD will be significantly higher. Hiring departments should take care when assigning experience, education and training to the position. Minimum requirements for the job should be used, not the education or training of the prospective employee. Typical processing time for a PWD is 6 weeks.

### **Fees**

There is a \$325.00 application fee associated with obtaining an E-3 visa for the University if the visitor is applying for the status within the U.S. The fee should be paid by the University. There is no application fee if the visitor is outside the U.S. applying for E-3 status at the U.S. Consulate/Embassy. However, the E-3 employee will need to pay the customary visa fee at a consulate if overseas.

**Note:** The address to be put on the check is: Department of Homeland Security, – California Service Center, 24000 Avila Road, 2<sup>nd</sup> Floor, Room 2312, Laguna Niguel, CA 92677.

### **E-3 Cap**

There is an annual cap that limits the number of E-3 visas that can be approved each year. That number is 10,500. Once this cap has been reached, no further E-3 visas can be approved.

### **E-3 eForm Application Process**

The hiring department must create an iBearcatsGlobal record for the individual and submit an E-3 eForm application to UC International Services. Follow the instructions in the How to Use UC International eForms section.

## **H-1B SPECIALTY WORKER EMPLOYEES**

### **Overview**

H-1B specialty workers are employed in many positions at the University of Cincinnati including: professors (tenure track or adjuncts); postdoctoral fellows; research assistants; etc.

The position **must** require at least a bachelor's degree in a **specific** field of study. Jobs that don't require a degree in a specific field (i.e. Liberal Arts or a wide range of fields) do not qualify for H-1B specialty worker status.

The application process for hiring an international visitor on H-1B specialty worker status is a

cooperative effort between the hiring department, UC International Services, and the H-1B beneficiary. The most important thing to keep in mind about the H-1B process is that it is time consuming. **Normal processing time is 120-180 days (unless premium processing is used) if everything goes smoothly.** We recommend that you start the process early. H-1B petitions can be submitted 6 months in advance of the desired start date. Whether a new hire or extension, you should submit the required documents specified below to UC International Services 6 months in advance when possible. This will ensure that the international visitor will begin/continue employment as anticipated.

An applicant may not begin work at the University of Cincinnati until an H-1B is approved for UC. There is an exception for individuals who currently hold H-1B status as detailed in the "Portability of H-1B Status" section. H-1B specialty workers have a maximum stay of 6 years no matter how many different employers they have. Employment at UC can be granted for a maximum of 3 year increments. There is an exception to the 6 year limit as described in the "Extensions beyond 6 Years for H-1B's Awaiting Permanent Residence" section. The process described in these instructions must be followed whether you are hiring an H-1B specialty worker for the first time or filing an extension.

### **Requirements for the H-1B Status**

In order to obtain H-1B status, UC must be able to establish that the position meets the requirements of a "**specialty occupation.**" "**Specialty occupation**" is defined as an occupation which "requires theoretical and practical application of a body of highly specialized knowledge in fields of human endeavor including, but not limited to, architecture, engineering, mathematics, physical sciences, social sciences, medicine and health, education, business specialties, accounting, law, theology and the arts, and which requires the attainment of a Bachelor's Degree or higher in a specific specialty, or its equivalent, as a minimum for entry into the occupation in the United States". Positions that can be filled with general knowledge (Liberal Arts; Sciences) do not qualify for H-1B Specialty Worker status. Therefore, the UC position must satisfy **one** of the following criteria:

- A baccalaureate degree or higher in a specific field must be the minimum entry requirement for the position;
- The degree must be common among organizations in the industry; or
- The particular duties of the position must be so specialized and complex that the knowledge necessary to execute the duties is normally associated with the attainment of a baccalaureate degree or higher.

The individual being hired must be able to demonstrate his/her qualifications for the position offered through documentation of **one** of the following:

- A U.S. baccalaureate degree or higher which is specifically related to and required by the specialty occupation;
- Work experience can help fulfill the baccalaureate degree requirement, but the work experience must be directly related to the duties at UC. In such cases, three years of direct work experience counts for one year of education;
- A foreign degree which has been evaluated by an accredited firm or organization to be equivalent to a U.S. baccalaureate degree which is specifically related to and required by the specialty occupation;
- Medical doctors must have an unrestricted state license to practice the specialty occupation in the state of intended employment.

## Wages

UC must attest that, for the entire period of employment, the wage paid to the H-1B specialty worker will be **the greater of**:

- The actual wage rate paid to workers at the place of employment with similar experience and qualifications in the occupational classification in question. Factors including education, work experience, job responsibility and function, specialized knowledge and other legitimate business factors may be taken under consideration;
- The prevailing wage level for the occupational classification in the area of intended employment. We are required to pay at least 100% of the Prevailing Wage Determination.

Hiring departments will be required to complete an “Actual Wage Determination Form” as part of the H-1B application. This form will help us establish the actual wage for the position. Departments should take care and ensure that the prospective H-1B employee will be paid at least the average of what others in the department with similar duties, experience and qualifications make.

The Prevailing Wage Determination (PWD) will be obtained by UC International Services once an H-1B application eForm is submitted. The Prevailing Wage Determination is obtained from the Department of Labor and is determined, in part, by degree level, experience and training required for the position. If you require additional years of experience above the required degree, the PWD will be significantly higher. Hiring departments should take care when completing the H-1B request and only put additional years of experience or training when it is actually a requirement for the job. The degree indicated should be the minimum degree required for the job, not the degree held by the prospective employee. A PWD typically takes six weeks to obtain.

## Fees

The **application fee** for H-1B specialty worker petitions is \$325.00. This fee must be paid by the hiring department.

A **fraud prevention and detection fee** is required for all employers who are filing a “new” H-1B petition. The “new” H-1B filing fee is \$500.00. A “new” case would include someone being hired at UC for the first time, or someone who currently holds another nonimmigrant status (J-1, F-1) and wants to change status to H-1B. This fee does not apply to extension petitions for H-1B status holders who currently work at UC. The hiring department must pay this fee, when applicable.

If **dependents** will be included in the petition, an additional fee of \$290.00 must be submitted. This is a flat fee regardless of how many dependents the prospective employee has. This fee can be paid by the prospective employee or the hiring department.

A **premium processing fee** is an optional fee that may be paid when circumstances warrant a quick approval. The fee is \$1,225.00. Payment of the premium processing fee will ensure that a decision on the H-1B petition is made within 15 days. It usually takes 3 to 4 weeks for UC International Services to receive the formal answer (approval or denial) in the mail. Any department wishing to use this option must notify UC International Services of the intention when submitting the request for H-1B status by including an additional \$1,225.00 with the other checks. The premium processing fee **must be** paid by the hiring department, not the individual

being hired, unless the need for expedited processing is personal, not business related. Business reasons would include, but are not limited to, the H-1B's current status expiring before the petition would normally be approved. Personal reasons would include the H-1B specialty worker needing to travel in the near future. The "H-1B Premium Processing Policy and Employee Attestation" must be completed and submitted by the employee in cases where the employee wants to pay the premium processing fee for personal reasons.

**Note:** The address to be put on checks is: Department of Homeland Security, – California Service Center, 24000 Avila Road, 2<sup>nd</sup> Floor, Room 2312, Laguna Niguel, CA 92677.

Please be prepared for this process to take FOUR TO SIX MONTHS, from collection of necessary letters, documents, checks, etc. to processing time at USCIS. **PLEASE ALLOW ENOUGH TIME!!!**

### **Portability of H-1B Status**

H-1B non-immigrants may change jobs or employers upon the filing of a new petition (once the USCIS receipt is received) by the new employer as long as the individual is in lawful H-1B status at the time of filing and has not engaged in any unauthorized employment since his or her last lawful admission. An individual currently authorized to work for one department at UC on H-1B status is not permitted to change departments unless a new H-1B application is submitted by the new department. If the employed individual plans to change positions with the same department, a new H-1B application is required.

### **H-1B eForm Application Process**

The hiring Department must create an iBearchatsGlobal record for the individual using the "Add New Person" link and submit an H-1B eForm application to UC International Services to have an H-1B processed. See the "How to Use UC International eForms" section for further instructions.

## **J-1 EXCHANGE VISITORS (NON-STUDENTS)**

### **Overview**

The purpose of the University of Cincinnati's J-1 exchange visitor program is to provide courses of study, lecturing, and research opportunities in the various fields of instruction and research conducted by the University of Cincinnati for qualified international students, professors, research scholars, short-term scholars, specialist and Interns to promote the general interest of international educational and cultural exchange. Not everyone qualifies to be a J-1 exchange visitor. Below are the defined categories for which the University of Cincinnati is authorized:

**Student** - An international visitor coming to the U.S. to engage full-time in a degree program or a prescribed course of study (non-degree). Non-degree students have a two-year maximum stay.

**Professor** - An international visitor coming to the U.S. primarily to teach/lecture (5-year maximum).

**Research Scholar** - An international visitor coming to the U.S. to engage primarily in research, observe or consult in conjunction with a research scholar (5-year maximum).

**Short-Term Scholar** - An international visitor coming to the U.S. for the purpose of lecturing, observing, consulting, training or demonstrating special skills for a period not to exceed 6 months.

**Specialist** - An international visitor who is an expert in a field of specialized knowledge or skill, coming to the U.S. for observing, consulting, or demonstrating special skills (one-year maximum).

**Intern** – An international visitor who is enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States or an individual who has graduated from such an institution no more than 12 months prior to their exchange visitor program begin date. The purpose is to participate in a structured and guided work-based internship program in his or her specific academic field and provides on-the-job exposure to American techniques, methodologies, and expertise, and enhances the Intern's knowledge of American culture and society. Participation as an Intern is limited to 12 months. Internships must be full-time positions consisting of at least 32 hours per week.

### **J-1 eForm Application Process**

To request a DS-2019 for J-1 Exchange Visitor status the sponsoring department must create an iBearcatsGlobal record for the visitor and submit the J-1 Application eForms to UC International Services. See the “Submitting Specific eForm Requests” section for further instructions.

### **J-2 Dependents**

Spouses and children of J-1 exchange visitors are classified with J-2 status. They are eligible to apply for an Employment Authorization Document; once granted, they are employable. The EAD will have an expiration date. J-2 EAD's are typically issued for one year intervals, or until such time that the J-1's DS-2019 expires, whichever is sooner. A J-2 is not permitted to continue employment unless the EAD is renewed in a timely manner. J-2 dependents can stay only as long as the J-1 spouse. J-2 spouses and children of J-1's sponsored by UC can obtain assistance with applying for a J-2 work permits from UC International Services. **If a J-2 is hired by UC, the hiring department will need to create an iBearcatsGlobal record for the visitor and submit the “Other Immigration Statuses” eForm to facilitate onboarding.**

## **O-1 ALIENS OF EXTRAORDINARY ABILITY**

### **Overview**

O-1 status is available to persons of extraordinary ability in the sciences, business, athletics, and education (although O-1 status is also available to persons of extraordinary ability in the arts, the standards are different). O-1 status is an excellent option for those subject to the J-1 two year foreign residence requirement and who are not eligible for H-1B specialty worker status. Similarly, the O-1 option should be considered when an H-1B visa holder is ineligible for further extensions and does not desire or cannot obtain permanent resident status.

To qualify as a person of extraordinary ability there must be evidence that the visa beneficiary has earned acclaim by the receipt of a major internationally-recognized award (Nobel Peace Prize, etc.) or at least **three** of the following:

1. Receipt of lesser nationally-or internationally-recognized prizes or awards for excellence.

2. Membership in associations in the field which require outstanding achievements of their members, as judged by recognized experts.
3. Evidence of the beneficiary's authorship of scholarly articles in his or her field, in professional journals, or other major media.
4. Published material in professional or major trade publications or major media about the beneficiary and his or her work.
5. Evidence of participation on a panel, or individually, as the judge of the work of others.
6. Evidence in the form of letters or affidavits from prominent colleagues who can confirm the beneficiary's original contributions of major significance to his or her field.
7. Evidence that the beneficiary has been employed in a critical or essential capacity for organizations and establishments that have a distinguished reputation.
8. Evidence that the beneficiary has commanded and now commands a high salary or other compensation for services.

Even if three of the above forms of evidence are produced, O-1 status will not be accorded unless a "peer group" writes an advisory opinion, based upon a review of the evidence to be submitted to the DHS, which concludes that the beneficiary has risen to the top of his or her field of endeavor. The regulations of the DHS define a "peer group" as a "group or organization which is comprised of practitioners of the alien's occupation who are of similar standing with the alien and which are governed by such practitioners." A "peer group" can also be "a person or persons with expertise in the field."

Preparing and filing an O-1 request will depend on the coordinated activities of the hiring department, UC International Services, and the beneficiary. An O-1 nonimmigrant visa petition, like other work-related visa petitions, is filed by a U.S. employer on behalf of an existing or prospective employee. Thus, an O-1 visa petition belongs to the employer and it entitles the visa holder to work only for the petitioning employer. Please note, it does not entitle the spouse or child of an O-1 visa holder to work. The intent of the application is to prove that the beneficiary is one of the small percentages of persons who have risen to the very top of their field.

The application fee of \$325.00 must be paid by the hiring department. Premium processing can also be requested for an additional fee of \$1,225.00. Both checks should be made out to the Department of Homeland Security.

**Note:** The address to be put on checks is: Department of Homeland Security, – California Service Center, 24000 Avila Road, 2<sup>nd</sup> Floor, Room 2312, Laguna Niguel, CA 92677.

### **O-1 eForm Application Process**

The hiring department must create an iBearcatsGlobal record for the individual and submit an O-1 eForm application following the instructions provided in the How to Use UC International Services eForms section.

## TN STATUS FOR CANADIAN AND MEXICAN NATIONALS

### Overview

Under NAFTA (North American Free Trade Agreement), Canadian and Mexican professionals may apply to enter the U.S. under the TN visa classification. The TN process for Canadian professionals (TN-1) does not require a visa application. The TN process for Mexican professionals (TN-2) requires a visa appointment with the U.S. Consulate. The result is that qualifying Canadian nationals trained in one of the published list of professions may obtain TN visa status and enter the U.S. in one day by applying at the U.S. port-of-entry. It will take Mexican nationals longer due to the need to have a visa prior to entry.

TN is a temporary employment status and therefore **should not** be used for tenure track positions. Departments wishing to bring international visitors to campus on TN status should write a visit letter detailing the nature of visit and the length of time for the employment (not to exceed 3 years). A letter should also be written to U.S. Customs and Border Protection addressing the requirements for the job and the qualifications of the visitor for TN status.

Application for extensions of the TN status may be filed with the DHS by mail, and are processed in 4-6 months. There is a \$325.00 application fee for TN petitions submitted within the country. To save time and resources, it is recommended that the employee go back to the border/Consulate to obtain TN status in all cases.

### Key TN Issues

**Main procedural step:** Apply at the U.S./Canadian border (TN-1) or US Consulate/Embassy (TN-2)

**Initial duration of status:** Three year maximum.

**Total time-limit cap on category:** No time cap.

**Processing time:** Instant approval.

**Major advantage:** Quick.

**Major disadvantage:** Not all professions qualify; can't be used for permanent positions.

### TN eForm Application Process

The hiring department must create an iBearcatsGlobal record for the individual and submit a TN eForm application following the instructions provided in the How to Use UC International Services eForm section.

## OTHER IMMIGRATIONS STATUSES THAT ALLOW FOR EMPLOYMENT

The previous pages discussed the most common employment visas that UC will see when hiring international workers. However, there are other statuses that allow individuals to be hired. These statuses do not require a specific eForm like E-3, H-1B, J-1 or O-1 statuses. However, the hiring department will be required to create an iBearcatsGlobal record for the prospective employee and submit the "Other Immigration Statuses" eForm. The employee will also need to be onboarded by UC International Services prior to the first day of employment. Please follow the instructions provided in the How to Use UC International Services eForm section.

## **Status Description**

- ADJ Individuals who have applied for permanent residence are generally referred to as being in the “Adjustment of Status” process. These individuals are legally allowed to be in the U.S. and can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- A-1 Head of State, government, official equivalent to U.S. cabinet members, presiding officer of a national legislative body, or member of a nation’s highest judicial tribunal, ambassador, public minister, career diplomat, or consular officer accredited by a foreign government. This includes immediately family members (spouse and children). These individuals can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- EAD In addition to individuals in the adjustment of status process and some other immigration statuses discussed in this section, there are other situations (like deferred action) that could allow an international visitor to obtain an Employment Authorization Document (EAD) issued by the Department of Homeland Security. Any international visitor with a valid EAD is permitted to work.
- E-2 Spouse or dependent children of a Treaty Investor. Spouses can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- F-1 Non-UC students attending other institutions who are authorized for Optional or Curricular Training. Students on Optional Practical Training will have an Employment Authorization Document (EAD) issued by the Department of Homeland Security. Students on Curricular Practical Training will have an I-20 endorsed for employment at UC.
- H-4 Spouse or an H-1B specialty worker. Spouse can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security. However, the spouse must meet specific criteria to qualify for the EAD (i.e., not all H-4 spouses can obtain an EAD).
- J-1 Non-UC students attending other institutions who are authorized for Academic Training. Students on Academic Training will have a DS-2019 endorsed for employment at UC.
- J-2 Spouse or dependent children of a J-1 exchange visitor. Both spouses and children can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- K-1 Fiance or Fiancee of a U.S. citizen. These individuals can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- L-2 Spouse or dependent child of an L-1 Intra Company Transferee. Spouses can work with an Employment Authorization Document (EAD) issued by the Department of Homeland Security.
- TPS Temporary Protected Status. These individuals are from countries which the Department of Homeland Security has designated as “countries in distress”. These individuals can work with an Employment Authorization Document issued by the Department of Homeland Security.



## PERMANENT RESIDENT PETITIONS

UC International Services offers immigrant visa processing assistance to all campuses. We will meet with all full-time faculty and professional staff, teaching and non-teaching, to discuss options for permanent residence, and will endeavor to assist in the immigrant visa process whenever possible. The University will provide full immigrant visa services for teaching faculty (actual classroom teaching must be involved), and for non-teaching permanent professional positions. Departments should not use outside counsel unless recommended to do so by UC International Services. When outside counsel is used, the hiring department **MUST** pay the attorney fees. UC International Services **will not** provide immigration assistance for applications based upon Outstanding Professor/Researcher, National Interest Waivers (NIW's), marriage to a U.S. citizen or other family based sponsorships, or the visa diversity lottery.

In order to qualify for permanent residence, the position must be full-time and defined as permanent by UC. A permanent position is one that does not have a definite termination point defined either by a date or the completion of a project or assignment, is not seasonal or intermittent, and is not presently intended or contemplated by the department to have some specified end date in the future. Please note that postdoctoral fellowships and "visiting" positions of any kind are not considered permanent by the university.

**Before beginning this process, the department should make an appointment with UC International Services to discuss the procedures and specific requirements.** If it is determined that the job and the employee meet the criteria for one of the permanent resident categories, UC International Services will work with the department to ensure that the minimum job requirements and offered salary are in compliance with Department of Labor (DOL) standards and formulate the appropriate advertising efforts. Upon completion of the recruitment efforts, the hiring department must submit a Permanent Resident eForm to UC International Services. There are separate eForms for teaching and non-teaching positions. See the section on How to Use eForms for further instructions. However, an understanding of the process is essential for success.

The permanent residency process for faculty and professional positions generally entails three phases. UC International Services assists with all three steps, which are: 1) Labor Certification; 2) UC's filing of an I-140 petition requesting an immigrant visa for the foreign national, once the Labor Certification Application is approved; and 3) the foreign national's filing of an I-485 application to adjust status to permanent residence.

It is essential that attention is paid to Labor Certification Application (LCA) filing deadlines with respect to requisite advertising timeframes and the foreign national's ability to preserve work eligibility and/or a non-immigrant status such as H-1B. For example, in order to request additional H-1B time beyond the initial six year limit, the LCA must be filed before the end of the fifth year of H-1B status. If no LCA is required, the I-140 must be filed prior to the end of the fifth year of H-1B status.

Immigrant visas are allotted by the Department of State based upon the type of employment and the foreign national's country of birth. Information as to availability of immigrant visa numbers is provided in the Department of State's monthly Visa Bulletin, which can be accessed at [http://travel.state.gov/visa/frvi/bulletin/bulletin\\_1360.html](http://travel.state.gov/visa/frvi/bulletin/bulletin_1360.html). The worldwide level for annual employment-based preference immigrants is at least 140,000. If there are more applicants than available visas, then the category is considered to be oversubscribed. If that is the case, a "priority date" is listed for the backlogged category, meaning that only applicants who have a priority date earlier than the cut-off date may be allotted an immigrant visa number. The

foreign national's priority date is the date on which the LCA is filed, or if an LCA is not necessary, the date of the I-140 filing. An I-485 application cannot be filed (or, if pending, adjudicated) if the foreign national's priority date is not current.

Below is an overview of the Labor Certification process for teaching and non-teaching professional positions.

### **For Teaching Positions:**

- The job must include actual classroom teaching.
- The position must have been advertised in a national professional journal/publication. The ad can be a paper/print advertisement or may be electronic, if subscription or membership fees are not required to view the posting. When using the electronic advertisement option, the posting must be viewable for at least 30 days.
- The foreign national selected must have been found to have been more qualified than any U.S. workers who applied for the job. U.S. worker is defined as a U.S. citizen, U.S. national, permanent resident or temporary permanent resident, refugee or asylee.
- The formal offer letter must have been issued within 18 months of the date on which the labor certification application is submitted to the Department of Labor.
- Copies of the CVs received from all applicants must be retained and provided to UC International Services for the required audit file.
- A Report of Recruitment must be prepared, printed on UC letterhead. and signed by the Department Head.
- At least 30 days prior to the date on which the Labor Certification Application is filed for a faculty or any other union position, a notice of such a filing must be submitted to the union. When calculating the 18 month filing window, it is important to allow time for issuance of the aforementioned Notice of Filing.
- UC International Services must obtain a prevailing wage determination from the Department of Labor (DOL). This step may be done upon our receipt of the completed eForm and supporting documentation. The prevailing wage request is submitted online and a response is received generally within six weeks. When calculating the 18- month filing window, it is important to allow time for receipt of the prevailing wage determination. The hiring department must agree that the foreign national will be paid no less than the prevailing wage at the time the foreign national receives his/her green card.
- Additional recruitment efforts are not required, but, if conducted, should be indicated on the eForm and copies of the corresponding ads should be provided.

### **For Non-Teaching Professional Positions:**

- In order to qualify for Labor Certification, the U.S. Department of Labor requires UC to prove that no minimally qualified U.S. workers are available to fill the position at the time of filing. U.S. worker is defined as a U.S. citizen, U.S. national, permanent resident or temporary permanent resident, refugee or asylee. **Note:** Individuals who meet all minimum requirements, but indicate they have accepted other employment or would not accept the UC position for any reason (offered salary or benefits, etc.), are not considered to be an "available U.S. worker."
- An applicant may not be rejected if the worker "can acquire the skills necessary to perform the duties involved in the occupation during a reasonable period of on-the-job training." No explanation is provided for the term "reasonable" period.
- UC International must obtain a prevailing wage determination from the Department of Labor (DOL). The prevailing wage request is submitted on-line and a response is

received generally within four to six weeks. The Department must provide the following in order for UC International Services to formulate the prevailing wage request: specific job duties, minimum required academic degree level and field of study; amount and type of required work experience; amount and type of required training; required special skills and licenses. The hiring department must agree that the foreign national will be paid no less than the prevailing wage at the time the foreign national receives his/her green card.

- A job order for the position must be placed for 30 days on the Ohio Department of Labor's SCOTI (Sharing Career Opportunities & Training Information) system. The LCA cannot be filed until at least 30 days after the 30 day posting period has ended to allow sufficient time for applicant responses. UC International Services will assist the employing department with this process. Information about registration is found at <https://scoti.ohio.gov/scotilexs/employer/register.do> and specific detail as to the job order placement is located at <http://jfs.ohio.gov/owd/flc/placingorder.stm>.
- The position must be advertised in two Sunday Cincinnati Enquirer editions. The ads can appear on two consecutive Sundays.
- **Three** additional recruitment steps must be selected from the following ten options: Job fairs; Employer's website; Job Search website other than employer's; On-campus recruiting; Print ad with trade or professional organization; Private employment firm; Employee referral program; Campus placement office; Local and ethnic newspapers; Radio and television advertisements. The employing department should consult with UC International Services as to the most appropriate types of advertising, the duration of the ads and related response times for applicants. It is possible that the Department of Labor may review the employer's choices for optional recruitment as to the reasonableness and likelihood that they are forums most likely to produce U.S. workers.
- None of the advertising efforts may have taken place more than 180 days prior to the filing of the Labor Certification Application. One of the three "additional recruitment steps" may take place within 30 days of the LCA filing.
- Copies of the CVs received from all applicants must be retained and provided to UC International Services for the required audit file.
- A Report of Recruitment must be prepared, printed on UC letterhead, and signed by the Department Head.
- A notice of filing must be posted for ten consecutive business days in a conspicuous location where the foreign national will work, prior to the filing of the Labor Certification Application. If the sponsoring department normally recruits for similar positions through in-house media (electronic or printed), the "Notice of Filing" must also be placed in such media for 10 consecutive business days, or per the department's normal procedure, whichever is longer. The Labor Certification Application may not be filed any earlier than 30 days after the end of the required 10-day posting period.

#### **Advertising Content Requirements for both Teaching and Non-Teaching Positions:**

- Name the employer
- Direct applicants to report or send resumes to the employer
- Provide a description of the job duties specific enough to apprise the U.S. workers of the job opportunity
- Indicate the geographic area of employment with enough specificity to apprise applicants of any travel requirements and where applicants will likely have to reside to perform the job opportunity
- Salary info is **not** required, but if advertised, it can't be lower than the prevailing wage rate.
- May not contain any job requirements or duties which exceed the job requirements or

- duties listed on the Labor Certification Application
- May not contain wages, or terms and conditions of employment, that are less favorable than those offered to the foreign national.

### **Permanent Resident eForm Application Process**

The hiring department must submit a Permanent Resident eForm application following the instructions provided in the “Submitting Specific eForm Requests” section. In most cases this process can and should be started while other immigration petitions are being processed (H-1B petition for example).

## **ONBOARDING FOR INTERNATIONAL WORKERS**

All international workers must be onboarded by UC International Services prior to beginning employment. International staff who have not been onboarded will not be allowed to attend HR orientation per HR policy. All international worker names (students, faculty and staff) must appear in Success Factors (must be hire complete) in order to be onboarded. All visa processing for faculty and staff must be completed prior to onboarding.

### **Students**

Once they are in the Success Factors system, students must submit the “Employment Eligibility Verification/Social Security Letter Receiving a UC Paycheck” eForm to UC International Services. At that time, UC International Services will then send the links to the onboarding documents, with instructions for making an appointment for I-9 processing. Hiring departments should **not** instruct students to walk over to our office to be onboarded. We have an electronic eForm request process that must be followed. Students cannot begin work until UC International Services has verified the I-9 onboarding documents in Success Factors. Please be aware that our office can take up to five (5) business days to process the request.

### **Staff**

International staff must attend HR orientation on the Monday of their first day of employment. All international staff must be “hire complete” and be in the Success Factors system and must have been onboarded by UC International Services by the Friday preceding attendance at HR orientation.

### **Faculty**

International faculty must be onboarded by UC International Services prior to their first day of employment. All international faculty must be “hire complete” and be in the Success Factors system and must have been onboarded by UC International Services by the first day of employment. International faculty are **not** required to attend HR orientation.

### **Reverification**

Many international workers have expiration dates on their immigration documents. An H-1B employee, for example, has an end date on the approved petition. Hiring departments must be aware of current expiration dates for employment and should timely process the appropriate eForm to extend the employee’s stay ensuring that he/she stays legal and that there is no interruption in employment. Timely means 6 months in advance of the current expiration date.

## VISITING DELEGATIONS AND NON-PAID VISITORS

International visitors coming as part of a visiting delegation as well as any non-paid individual visitor must be on record with UC International Services. For visiting delegations (more than one visitor coming from the same institution) the Visiting Delegations eForm can be used to get the visitors on record with our office. For individual visitors the sponsoring department will be required to create an iBearcatsGlobal record for the prospective visitor and submit the "Other Immigration Statuses" eForm. Please follow the instructions provided in the How to Use UC International Services eForm section.

### GUIDANCE ON HOW DEPARTMENTS SHOULD PROCESS EFORMS SUBMITTED BY STUDENTS/SCHOLARS THAT REQUIRE ADVISOR CERTIFICATION

Many eForms submitted by a student/scholar for immigration benefits in the iBearcatsGlobal system require certification by an academic advisor. In these cases the advisor is sent an email by the system that includes a link to the request. Some examples of situations that require certification of an academic advisor to include: Curricular Practical Training; Optional Practical Training; Program Extension; and Reduced Course Load. It is very important that the advisor fully reviews the request and responds appropriately and timely. In some cases I-20's may be expiring soon or students may need to work immediately. Prompt responses are necessary.

Here is how the process should work. First, the advisor will receive an email about the request. The request type will be a live link and underlined. Click on the link.

Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

[Reduced Course Load for Academic/Medical Reason](#)

Client Name: Jane Wang  
Client ID Number: \*\*\*\*\*9999  
Your Login ID: [rcushing@immigrationconcepts.com](mailto:rcushing@immigrationconcepts.com)  
Your Password: 1914D62-D6

UC International Services  
Tel: 513-556-4278  
Email: [international.students@uc.edu](mailto:international.students@uc.edu)  
Web: <http://www.uc.edu/international/services>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

Once the link is clicked you will be brought to the review/comment page for the request. Your login and password will be automatically populated. Just click the "Login" button.



iBearsGlobal

online services for international students, scholars & staff

 **Secure Online Session**

**Review / Comment on an E-Form Request**

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

**Logout of iBearsGlobal Services**

**Login to Review / Comment on an E-Form Request**

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

Client ID Number (Student - Employee University ID) \*\*\*\*\*9999

Your Login ID \*

Your Password \*

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

\* required fields

This will bring you to the actual request. You will see the name of the eForm request at the top and there will be a checkmark by the eForm. From here you can approve/deny the request. However, before you do that, it is important that you fully review what the student has submitted. To do that, click on the eForm title with the checkmark box next to it.

 [Secure Online Session](#)

**Jane Wang**

Campus: UC Main Campus  
Network ID: cushinrb

**Review / Comment on an E-Form Request**

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

**Logout of iBearsGlobal Services**

## Reduced Course Load for Academic/Medical Reason

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[Reduced Course Load for Academic/Medical Reason](#)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> = Incomplete          | <input type="plus"/> = Submit Another      | <input type="info"/> = Follow-Up Required                 |
| <input type="radio"/> = Optional               | <input type="grey"/> = Not Yet Available   | <input type="arrow"/> = Routed to a 3 <sup>rd</sup> Party |
| <input checked="" type="checkbox"/> = Complete | <input type="checkmark"/> = Pending Review | <input type="x"/> = Denied                                |
| <input type="draft"/> = Draft                  |  |   |

CLIENT NAME & ID NUMBER: JANE WANG | \*\*\*\*\*9999

**COMMENTS / REVIEW FOR REDUCED COURSE LOAD FOR ACADEMIC/MEDICAL REASON**

This is a time sensitive request based on federal immigration deadlines so your prompt attention is greatly appreciated. The student named below has submitted a request for a reduced course load. Approval of this request would allow the student to be enrolled in less than a full course of study. Please review the student's request by following the link provided. You will need to indicate the number of credit hours in which this student must be enrolled for the term indicated. Please provide any comments that you feel may be pertinent or helpful. If the student has indicated Improper Course Placement as the reason for requesting underenrollment, an explanation of the circumstances and situation must be provided or we will not be able to process the request.

Minimum Number of Credits (in which the student must be enrolled for the given term) \*

Comments Concerning this Request

- I support this student's eligibility to be under-enrolled.

I do not support this student's eligibility to be under-enrolled. Please comment on why you do not support this request.

Last Updated

01/30/2015 02:20 PM

\* required fields

This will bring you to the data/information submitted by the student/scholar. In some eForms next to each question you will see a "1" or a "0". "1" means the answer is "yes" to that question. "0" means the answer is "no".

<b>REDUCED COURSE LOAD FOR ACADEMIC/MEDICAL REASON</b>	
Semester for Reduced Course Load	Spring 2015
You are in your first semester in the United States in a degree program and need time to adjust to the American classroom, the English language, or intensive reading materials. (undergraduate and graduate)	1
Improper Course Level Placement - Your academic advisor must provide a further explanation on how the department incorrectly advised you regarding your registration. (undergraduate and graduate)	0
You are in your last semester in a degree program and need less than a full course load to complete your degree requirements this quarter. (undergraduate and graduate)	0
You are a graduate student with a thesis/dissertation requirement and you have completed all required coursework for your degree program.	0
You are suffering from a Medical condition or illness that prevents you from enrolling full time.	0
What is your major field of study?	Communication
Level of study	Masters
Academic Advisor/Medical Professional Name	Ron Cushing
Academic Advisor/Medical professional Email	rcushing@immigrationconcepts.com
Re-type Academic Advisor/Medical professional Email	rcushing@immigrationconcepts.com
If I am making this request for the current semester, I understand that I am required to be full-time enrolled until this request is approved, and if denied, I will need to maintain full-time enrollment. If I am making this request for a future semester, I understand that I will need to become enrolled full-time if this request is denied.	1
I understand that I am eligible for only one semester of under-enrollment for this academic program for reasons 1 -3. As a graduate student finished with all required coursework, I understand that I must register for one credit hour each academic year (typically during the Fall Semester) or one credit hour each semester if I am using university facilities including: University housing; office space or university equipment, laboratories, computer labs, libraries, practice facilities or recreational facilities. In order to obtain the university student health insurance policy automatically I understand that I must be registered for at least 6 credit hours. By submitting this request I must make special arrangements with the Student Health Insurance Office to purchase the student health policy while on reduced course load.	1

Some eForms will have dates, either for employment, new program completion, etc. Please review all dates carefully and update when appropriate.



<b>CURRICULAR PRACTICAL TRAINING</b>	
Indicate your Major field of study	Communication
Select your level of study	Bachelors, Unspecified
Please list your I-94 card number (11 digit number in the upper left hand corner of your I-94 card). If your most recent date of arrival in the U.S. is after April 30, 2013, you will have an electronic I-94 that must be printed at <a href="http://www.cbp.gov/i94">http://www.cbp.gov/i94</a> )	12345678910
Do you have a U.S. Social Security Number	1
Start date for employment	02/01/2015
End date for employment	06/29/2015
Will employment be full time or part time?	Full Time
Name of Employer	UC
Street Address of Employer	2600 Clifton Ave.
City of Employer	Cincinnati
State of Employer (if U.S.)	Ohio
Zip Code for Employer	45220
Name of Supervisor at Place of Employment	Ron Cushing
Employer Identification Number (EIN) from Internal Revenue Service (if U.S.-leave blank if overseas) ***PLEASE NOTE- This number is REQUIRED if you need to apply for a Social Security Number.***	31-6000989
Name of Academic Advisor	ron cushing
Department of Academic Advisor	PROPEL
Academic Advisor Email	cushinrb@ucmail.uc.edu
Re-type Academic Advisor Email	cushinrb@ucmail.uc.edu
I understand that I can not work until I receive a new I-20 endorsed for employment from UC International Services and that working without this endorsement will be considered illegal employment.	1
Name of Advisor Certifying eForm	
Title of Advisor Certifying eForm	
Enrollment History	

Once you have reviewed the request approve or deny the request as appropriate and hit the submit button.

**Jane Wang**

Campus: UC Main Campus  
Network ID: cushinrb

**Review / Comment on an E-Form Request**

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

**Logout of iBearsGlobal Services**

## Reduced Course Load for Academic/Medical Reason

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[Reduced Course Load for Academic/Medical Reason](#)

<input type="checkbox"/> = Incomplete	<input type="plus"/> = Submit Another	<input type="info"/> = Follow-Up Required
<input type="radio"/> = Optional	<input type="grey"/> = Not Yet Available	<input type="arrow"/> = Routed to a 3 <sup>rd</sup> Party
<input checked="" type="checkbox"/> = Complete	<input type="blue"/> = Pending Review	<input type="x"/> = Denied
<input type="draft"/> = Draft		

CLIENT NAME & ID NUMBER: JANE WANG | \*\*\*\*\*9999

**COMMENTS / REVIEW FOR REDUCED COURSE LOAD FOR ACADEMIC/MEDICAL REASON**

This is a time sensitive request based on federal immigration deadlines so your prompt attention is greatly appreciated. The student named below has submitted a request for a reduced course load. Approval of this request would allow the student to be enrolled in less than a full course of study. Please review the student's request by following the link provided. You will need to indicate the number of credit hours in which this student must be enrolled for the term indicated. Please provide any comments that you feel may be pertinent or helpful. If the student has indicated Improper Course Placement as the reason for requesting underenrollment, an explanation of the circumstances and situation must be provided or we will not be able to process the request.

Minimum Number of Credits (in which the student must be enrolled for the given term) \*

Comments Concerning this Request

- I support this student's eligibility to be under-enrolled.
- I do not support this student's eligibility to be under-enrolled. Please comment on why you do not support this request.

Last Updated 01/30/2015 02:20 PM  
\* required fields

### Tips on accurately completing eForm requests.

- 1) Respond as quickly as possible. We have many student requests that stay pending advisor review for weeks. In some cases documents will be expiring soon or work needs to start quickly. Your prompt response is necessary.
- 2) Click on the eForm name with the checkmark box next to it to fully view the student submission.

- 3) Make sure the dates indicated by the student are accurate. If applying for a program extension make sure you agree with the timeline being proposed for program completion. If requesting CPT make sure the dates of the employment do not exceed the semester dates. Students can't start working before the semester begins or keep working after the semester is over.
- 4) For CPT requests, make sure you indicate the correct title and course number for the course the student will be registered for during the CPT semester. Further, make sure the student enrolls for the course during that semester.

## HOW TO USE UC INTERNATIONAL SERVICES eFORMS

All requests for employment visas (E-3, H-1B, J-1, O-1, TN, etc.) or permanent residency petitions must be submitted using eForms through UC International Service's iBearsGlobal database. Anyone working at UC who is not a U.S. citizen or permanent resident must be added to the iBearsGlobal database and onboarded through UC International Services. This manual will explain how use iBearsGlobal and submit eForm requests. It is recommended that departments identify a staff person who will submit all eForm requests on their behalf. This will enable one person (or, in larger departments, perhaps two people) to become skilled in using the iBearsGlobal database.

### Obtaining Access to Submit eForms

Departmental faculty/staff wishing to submit an eForm request must go to <https://ibearcatsglobal.uc.edu> and submit a "departmental access" request. Users should click the "Administrative Services for University Departments" link.

**iBearsGlobal** UNIVERSITY OF CINCINNATI

**iBearsGlobal** online services for international students, scholars & staff

**Welcome to the iBearsGlobal Services Login Page**

**ATTENTION ALL USERS**

The University of Cincinnati will be closed from the afternoon of December 23, 2015 and will reopen January 4, 2016 for business. During this time, staff will not be available for assistance. Emails will be monitored for emergency situations only. If you have any time sensitive requests, please make sure that they are submitted fully, with second approver approvals as well, no later than December 22, 2015.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
Secure services requiring login with your institutional Network ID and password. These services include: <ol style="list-style-type: none"> <li>1. View and update information on file</li> <li>2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.</li> <li>3. Access alerts and notes on file that require action in order to maintain legal status</li> </ol> <input type="button" value="LOGIN"/>	Limited services requiring login with your University ID number and date of birth. These services include: <ol style="list-style-type: none"> <li>1. Limited student services like registration for orientation or SEVIS transfer-in.</li> <li>2. Limited initial intake forms for J-1 scholars or H-1B employees.</li> </ol> These services will NOT provide all the functionality of the full client services. <a href="#">Limited Services</a>

The following are additional services:

- [International Student & Scholar Statistical Reports](#)
- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)

**UC International Services** | 3134 One Edwards Center | Cincinnati, OH 45221  
**Contact us** [international.students@uc.edu](mailto:international.students@uc.edu) | Phone 513-556-4278 | Fax 513-556-2990  
**Office Hours** Monday to Friday 8:00 a.m. – 5:00 p.m.

From here you will be prompted to enter your UC 6+2 username and password for the Central Login Service.

The screenshot shows the 'Central Login Service' page for the University of Cincinnati. It features a header with the university logo and the title 'Central Login Service'. The main content area is titled 'Authentication Required' and contains the following text: 'You are connecting to a UC website that requires authentication. Please enter your UC Central Login Service Username and Password to continue. [Login Help](#)' and 'Set up your [Password Self Service](#) profile now!'. To the right is a login form with fields for 'Username (6 + 2)' and 'Password', each with a 'Get My Username' and 'Change My Password' link respectively. A 'Log In' button is positioned below the password field. Below the button, there is a link for 'Forgot your password?' which leads to 'Password Self Service' or a phone number '513-556-HELP(4357)'. A 'Login Help' link is also present at the bottom of the form. At the very bottom of the page, a disclaimer states: 'By using this service you agree to adhere to [UC computing policies and guidelines](#)'.

Next, you will be asked to enter your UC network ID, your full name and email address. Use the dropdown box to select your campus (UC Main Campus, unless you work at UC Blue Ash or Clermont College). Then put your department name and click the “request access” button. Your request will be processed promptly and you will receive an email confirmation once your access has been granted (see sample email below).

The screenshot shows the 'iBearcatsGlobal' interface. At the top, there is a world map and the text 'iBearcatsGlobal' and 'online services for international students, scholars & staff'. The user is logged in as 'Ron Cushing' with 'Campus: MAIN' and 'Network ID: cushinrb'. The page title is '--- Departmental Access Granted ---'. Below this, a message states: 'You have been approved to view and submit departmental requests. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions. Use the options on the left menu bar to access a given request type.' On the left is a navigation menu with categories: 'iStart Home Page', 'Departmental Services' (with sub-items like 'Employee Biographical and Address Verification', 'Add New Person eDoc Process', 'H-1B Employee Application', 'H-1B Employee Extension', 'J-1 Scholar Application', 'J-1 Scholar Extension', 'Permanent Residency', and 'Departmental Access Request'), 'iOffice Application', and 'Logout of iStart'. The main form area contains the following fields: 'Your Network ID' (cushinrb), 'Your Full Name \*' (Ronald Cushing), 'Your University E-mail \*' (cushinrb@email.uc.edu), 'Campus \*' (UC Main Campus), and 'Department \*' (International Services). A confirmation box contains a checked checkbox and the text: 'I confirm that I am an administrator for the given department who is authorized by the department to submit employee request forms. \*'. At the bottom, it shows 'Last Updated' as '05/20/2008 10:58 AM' and a note '\* required fields'.

Dear Ronald Cushing

Your request for departmental access to iBearcatsGlobal for J-1, H-1B, and PR processing has been approved. You now have access to these services via OneStart - HRMS - Links - iBearcatsGlobal (International).

iBearcatsGlobal Departmental URL:

<https://ibearcatsglobal.uc.edu/iBearcatsGlobal/controllers/admin/AdminEngine.cfm>

UC International Services

<http://www.uc.edu/international/services>

### **Obtaining a UC ID Number for eForm Submission**


In order to submit an eForm request, the international visitor in question **MUST** have a UC ID number (M number) and have a record in UC International Service's iBearcatsGlobal database. In general, international visitors fall into one of three groups in iBearcatsGlobal: (1) those working for or being paid by the University; (2) those collaborating with, but who are not being paid by, the University; and (3) those enrolled for classes. For each group there is a different way to generate a UC ID number and to get the visitor entered into iBearcatsGlobal.

**Group 1** includes E-3, H-1B, J-1, TN, O-1 and other visitors who will be paid by UC. These individuals **MUST** be entered into Success Factors prior to submitting an eForm request. The individual must be added to iBearcatsGlobal using the "Add New Person" eForm, discussed below, once the M number is obtained.

**Group 2** is for visitors (most typically J-1 Exchange Visitors) who will NOT be paid by UC. These are individuals coming to participate in collaborative projects using personal funds, government scholarships, home institutional support, or other sponsorships. It also includes those being paid by affiliates such as Cincinnati Children's Hospital Medical Center. These individuals can have a UC ID number generated in two ways, depending upon how the sponsoring department wants them classified and what access to university facilities and systems they want given.

Success Factors should be used to create the M number in cases where the traditional hiring process is being followed in order to assign a University title to the individual and to grant them access to things like BOL accounts, Blackboard, etc. The individual must be added to iBearcatsGlobal using the "Add New Person" eForm discussed below.

In cases where UC titles and access to certain services are not desired, the UC ID number can be generated in the GETit "create identity" system found at <https://www.uc.edu/uauthenticate/login.aspx?target=createidentity>. When creating an ID using GETit, it is important to create the ID using a specific "badge type" and "title". The job "title" should be listed as "Visiting Scholar". "Special Programs" should be selected as the "badge type" if the visitor is coming to conduct research or engage in teaching. The "badge type" selected should be "Visiting Student" if the visitor is a graduate student overseas who is coming to UC to conduct research and will not be enrolled in classes. Once the M number is generated, use the "Add New Person" eForm discussed below to add the individual to iBearcatsGlobal.


Central Login Service

---

**Log Out**

**Create Identity**

**Create Identity**

Please fill out all required information to create an identity. All fields should be entered in proper case (not all caps).

An asterisk \* denotes a required field

**\*First Name**

**Middle Initial**

**\*Last Name**

**\*Date of Birth**   
ex. 01/01/2006

**SSN**   
Not providing SSN may cause a delay in the identity creation process.

**Sponsor**

**Expiration Date**   
ex. 01/01/2006  
Expiration date may not be greater than two years from today.

---

ex. 01/01/2006

**SSN**   
Not providing SSN may cause a delay in the identity creation process.

**Sponsor**

**Expiration Date**   
ex. 01/01/2006  
Expiration date may not be greater than two years from today.

**\*Department**   
**Filter List by Department Name**

**\*Title/Program**

**\*Badge Type**    
 **This is a badge request**

---

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After you click “Continue,” you will be asked to verify the information you have entered. You will then be notified by email when the ID number is generated. Please make note of the 6+2 username that is generated and add that to the iBearcatsGlobal system when creating the record.

**Group 3** is for students who will be enrolled at UC, including exchange students. Degree students have an iBearcatsGlobal record created upon application to UC through an interface with UniverSIS. Exchange students must have a Basic Data Form processed by the Registrar's Office. The M number will be sent to iBearcatsGlobal electronically within 24 hours. Make sure that the country of birth/citizenship fields are completed on the Basic Data Form or else the M number won't come over to iBearcatsGlobal. Questions about the Basic Data Form process for exchange students should be directed to International Services at [international.students@uc.edu](mailto:international.students@uc.edu).

Once a UC ID has been created and the individual's basic information is in iBearcatsGlobal, the department can then submit the appropriate eForm.

### Temporary ID's

In time sensitive cases the iBearcatsGlobal record can be created using a system generated "TEMP" ID. When completing the "Add new Person" eForm, just answer "No" to the questions "do you have an institutional university ID for this new profile?" You **must** send an email to [international.students@uc.edu](mailto:international.students@uc.edu) once the M number has been generated so the iBearcatsGlobal record can be updated with the correct ID.

## CREATING AN IBEARCATSGLOBAL RECORD FOR VISITORS

Once authorized as a user and an UC ID has been generated for the visitor, departmental staff can then go to the "Departmental Services" link, click on the plus (+) sign to expand the eForm options, and select the "Add New Person" link.

The screenshot shows the iBearcatsGlobal web interface. At the top, there is a world map and the text "iBearcatsGlobal" and "online services for international students, scholars & staff". Below the map, it says "Secure Online Session" for "Ron Cushing" with "Network ID: cushinrb". A sidebar menu on the left is titled "iBearcatsGlobal Home Page" and "Departmental Services". The "Departmental Services" menu is expanded, showing a list of options: Departmental Services Overview, Add New Person, Export Control Certification, How to Add a New Employee/Visitor to iBearcatsGlobal, Other Immigration Statuses, Termination of Employment, E-3 Employee Application, H-1B Employee Application, J-1 Exchange Student Application, J-1 Scholar Application, O-1 Employee Application, Permanent Residency for Faculty Positions, Permanent Residency for Non-Faculty Positions, TN Employee Application, Update Your Information, and J-1 Scholar Extension. The main content area is titled "Departmental Authorization | Pending Transactions" and contains a warning message: "This is the current listing of those pending a review in order to be authorized to access the departmental section of iBearcatsGlobal. It is important to only grant access to those who would be approved to view and submit the FERPA protected information contained in the various requests. This approval screen is only accessible to sunapsis: online services for international students, scholars & staff users." Below this message, it says "--- RECORDS IN PENDING STATUS ---" and "NO PENDING RECORDS FOR REVIEW". There are three links: "Pending Records for Departmental Access", "Approved Records for Departmental Access", and "Denied Records for Departmental Access".

Here, you will add the personal information for the visitor including: name; date of birth; gender; email address; campus (Main Campus, Clermont, etc.), the UC ID, and the network ID. Always add the network ID when it's known. If you obtain the UC ID through GETit, you will be sent the network ID in an email. Once all the information is added, click the "Add New Person" button. This enters the visitor into iBearcatsGlobal. Once entered, go back to the "Departmental Services" menu and click the appropriate eForm you wish to submit.

### SUBMITTING SPECIFIC eFORM REQUESTS

Once you have obtained a UC ID number and the individual's basic information is in iBearcatsGlobal, you are ready to submit an eForm request. You have options to submit visa-specific eForms including forms for: E-3 workers (for Australians), H-1B Specialty Workers, J-1 Exchange Visitors, O-1 Aliens of Extraordinary Ability, TN workers (for Canadian and Mexican nationals) or permanent resident petitions. There is also an eForm called "Other Immigration Statuses" that can be used for guest speakers and any international visitor authorized work in a status not listed above (students on Optional Practical Training from other schools, individuals with Employment Authorization Documents from Homeland Security, etc.). Finally, there is an eForm called "Visiting Delegations" that can be used when multiple people are coming in a non-paid capacity from the same institution. To submit an eForm request, you will go to the iBearcatsGlobal home page at <https://ibearcatsglobal.uc.edu>. Click on the "Departmental Services" link and then select the eForm you wish to submit.





The image shows a screenshot of the iBearcatsGlobal website. At the top, there is a world map and the text "iBearcatsGlobal" with a subtitle "online services for international students, scholars & staff". Below the map, it says "Secure Online Session" and "Ron Cushing" with "Network ID: cushinrb". A navigation menu on the left lists various services under "Departmental Services". The main content area is titled "Departmental Authorization | Pending Transactions" and contains a message about pending reviews and links for "Pending Records for Departmental Access", "Approved Records for Departmental Access", and "Denied Records for Departmental Access".

## EMPLOYMENT VISAS

There are five specific immigration statuses that will apply to most UC international employees. Each of them will require processing of an immigration petition with the Department of Homeland Security or Department of State. H-1B specialty worker is the most common employment status and is designed for jobs that require a bachelor's degree or higher in a specific field of study. E-3 and TN status are similar to H-1B status but are designed specifically for Australian (E-3) and Canadian (TN) nationals, respectively. J-1 status can be used for individuals coming in both paid and non-paid status. O-1 status is designed for individuals with high stature in their field.

### E-3, H-1B, O-1 and TN eForms

To submit an eForm for one of these statuses, you will first click on the "Employee Application" link appropriate for the status you are requesting. Each status will have its own employee link (E-3 Employee Application, H-1B Employee Application, J-1 Scholar Application, O-1 Application; TN Application).



**iBearsGlobal**

online services for international students, scholars & staff

**sunapsis™: International Office Module Launch Page**

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The sunapsis: International Office Module application suite is the administrative tool used for international office compliance with SEVIS and other Federal regulations. The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Launch the sunapsis™: International Office Module](#)

**Secure Online Session**  
**Ron Cushing**  
 Network ID: cushinrb

**iStart Home Page**

- Departmental Services
  - Departmental Services Overview
  - Add New Person
  - Add New iStart Person
  - E-3 Employee Application
  - H-1B Employee Application
  - J-1 Scholar Application
  - J-1 Scholar Extension
  - O-1 Employee Application
  - Other Immigration Statuses
  - Permanent Residency
  - TN Employee Application
  - Update Your Information
- International Office

Next, you will be asked to enter the applicant’s UC ID number and date of birth and click the “Find Record” button.



**iBearsGlobal**

online services for international students, scholars & staff

**Lookup International Record**

Find an international 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.

University ID \*

Date of Birth \*  Month  Day  Year

\* required fields

**Secure Online Session**  
**Ron Cushing**  
 Network ID: cushinrb

**iStart Home Page**

- Departmental Services
  - Departmental Services Overview
  - Add New Person
  - E-3 Employee Application
  - H-1B Employee Application**
  - How to Add a New Employee/Visitor to iStart
  - J-1 Exchange Student Application
  - J-1 Scholar Application
  - J-1 Scholar Extension
  - O-1 Employee Application
  - Other Immigration Statuses
  - Permanent Residency for Faculty Positions
  - Permanent Residency for Non-Faculty Positions

You will then be brought to a screen that will tell you the sections that must be completed in order to fully submit the request. H-1B and E-3 applications have five (5) sections to complete while O-1 and TN applications have four (4) sections. H-1B and E-3 applications have an additional “Actual Wage List” section because these statuses require that UC pay the employee at least the average of all similarly-employed workers.



**iBearcatsGlobal**  
online services for international students, scholars & staff

**Secure Online Session**  
Ron Cushing  
Network ID: cushinrb

**iStart Home Page**

- Departmental Services
  - Departmental Services Overview
  - Add New Person
  - E-3 Employee Application
  - H-1B Employee Application**
    - How to Add a New Employee/Visitor to iStart
    - J-1 Exchange Student Application
    - J-1 Scholar Application
    - J-1 Scholar Extension
    - O-1 Employee Application
    - Other Immigration Statuses
    - Permanent Residency for Faculty Positions
    - Permanent Residency for Non-Faculty Positions
    - Termination of Employment
    - TN Employee Application
    - Update Your Information

**H-1B Application for a New Employee**  
MAIN PAGE | M99999999 | JANE WANG

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

- (1) H-1B Applicant Information
- (2) Departmental Contact for the Applicant
- (3) Information about the University Position
- (4) Actual Wage List Information (H-1B)
- (5) Departmental H-1B Compliance Certification

= Complete       = Multiples Allowed       = Optional  
 = Pending Review       = Incomplete       = Not Yet Available

Once you complete each section and submit it, a check mark will appear indicating that the section is complete.

### Applicant Information

The first section of any employment eForm is the "Applicant Information" section. The hiring department can complete this section or can grant access to the employee to complete the section. This is done by clicking the "Give the Applicant Access to Update This General Information" link. At this link, the applicant must enter the campus (Main, UC Blue Ash, Clermont), his/her email address, and a departmental email address.



**iBearcatsGlobal**  
online services for international students, scholars & staff

**Secure Online Session**  
Ron Cushing  
Campus: MAIN  
Network ID: cushinrb

**iStart Home Page**

- Departmental Services
  - Employee Biographical and Address Verification
  - Add New Person eDoc Process
  - H-1B Employee Application**
    - H-1B Employee Extension
    - J-1 Scholar Application
    - J-1 Scholar Extension
    - Permanent Residency
    - Departmental Access Request
- iOffice Application
  - Logout of iStart

**Applicant Access to Update Biographical / General Information**  
MAIN PAGE | M00000000 | JOSEPH BEARCAT

This will send an email to the applicant in order to give them access to update the H-1B Applicant Information section of the H-1B application. Please provide the applicant's current email address and an email address so that a copy of the message can be sent to the department.

Campus \*

Applicant's Email Address \*

Departmental Email Address \*

\* required fields

The visitor will be sent an email (sample below) with instructions on how to access the database and log in.

From: international.students@uc.edu [international.students@uc.edu]  
Sent: Tuesday, December 02, 2015 2:47 PM  
To: cushinrb@email.uc.edu  
Subject: Request for H-1B Application Materials

Dear Joseph Bearcat

A department at the university has requested the processing of an H-1B application for you. You will need to provide biographical and general information to complete the application process. Please login and complete this information.

Your University ID Number: M00000000

Link to Update Information:

<https://ibearcatsglobal.uc.edu/iBearcatsGlobal/controllers/admission/AdmissionEngine.cfm>

Steps for the applicant: (a) login with University ID and date of birth, (b) go to Departmental Services – H-1B Applicant Information, and (c) complete the application form.

UC International Services

All fields with an asterisk (\*) must be completed. The “Biographical Information” section asks for things like name, date of birth, country of birth, country of citizenship, etc. These questions are self-explanatory.

<p><b>Ron Cushing</b> Network ID: cushinrb</p> <p><b>iStart Home Page</b></p> <p><b>Departmental Services</b></p> <ul style="list-style-type: none"><li>Departmental Services Overview</li><li>Add New Person</li><li>Add New iStart Person</li><li><b>H-1B Employee Application</b></li><li>J-1 Scholar Application</li><li>J-1 Scholar Extension</li><li>Permanent Residency</li><li>Update Your Information</li></ul> <p><b>International Office</b></p> <p><b>Logout of iStart</b></p>	<p><b>MAIN PAGE   M03838124   TOMMY BEARCAT</b></p> <p><u>GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION</u></p> <p>H-1B specialty workers are employed in many positions at the University of Cincinnati including: Professors (tenure track or adjuncts); postdoctoral fellows; and many other positions. The position MUST require at least a bachelor's degree in a SPECIFIC field of study. Jobs that don't require a degree in a specific field (i.e. Liberal Arts or a wide range of fields), do not qualify for H-1B specialty worker status.</p> <p>The application process for hiring an international visitor on H-1B specialty worker status is a cooperative effort between the hiring department, UC International Services and the H-1B beneficiary. This section covering general H-1B applicant information can be completed by either the department or the applicant. If the department wishes the applicant to complete this section then please use the following link to give the applicant access to this section and send them an email.</p> <p>General information about H-1B regulations including job and wage requirements, application fees, processing times, etc. can be found on our website at the link below. We encourage all departments and prospective H-1B employee's to read this information prior to submitting a request for H-1B status.</p> <p>Supporting documents for an H-1B application should be scanned and uploaded as part of the H-1B request. If the worker has dependents in the U.S., the I-539 form is required to request or extend H-4 status for dependents and supporting documents (evidence of current status, including USCIS approval notices, front and back of the current I-94 card, passport biographic page and extension page if applicable, current visa, marriage certificate for spouses and birth certificate for children, DS-2019's and waiver for current or previous J status) should be sent in the PDF document with all other materials. The originally signed I-539 should be brought to the appointment with checks for the I-129 and I-539 application fees.</p>
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**BIOGRAPHICAL INFORMATION**

---

Last name (from Passport) *	<input type="text"/>
First name (from Passport) *	<input type="text"/>
Middle Name (if any from Passport)	<input type="text"/>
All other names used, if any (include maiden name and names from all previous marriages)	<input type="text"/>
Gender	<input type="text"/>
Date of Birth *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Province of Birth (put none if not applicable) *	<input type="text"/>
Country of Birth *	<input type="text"/>
Country of Citizenship *	<input type="text"/>
Country of Permanent Residence *	<input type="text"/>
Applicant's Foreign Address (include street, city, country and zip code) *	<input type="text"/>
Social Security Number (SSN)	<input type="text"/>
DHS A Number (if applicable)	<input type="text"/>
Applicant's Email Address *	<input type="text"/>

---

The "General Information" section asks for information about travel plans, dependents, immigration documents (passports), past immigration statuses, etc.

---

**GENERAL INFORMATION**

---

Has the applicant held H-1B status in U.S. anytime during the previous 7 years? \*  YES  NO

If yes, please list any periods of prior H-1B status (mm/dd/yyyy - mm/dd/yyyy). Include only time spent in the U.S.

Does the applicant have a valid passport? \*  YES  NO

Passport Number \*

Issue Date \* Month  Day  Year

Expiration Date \* Month  Day  Year

If the H-1B applicant is in exclusion or deportation proceedings then please explain.

If the applicant has ever been denied H-1B status then please explain.

Has the applicant or any of their dependents ever been in the U.S. as a J-1 or J-2? \*  YES  NO

Is the applicant subject to the 212(e) two year home residency requirement? (this requirement would apply only if the applicant holds J-1 or J-2 status currently or held one of these)  YES  NO

---

Has the applicant or any of their dependents ever been in the U.S. as a J-1 or J-2? \*  YES  NO

Is the applicant subject to the 212(e) two year home residency requirement? (this requirement would apply only if the applicant holds J-1 or J-2 status currently or held one of these statuses in the past) \*  YES  NO

Has the applicant received a waiver of the 212(e) requirement? \*  YES  NO

Does the applicant plan to travel outside of the U.S. in the next six months?  YES  NO

If yes, please list the date of departure Month  Day  Year

If yes, please list date of return to the U.S. Month  Day  Year

Has a Form I-140 been filed on behalf of the applicant? \*  YES  NO

If yes, please provide the filing date, status of petition and case number (i.e. 09/01/2008; approved; LIN081234567). If yes, please submit copies of the receipt/approval notices with the required documents to be submitted by the H-1B employee.

Has a form I-485 been filed by the applicant?  YES  NO

If yes, please provide the filing date, status of petition and case number (i.e. 09/01/2008; pending; LIN081234567). If yes, please submit copies of the receipt/approval notices with the required documents to be submitted by the H-1B employee.

The “Dependent Information” section asks for information about any accompanying spouse or children who need dependent status.

**DEPENDENT INFORMATION**

Applicants who have dependents in the U.S. needing H-4 status need to complete this section. This section does not need to be completed if the dependents are outside the U.S. The applicant will need to use the link on the bottom of this page to download and complete the form I-539. A copy of the completed I-539 should be scanned and uploaded with all other supporting documents, but the original I-539 application and application fee (\$300) will need to be brought to the final appointment.

Are there dependents in the U.S. that will be applying for a Change of Status (COS) to H-4 status or an extension of H-4 status? \*  YES  NO

If yes, how many H-4 dependents will be included on the I-539?

If yes, please indicate the full name (first name and last name) as well as the dates spent in H-4 status for each dependent during the previous 7 years (i.e. Joseph Bearcat; 09/01/2006 - 08/31/2009; H-4)

**DEGREE INFORMATION**

Highest degree earned \*

Date degree awarded \* Month  Day  Year

Degree field of study \*

Has the applicant earned a master's degree or higher from a U.S. institution of higher education? \*  YES  NO

The “Degree Information” fields ask for information about applicant’s education, including: name and address of the school, highest degree earned, etc.

---

**DEGREE INFORMATION**

---

Highest degree earned \*

Date degree awarded \*  Month  Day  Year

Degree field of study \*

Has the applicant earned a master's degree or higher from a U.S. institution of higher education? \*  YES  NO

If yes, name of School

Address of U.S. school (street, city, state, zip code)

If degree was obtained from a school overseas, indicate the name of the school

The next section only needs to be completed for/by individuals currently in the U.S. This section can be skipped if the worker is outside the U.S. The information needed to complete this section includes address and other contact information for the applicant, current immigration status, etc.

---

**APPLICANTS APPLYING FROM INSIDE THE U.S. SHOULD COMPLETE THIS SECTION**

---

Date of Last Arrival in the U.S.  Month  Day  Year

I-94 Number (11 digits total--located on the upper left corner of the I-94 card)

Current Immigration Status

Current Immigration Status Expiration Date  Month  Day  Year

If F-1 student on optional practical training (OPT) indicate the end date on the EAD card (a copy of the card must be supplied with the required documents from the employee)  Month  Day  Year

If J-1 on Academic Training indicate the end date (a copy of the written academic training authorization must be supplied with the required documents from the employee)  Month  Day  Year

Applicant's Current U.S. Street Address (include city, state and zip code) \*

Applicant's Current U.S. Phone Number

The section for "Applicants Applying from Abroad" only needs to be completed for/by workers currently outside the U.S. Information necessary to complete this section includes foreign address, nearest embassy/consulate, etc.

---

**APPLICANTS APPLYING FROM ABROAD SHOULD COMPLETE THIS SECTION**

---

U.S. Consulate where applicant will apply when the H-1B petition is approved.

Consulate City

Consulate Country

Applicant's Foreign Phone Number

---

**REUIRED DOCUMENTS FROM THE H-1B APPLICANT**

---

The documents listed below are required for the H-1B applicant. Please scan and upload these documents with this request:

1) Copy of highest degree earned and related trascript. A credential evaluation of the degree is required if the degree is from an overseas institution (A list of credential evaluation companies is linked below). Also provide an English translation if applicable.

2) Current Curriculum vitae

The "Required Documents" section specifies what documents need to be supplied by the employee for the application. The applicant is required to scan and upload all the appropriate documents as a single PDF file or fax them to 513-556-2990. Required documents include:

- Proof of highest degree earned
- Curriculum Vitae
- Copies of immigration documents (if in the U.S.)
- Form I-539 and copies of immigration documents for dependents (if appropriate)
- Proper documentation of medical licensure and USMLE/ECFMG certificates (if a medical doctor)



- 3) If currently in the U.S.: (1) copies of approval notices for all time spent in H-1B status for the past six years; (2) copies of all relevant immigration documents including: all I-20s (if F-1) or DS-2019's (if J-1), both sides of I-94 card, visa stamps, other documents such as I-797 approval notices (if H-1B, TN, O, etc.) and work permits (if F-1, J-2 or L-2)
- 4) Copy of the biographic page from a valid passport reflecting issuance and expiration dates
- 5) If on J-1 status, copy of the waiver of the two-year home residency requirement (or proof he/she is not subject to the requirement)
- 6) If currently employed as an H-1B, proof that the employment is still in effect at the time of application for the UC H-1B petition. Such proof may include a current paycheck receipt or a letter from the employer
- 7) If filing for dependents (only required if dependents are currently in the U.S.) a completed form I-539 and copies of their passports (biographic page and expiration date), visa stamps, I-94 cards (front and back) and any I-797 approval notices previously obtained on their behalf
- 8) If a medical doctor a copy of the license to practice medicine in Ohio, ECFMG certificate, and documentation of completion of one of the following: Federal Licensing Examination (FLEX); U.S. Medical Licensing Examination (USMLE) parts I, II and III; or National Boards of Medical Examiners Certifying Examinations, Parts I, II and III

I have all the required documents required of the H-1B applicant ready for scanning and uploading or faxing (You should not submit this section without scanning and uploading or faxing the required documents) \*  YES  NO

Do you have access to a scanner? If yes, please scan and upload all required documents as one single PDF document. If no, please fax the required documents to 513-556-2990. \*  YES  NO

Please scan and upload all required documents \*

\* required fields

[Credential Evaluation Company List](#)

[I-539 Application Form For Dependents in the U.S.](#)

[H-1B Checklist Applicant \(required documents\)](#)

[H-1B Regulations and Instructions](#)

Those with access to a scanner should click the “Yes” button and upload the required documents as one file. This is the preferred method.

Links to the I-539 form, applicant checklist, credential evaluations companies, etc. are found at the bottom of this section.

Once all of the required fields are completed, click the “submit section” button. If the department gave access to the individual to complete this section, the departmental staff member will then receive an email when the section has been completed. While this section is being completed by the applicant, the department can be completing and submitting the other required sections, except for the Departmental Certification section.

### ***Departmental Contact***

A departmental contact person needs to be identified for each application. Click the “Departmental Contact for the Applicant” link. Indicate the name, title, mail location, phone number, fax number and email address for the contact. Also indicate whether premium processing will be requested. Then click the “Submit Section” button.



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**Ron Cushing**  
 Campus: MAIN  
 Network ID: cushinrb

**Departmental Contact for the Applicant**  
[MAIN PAGE](#) | M00000000 | JOSEPH BEARCAT

UC faculty or staff person to be contacted regarding the need for additional information or information about the status of the H-1B petition.

CLIENT RECORD: JOSEPH BEARCAT | M00000000

--- DEPARTMENTAL CONTACT INFORMATION ---

Name of Contact *	<input type="text"/>
Title / Position *	<input type="text"/>
University mail location *	<input type="text"/>
Phone Number *	<input type="text"/>
Fax Number *	<input type="text"/>
Email Address *	<input type="text"/>

Are you requesting premium processing for this petition?     YES    NO

\* required fields

### Position Information

The “Information about the University Position” section contains all of the critical information about the job being offered including title, salary, start date and end date, duties, etc. This section also includes information about the educational and experience requirements.



online services for international students, scholars & staff

### Information about the University Position

We recommend that all departments read the link below for "H-1B Instructions and Regulations" before proceeding with submitting any sections of the H-1B eForm. When requesting a start date for staff keep in mind that employees are required to attend a Monday orientation with Human Resources prior to officially beginning work.

When completing questions about the University position departments should keep in mind that requiring experience, skills or special knowledge above the minimum degree will likely increase the Department of Labor's Prevailing Wage Determination. You should report the minimum requirements for the position, not the experience or skills the person you are hiring might have.

If the H-1B specialty worker is a physician who will be providing patient care a license to practice medicine in the State of Ohio and an ECFMG certificate are required and must be submitted with all required documents. If the H-1B specialty worker will be providing patient care and is not a graduate of an American medical program, evidence that the H-1B specialty worker passed the Federal Licensing Examination (FLEX) or the U.S. Medical Licensing Examination (USMLE) Parts I, II, and III or the National Boards of Medical Examiners Certifying Examinations, Parts I, II, and III must be submitted.

A composite letter from the hiring department must be submitted as detailed below. A copy of the letter must be scanned and uploaded as part of this request. The original letter will need to be brought to the final appointment for processing of the petition.

The Composite Letter should be signed by the Department Head and should include:

- 1) A statement asking UC International Services to begin paperwork for the H-1B petition.
- 2) Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.

3) An explanation of why this candidate was selected for the job. The explanation should include items such as education, experience, special knowledge, background, etc. which justify hiring him/her over other candidates.

4) Certification that the hiring department: a) agrees to comply with all terms of the LCA until the end date; and b) agrees to furnish return trip airfare home if the employee's employment is terminated before the end date on the I-129 application.

NOTE: Sample letter is linked below.

When hiring an H-1B Specialty Worker, UC is required to certify that we have reviewed various export control regulations to determine whether an Export License is required before controlled technology or technical data is released to a foreign national during the course of their employment. All departments will need to complete the "Checklist for Export Controls Issues for Hiring International Workers" form linked at the bottom. It should be scanned and uploaded or faxed to 513-556-2990 as part of this request.

---

#### TYPE OF APPLICATION

---

Please select the type of H-1B application you are requesting.

- |  |                           |                          |
|--|---------------------------|--------------------------|
| Is this application for a prospective employee who does not currently hold H-1B immigration status and does not work at UC, OR who currently holds another immigration status at UC (such as F-1/OPT)? * | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application for a prospective employee who currently holds H-1B immigration status for another employer and wants to transfer to UC? *   | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application for a prospective employee who currently holds H-1B immigration status for another employer and wants to concurrently work for UC and the current employer? *                        | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application an extension for a current UC employee who holds H-1B status who will be continuing in the same job? *   | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application for a current UC employee who holds H-1B status who is changing jobs or departments? *   | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application for a current UC employee who holds H-1B status who is changing jobs or departments? *   | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this application for a current UC employee who currently holds H-1B status who is taking on additional duties (like a research associate who now wants to teach a class, etc.)? *                     | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this a position that includes teaching? *   | <input type="radio"/> YES | <input type="radio"/> NO |
| Is this a position that will provide clinical services for UC Physicians? *  | <input type="radio"/> YES | <input type="radio"/> NO |

The section begins with a series of questions to determine the type of petition that is being submitted. Departments must indicate if the petition is for someone who:

- Does not currently hold the immigration status being requested or work at UC;
- Currently holds the immigration status for another employer and wants to transfer to UC;
- Currently holds the immigration status for another employer and wants to concurrently work for UC and the current employer;
- Is a current UC employee who holds the immigration status and who will be continuing in the same job;
- Is a current UC employee who holds the immigration status and who is changing jobs or departments; or,
- Is a current UC employee who currently holds the immigration status who is taking on additional duties (like a research associate who now wants to teach a class, etc.);

- Is a current UC employee who holds H-1B status and is changing jobs or departments.
- Will the employee provide clinical services for UC Physicians

Next, the department must indicate if premium processing is being requested for the petition. If premium processing is necessary for business reasons, the hiring department must pay the fee. If it's required for personal reasons, the applicant can pay the fee.

---

### PREMIUM PROCESSING

---

To request premium processing of an H-1B petition an additional fee of \$1,000 (payable to the Department of Homeland Security) is required. Paying the premium processing fee will ensure a 15 processing time once the petition is submitted to Homeland Security. The H-1B employee can not pay this fee unless the expedited approval is necessary for personal reasons (i.e. travel, etc.). If the expedited approval is necessary for business reasons (i.e. you want the employee to begin work quickly) the hiring department must pay this fee. Premium processing is not necessary in cases where the employee already holds H-1B status in the U.S. These individuals can start working once a receipt is received from Homeland Security for the UC position.

Will you be requesting premium processing of this application?  YES  NO  
\*

The "Position Information" section asks for information about the job title, classification, duties, salary, experience and education required, etc. As part of this section, the hiring department will be required to write an offer specific to the H-1B or E-3 employment period and upload the letter as part of the request. In addition, the "Checklist for Export Control Issues for Hiring International Workers" form must be completed and uploaded as part of the request. Please remember that **both** the visitor's supervisor and the Department Head must attest to the given answers' accuracy by signing the form. The checklist is linked at the bottom of the eForm.

---

### POSITION INFORMATION

---

SAP Position Title \*

SAP Position number \*

University Offered Salary \*

FTE Percentage \*

Is the position covered by a Union agreement (i.e. AAUP)? \*  YES  NO

Requested Employment Start Date \*

Requested Employment End Date (should not exceed three years total or the amount of time remaining for the worker to reach 6 years total as an H-1B) \*

Brief (non-technical) description of the position's duties as listed on position description \*

Have you completed the Checklist for Export Control Issues for Hiring International Workers form? You must complete this form and scan and upload it as part of this request. \*  YES  NO

---

**FURTHER INFORMATION ABOUT EXPORT AND INTERNATIONAL TRAFFIC REGULATIONS CAN BE FOUND AT**  
**[HTTP://WWW.UC.EDU/INFOSEC/EXPORT/](http://www.uc.edu/infosec/export/)**

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**HIRING UNIT INFORMATION**

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College (if not affiliated with a specific College put "None") \*

Name of the Hiring Department \*

Address where the H-1B employee will work (street address, including zip code, for the work location) \*

Additional work location addresses (if applicable)

Name of Immediate Supervisor \*

Job Title of H-1B's Immediate Supervisor \*

Email Address of Immediate Supervisor \*

Number of non-student, full-time employees the worker will supervise (i.e. has control over daily activities). If none put "0". \*

---

**EDUCATION / EXPERIENCE INFORMATION**

---

Minimum Degree Level Requirement (as required in the position description) \*

Academic Degree Field/Major Required for Position \*

If work experience (exclusive of the degree) is required for this position, as included in position description, then indicate the MINIMUM number of years and/or months of required experience, the job titles previously held by the individual, as well as the type of experience if not in the job offered. If no experience is required above the degree put "None". \*

If additional training (exclusive of the degree) is required to perform this job outside of the degree training, as included in the position description, then list the MINIMUM number of years, months, and type of training required.

Are there other requirements for the position not listed above (i.e. required license / certification, knowledge of a type of equipment, software, etc). If yes, please explain.

How much experience does the H-1B applicant have in positions similar to the one he/she is being hired to do at UC? (put years and months) \*

---

**ADDITIONAL INFORMATION FOR MEDICAL DOCTORS**

---

Is this a clinical faculty position with employment by both UC and your departmental practice group? \*  YES  NO

If yes, name of the practice group or pay source

---

**REQUIRED SUPPORT LETTER**

---

A composite letter from the hiring department must be submitted as detailed below. A copy of the letter must be scanned and uploaded or faxed as part of this request. The original letter will need to be brought to the final appointment for processing of the petition.

The Composite Letter should be signed by the Department Head and should include:

- 1) A statement asking UC International Services to begin paperwork for the H-1B petition.
- 2) Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.
- 3) An explanation of why this candidate was selected for the job. The explanation should include items such as education, experience, special knowledge, background, etc. which justify hiring him/her over other candidates.
- 4) Certification that the department: a) agrees to comply with all terms of the LCA until the end date; and b) agrees to furnish return trip airfare home if the employee's employment is terminated before the end date on the I-129 application.

Do you have access to a scanner? If yes, please scan and upload a copy of the required support letter. If no, please fax a copy of the support letter to 513-556-2990. \*  YES  NO

\* required fields

[H-1B Sample Letter](#)

[H-1B Checklist for Hiring Department \(required documents\)](#)

[H-1B Instructions and Regulations](#)

[Checklist for Export Control Issues for Hiring International Workers](#)

[Export and International Traffic Regulations](#)

[College of Medicine Information About the Faculty Position Form](#)

The links at the bottom of this section will give departments a sample letter to follow as well as a link to the Checklist for Export Control Issues. You will also be able to link to the list of required documents that the hiring department must supply. Given the unique nature of faculty appointments in the College of Medicine, there is a special form that should be completed for COM Faculty hires. Once completed, click the "Submit Section" button. All required documents will need to be scanned and uploaded or faxed to 513-556-2990 when submitting this section. All documents should be scanned into one PDF document (not multiple documents). The only thing that shouldn't be scanned and uploaded is a copy of the check.

### **Actual Wage Information**

Next, if the application is for H-1B or E-3 status, you must establish that the employee will be paid the higher of the Prevailing Wage or the Actual Wage. UC International Services will obtain the Prevailing Wage Determination for the U.S. Department of Labor. The hiring department must provide information on all similarly employed individuals in the department. Please use the "Actual Wage Determination" eForm to enter the required information. If you have more than four similarly employed workers in the same department, use the link at the bottom of the eForm to access an additional "Actual Wage Determination Form". Use as many forms as is necessary. Additional forms should be scanned and emailed or faxed to UC

International Services (513-556-2990) with the other required documents. Note: this section will not appear on J-1, O-1 or TN eForms.



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## Actual Wage Determination Information

Please complete the information below for workers who are similarly employed to the H-1B applicant. Similarly employed means individuals who have similar skills, qualifications and job duties (not necessarily the same job title).

Under the terms set out by the U.S. Department of Labor, we are required to show that the H-1B worker will be paid the higher of either:

The prevailing wage for the occupation in the area of employment as determined by the state DOL (see below) OR the actual wage currently being paid by the employer for the occupation at the place of employment.

UC International Services will obtain prevailing wage documentation by sending a formal request to the Ohio Department of Job and Family Services (ODJFS) or the DOL for the state of intended employment if outside of Ohio. The prevailing wage is determined by ODJFS by taking into consideration the geographic location of the work site, the required degree-level and experience, nature of the employee's work, special skills and supervisory responsibilities, etc.

In order to establish the actual wage, we will require the hiring department's assistance by completing the following information for each similarly employed worker in your department.

The following factors can be used to differentiate an H-1B worker's wage with respect to their similarly employed colleagues: work experience; qualifications; education; job responsibilities; specialized knowledge; other legitimate business factors.

Please direct any concerns or questions related to this form, to UC International Services. We would be happy to assist you further.

(1) WAGE INFORMATION-This section only needs to be completed if there are others in the department conducting similar activities (same job title and/or same duties) with the same qualifications.

Are there similarly employed individuals currently working in the department? If yes, complete the section below and use the link at the bottom if there are more than 4 similarly employed individuals working in the department. If no, click the submit button. \*

YES  NO

Name of Employee	<input type="text"/>
Job Title	<input type="text"/>
Years of experience	<input type="text"/>
Salary	<input type="text"/>
Reason for variance from salary offered to H-1B employee	<input type="text"/>

(2) WAGE INFORMATION

Name of Employee	<input type="text"/>
Job Title	<input type="text"/>
Years of experience	<input type="text"/>
Salary	<input type="text"/>
Reason for variance from salary offered to H-1B employee	<input type="text"/>

(3) WAGE INFORMATION

Name of Employee	<input type="text"/>
Job Title	<input type="text"/>
Years of experience	<input type="text"/>
Salary	<input type="text"/>
Reason for variance from salary offered to H-1B employee	<input type="text"/>

Job Title	<input type="text"/>
Years of experience	<input type="text"/>
Salary	<input type="text"/>
Reason for variance from salary offered to H-1B employee	<input type="text"/>

(4) WAGE INFORMATION

Name of Employee	<input type="text"/>
Job Title	<input type="text"/>
Years of Experience	<input type="text"/>
Salary	<input type="text"/>
Reason for variance from salary offered to H-1B employee	<input type="text"/>

If unable to provide four wages for comparison, then please explain why. If there are more than 4 similarly employed individuals, fill in the first four employees and add the remaining employees on a separate actual wage determination form using the link provided below. You will need to scan and email this additional information with the other required H-1B documents.

\* required fields

[Actual Wage Determination Form](#)

Once this section is complete, you should click the "Submit Section" button.

### Departmental Certification

All requests for processing of an employment petition MUST be certified by the Department/Division Head. Enter the required information about the Head and click the "Submit Section" button. The Department/Division Head will receive and email asking him/her to review the request and certify departmental compliance with Department of Labor regulations. The Head must review and certify the record using the link and login information provided, before the petition will be processed.



The H-1B regulations require the employer to assume numerous legal responsibilities in order to be approved to hire an H-1B employee. UC International Services has responsibility for ensuring institutional compliance with these regulations, but hiring departments must agree to follow established University procedures in order to ensure compliance. This request must be electronically certified by an administrative person at the level of Department Head or higher, to acknowledge the division/department's willingness to comply with all federal and University H-1B requirements.

College *	<input type="text"/>
Department / Division *	<input type="text"/>
Name of Department/Division Head *	<input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Re-type Email *	<input type="text"/>

- I understand that all additional materials required by the applicant and the sponsoring department must be received by UC International Services in order to complete this application. \*
- I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the employee may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Office of Research Compliance to ensure that all applicable requirements are met. \*
- I understand that the department is required to pay all application fees for this H-1B petition except those fees associated with accompanying dependents or premium processing if the H-1B applicant needs a quick approval for personal reasons (travel, etc.) and that the appropriate checks have been obtained/requested. \*

Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. This request is currently under review by the international office staff. You will be notified once the request is processed. There is no need to submit another Departmental H-1B Compliance Certification until this one is processed. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.

Request: Departmental H-1B Compliance Certification

Client Name: Joseph Bearcat  
Client ID: M00000000  
Your Login ID: cushinrb@email.uc.edu  
Your Password: CF1F0DD-49

Comment / Review Information at: <https://ibearcatsglobal.uc.edu/review.cfm?index=CF1F0DD-49!108441&logout=yes>

UC International Services

Once all sections are received in iBearcatsGlobal and the appropriate attachments are received via scan/fax, the request will be processed by UC International Services. You will know that a section has been submitted when a checkmark appears next to it.



**Secure Online Session**

**Ron Cushing**

Campus: MAIN

Network ID: cushinrb

- iStart Home Page**
- [-] **Departmental Services**
  - Add New Person eDoc Process
  - H-1B Employee Application**
  - J-1 Scholar Application
  - J-1 Scholar Extension
  - Permanent Residency
  - Departmental Access Request
- [+] **iOffice Application**
- Logout of iStart**

## H-1B Application for a New Employee

[MAIN PAGE](#) | [M00000000](#) | [JOSEPH BEARCAT](#)

The H-1B visa is for professional positions at the institution. A maximum of 3 years can be requested at one time, a total of 6 years in H-1B status is possible. The international office will review, complete, and submit the H-1B petitions to the United States Citizenship and Immigration Services (USCIS). To assist us with this process, the sponsoring department and H-1B petitioner will need to follow the steps below and submit the requested materials.

- [✓ \(1\) H-1B Applicant Information](#)
- [✓ \(2\) Departmental Contact for the Applicant](#)
- [✓ \(3\) Information about the University Position](#)
- [✓ \(4\) Actual Wage List Information](#)
- [✓ \(5\) Departmental H-1B Compliance Certification](#)


APPLICATION STATUS \*

SUBMITTED APPLICATION

Submitted Application - This identifies the record as submitted to the international office and it is under review for processing the request. Further follow-up may be requested by the international in finalizing the application, collection of materials (see links on steps for departments and applicants), and final submission to the United States Citizenship and Immigration Services (USCIS).

## J-1 Exchange Visitor eForms


To submit an eForm for a J-1 Exchange Visitor, you will go to the iBearcatsGlobal home page (<https://ibearcatsglobal.uc.edu>) and click on the “Departmental Services” link. Then click on the “J-1 Scholar Application” link. You will then enter the exchange visitor’s UC ID number and date of birth. Then hit the “Find Record” button.



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 **Secure Online Session**

**Ron Cushing**  
Network ID: cushinrb

**iStart Home Page**

**Departmental Services**

- Departmental Services Overview
- Add New Person
- Add New iStart Person
- E-3 Employee Application
- H-1B Employee Application
- J-1 Scholar Application
- J-1 Scholar Extension
- O-1 Employee Application
- Other Immigration Statuses
- Permanent Residency**
- TN Employee Application
- Update Your Information

### Lookup International Record

Find an international 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.

---

University ID \*

Date of Birth \*  Month  Day  Year

\* required fields

### ***Applicant Information***

The “J-1 Applicant Information” section (Biographical Information, General Information and Dependent Information screens) can be completed by the sponsoring department or the prospective J-1 exchange visitor. If the department wants the exchange visitor to complete this section, you click the “give the applicant access to this general information” link. The visitor will be sent an email with a link to access the section. He/she will click on the “Departmental Services” link and then the “J-1 Applicant Information” link. Enter all required information and click on the “Submit Section” button. Once completed, the department will receive an email (see example below) that the section has been submitted and you will see a checkmark next to the section on “Departmental Services”.

From: international.students@uc.edu [international.students@uc.edu]  
 Sent: Tuesday, December 02, 2014 2:47 PM  
 To: cushinrb@email.uc.edu  
 Subject: Request for J-1 Application Materials

Dear Joseph Bearcat

A department at the university has requested the processing of an J-1 application for you. You will need to provide biographical and general information to complete the application process. Please login and complete this information.

Your University ID Number: M00000000

Link to Update Information:


<https://ibearcatsglobal.uc.edu/iBearcatsGlobal/controllers/admission/AdmissionEngine.cfm>

Steps for the applicant: (a) login with University ID and date of birth, (b) go to Departmental Services - J-1 Application Information, and (c) complete the application form.

UC International Services


### **Biographical Information**

Biographical information includes name, date of birth, gender, city of birth, country of birth, country of citizenship, country of permanent residence, address, etc.



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**Ron Cushing**  
Campus: MAIN  
Network ID: cushinrb

**iStart Home Page**

**Departmental Services**

- Add New iOffice Person
- H-1B Employee Application
- J-1 Scholar Application**
- J-1 Scholar Extension
- Permanent Residency
- Departmental Access Request

**iOffice Application**

**Logout of iStart**

### J-1 Applicant Information

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This section covering general J-1 applicant information can be completed by the sponsoring department or the applicant. If the department wishes the applicant to complete this section access can be emailed to the visitor. To do this you will need provide the applicant with their UC ID number and have them go to [www.ioffice.uc.edu](http://www.ioffice.uc.edu). There they should click on the "Limited iStart Services" link and enter his/her UC ID number and date of birth. Then he/she should click the "Departmental Services" link, and then the "J-1 Application Information" link.

**GIVE THE APPLICANT ACCESS TO UPDATE THIS GENERAL INFORMATION**

---

CLIENT RECORD: JOSEPH BEARCAT | M00000000

--- BIOGRAPHICAL INFORMATION ---

Passport - Last Name *	<input type="text"/>
Passport - First Name *	<input type="text"/>
Passport - Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/> <input type="text"/> <input type="text"/>
Gender *	<input type="text"/>
City of Birth *	<input type="text"/>
Marital Status *	<input type="text"/>
Country of Permanent Residence *	<input type="text"/>
Foreign Address Street 1 *	<input type="text"/>
Foreign Address Street 2	<input type="text"/>
Foreign Address City *	<input type="text"/>
Foreign Address Country *	<input type="text"/>
Foreign Address Zip Code *	<input type="text"/>

--- GENERAL INFORMATION ---

Current Email Address *	<input type="text"/>
Last Occupation (Job Title) in Home Country *	<input type="text"/>
Last Occupation - Name of Institution *	<input type="text"/>
Is the applicant currently in the U.S.? *	<input type="radio"/> YES <input checked="" type="radio"/> NO
If yes, please answer the remaining questions in this section. If no, please move down to the "dependent information" section.	
Does the applicant currently hold J-1 exchange visitor status? *	<input type="radio"/> YES <input checked="" type="radio"/> NO
If yes, please list the name of the school/institution the applicant is visiting	<input type="text"/>
Does the applicant plan to travel outside the U.S. prior to coming to UC?	<input type="radio"/> YES <input checked="" type="radio"/> NO

If Yes, Re-entry Date

Indicate approximate dates (beginning and end dates) for each time the applicant has previously been in the U.S. in a J-1 or J-2 status

If the applicant is in the U.S. on a status other than J-1 please indicate the status held

--- DEPENDENT INFORMATION ---

Will the applicant be accompanied by immediate family members (spouse or children)? \*  YES  NO


If Yes, How many non-U.S. citizen family members will be coming with the applicant?

If Yes, then after submission of this form please complete the dependent information section of the request with detailed information concerning each dependent.

\* required fields

### Dependent Information

Exchange visitors are permitted to bring dependents to the U.S. with them. Dependents can be a spouse or unmarried children under the age of 21. The “J-2 SEVIS Dependent” request form must be completed for each dependent a J-1 exchange visitor wishes to bring to the U.S. The required information for each dependent will include name, date of birth, gender, city of birth, country of birth, country of citizenship, country of permanent residence and relationship to the J-1 primary.

 **Secure Online Session**

—

### J-2 SEVIS Dependents (Spouse / Children)

Request for J-2 dependent SEVIS documents to be created for a spouse or a child(ren). The addition of dependent records will require financial documentation to verify financial support for each dependent. A request must be made for each dependent individually.

---

--- ADD DEPENDENT FORM ---

Complete this section of the form to submit a J-2 dependent request. A separate request is necessary for each dependent. Dependents must have a DS 2019 and obtain J-2 status in order to come to the U.S. Only married spouses and unmarried children under the age of 21 qualify for J-2 dependent status. Please review the listing above to review all previous submitted requests.

Last Name (as appears in passport) \*

First Name (as appears in passport) \*

Middle Name (as appears in passport)

Relationship \*

Gender \*

Date of Birth \*

City of Birth \*

Country of Birth \*

Country of Citizenship \*

Country of Permanent Residence \*

\* required fields

## Program Information

The sponsoring department must complete the “J-1 Program Information” section. Please make sure that you read the instructions for selecting the proper category for the exchange visitor. When selecting the specific field/subject area, use the dropdown box and find the field that most closely matches the project for which the visitor is coming to participate. If the exchange visitor is a medical doctor in the home country, a “no patient” contact letter must be written and attached to the request.

This section will also require information about the site of activity, medical insurance and supervisor. There is also a section for Export Controls that requires completion and submission of the “Checklist for Export Control Issues for Sponsoring/Hiring International Workers.” The checklist needs to be completed and uploaded as part of the request. The checklist is linked at the bottom of the eForm.



# iBearcatsGlobal

online services for  
international students,  
scholars & staff

**Secure Online Session**  
**Ron Cushing**  
Network ID: cushinrb

**iStart Home Page**

**Departmental Services**

- Departmental Services Overview
- Add New Person
- E-3 Employee Application
- H-1B Employee Application
- How to Add a New Employee/Visitor to iStart
- J-1 Exchange Student Application
- **J-1 Scholar Application**
- J-1 Scholar Extension
- O-1 Employee Application
- Other Immigration Statuses
- Permanent Residency for Faculty Positions
- Permanent Residency for Non-Faculty Positions
- Termination of Employment
- TN Employee Application

### J-1 Program Information (Visiting Scholar)

[MAIN PAGE](#) | [M99999999](#) | [JANE WANG](#)

This section covers information about the J-1 program, site of activity, and the hosting department. Departments must submit to UC International Services a letter of invitation detailing the activities, dates of the program, and salary (if applicable). The letter of invitation must be attached with any other financial documents to the “J-1 Financial Information” eform. The J-1 request will not be processed unless a letter of invitation is submitted.

If the Exchange Visitor is a student at an overseas school coming to do research (i.e. not register for classes), the “Non-Degree Student” category should be selected and a letter from the overseas school indicating the status of the student in the program and applicability of the research at UC to that program of study is required. The letter must be attached to “J-1 Financial Information” eform, along with any financial documents. The J-1 request for Non-Degree Students conducting research will not be processed without this letter.

When hiring a J-1 exchange visitor as an employee, UC is required to certify that we have reviewed various export control regulations to determine whether an Export License is required before controlled technology or technical data is released to a foreign national during the course of their employment. All departments will need to complete the Checklist for Export Controls Issues for Hiring International Workers form linked at the bottom if the J-1 exchange visitor coming will be a paid employee of UC. The form should be scanned and uploaded or faxed to 513-556-2990 as part of this request.

---

### PROGRAM INFORMATION

When selecting the appropriate category for your Exchange Visitor, please keep the following category descriptions in mind:

**Non-Degree Student** --An international visitor coming to the U.S. to enroll in courses as part of an exchange agreement between UC and an institution overseas, or an international visitor coming to the U.S. to engage in research as part of a program or a prescribed course of study at an overseas institution. There is a 2 year maximum for Non-Degree Students.

**Professor** --An international visitor coming to the U.S. primarily to teach/lecture (5 year maximum).

**Research Scholar** --An international visitor coming to the U.S. to engage primarily in research, observe or consult in conjunction with a research scholar (5 year maximum).

**Short-Term Scholar** --An international visitor coming to the U.S. for the purpose of lecturing, observing, consulting, training or demonstrating special skills for a period not to exceed 6 months.

**Specialist** --An international visitor who is an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills (one year maximum). Do not select this category without first consulting UC International Services.

Primary Activity or Exchange Visitor Category \*

Specific Field / Subject Area \*

In one or two brief sentences, please describe the nature of the work, project, or program of study (i.e. study as part of an exchange program; teaching mathematics; research on nano electronic devices) \*

Will the exchange visitor be located at Cincinnati Children's Hospital Medical Center? If no, you will need to complete the Checklist for Export Control Issues for Hiring International Workers form and scan and upload it as part of this request. \*  YES  NO

---

**FURTHER INFORMATION ABOUT EXPORT AND INTERNATIONAL TRAFFIC REGULATIONS CAN BE FOUND AT [HTTP://WWW.UC.EDU/INFOSEC/EXPORT/](http://www.uc.edu/infosec/export/)**

---

Program Start Date--Please be realistic in selecting a start date. Most visitors will require at least 30 days to get a visa and arrive, and in many cases, 60 to 90 days is a more reasonable start date. \*

Program End Date \*

Is the Exchange Visitor going to be paid by UC? \*  YES  NO

If "yes", please indicate the title the individual will be given in UC FLEX (i.e. postdoctoral fellow; research assistant; adjunct instructor; visiting scholar)

Is the Exchange Visitor going to enroll in courses as part of an exchange agreement between UC and an institution overseas? \*  YES  NO

If yes, please list the name of the overseas institution  
Please enter the UC network ID (6+2 username)

---

**SITE OF ACTIVITY**

---

Site Location (i.e. Department / College) \*

Street Address -1 \*

Street Address -2

City \*

State \*

Postal Code \*

Postal Routing Code

---

**MEDICAL INSURANCE**

---

All J-1 scholars and their J-2 dependents are required to have medical insurance that meets specific requirements set forth by the U.S. Department of State. Exchange Visitors receiving University medical benefits will have insurance that meets the Federal requirement. Those who do not have University benefits will be required to purchase the appropriate insurance upon being issued the DS-2019 and will be required to produce evidence of the insurance upon arrival in Cincinnati. Exchange students enrolled for courses will be required to purchase the University Student Health Insurance policy. This policy meets the insurance regulation. Exchange visitors receiving medical benefits from Cincinnati Children's Hospital will be required to purchase a policy that covers medical evacuation and repatriation of remains. Please indicate your understanding of how this requirement will be met:

- Scholar is receiving UC medical benefits  YES  NO
- Visitor will be enrolled for classes and enrolling in the UC Student Health Plan \*  YES  NO
- Cincinnati Children's Hospital benefits (additional insurance for medical evacuation and repatriation of remains will be purchased by the scholar)  YES  NO
- Visitor is responsible for all insurance costs  YES  NO

Other - Please explain

**UC SUPERVISOR EXTENDING INVITATION**

Name of Faculty or Staff Supervisor \*

Job Title of Faculty/Staff Supervisor \*

Supervisor's Email Address \*

Departmental Phone Number \*

Departmental Fax Number \*

--MAILING VISA DOCUMENTS--

You have three options to have the DS-2019 mailed to the Exchange Visitor. Please check how you wish to have the documents mailed. If you select the express mail option, please indicate the package tracking number provided when you create the eShipment. If you select the "Call the Department" option, please list the name, phone number, and email address of person to contact when the materials are ready for pickup. If you select the "Send by Normal Overseas Airmail" box, the forms will be sent to the foreign address indicated in the personal information section.

- Please mail the DS-2019 by express mail. If you check this box you will need to go to the following website: <https://study.eshipglobal.com>. We have discounted express mail rates negotiated for UC departments with DHL and FedEx, but you must use the eShipGlobal service. You will need the Exchange Visitor's UC ID number, mailing address, email address, phone number, and a credit card (Visa, Mastercard or Discover cards only) to set up a user account. Please indicate the tracking number from eShipGlobal in the above box if you want the documents to be mailed by express mail.
- Please mail the DS-2019 by normal overseas airmail.
- Please call the department to pick up the documents for mailing.

\* required fields

[Checklist for Export Control Issues For Hiring International Workers](#)

[No Patient/Incidental Patient Contact Sample Letter](#)



## **Mailing Instructions**

Select the method of mailing for the DS-2019. Departments that wish to express mail the DS-2019 should use the EshipGlobal site to make an express mail reservation or select the box to have the department called to pick up the documents. To use EshipGlobal, go to <https://study.eshipglobal.com>. A credit card and the UC ID of the visitor is needed to use EshipGlobal. UC International Services will be notified when a reservation is created.

## **Financial Support**

J-1 Exchange Visitors must demonstrate financial support of at least \$18,000 per year in order to be issued a DS-2019. An additional \$4,000 per year is necessary for a spouse and \$2,000 for each child. Proof of financial support must be uploaded in PDF file format as part of the request. An offer letter on UC letterhead is sufficient in cases where University support is being offered. In other cases, the financial support should be obtained from the Exchange Visitor prior to submitting this section.

### **J-1 Financial Information**

This section covers information about J-1 exchange visitor's financials. Please provide UC International Services with documentation for ALL funding sources that will be used to support the exchange visitor's stay at UC. You will be required to scan and upload the financial documents as part of this request.

Documentation for funding from UC may be included in the departmental letter of invitation. Documentation from other sources should be provided on institutional letterhead with a translation in English.

If personal funds will be used to support the exchange visitor's stay, a personal bank statement can be provided to show proof of the availability of funds.

Funding for Exchange Visitors must demonstrate a minimum of \$12,000 per year for the scholar, \$4,000 per year for the first accompanying dependent, and \$2,000 per year for each additional dependent. Students who will be enrolled in classes must also demonstrate the amount necessary to cover tuition costs.

Please note that the exchange visitor may be required to show proof of finances again at the time of application for a U.S. entry visa at the U.S. Consulate.

---

### **SOURCE OF FUNDING**

---

In boxes with the (\$U.S. Dollars) notation put total amounts only. Do not put commas, \$ signs, names of support providers or per year or per month notations. For example, if someone is getting \$25,000 per year for three years, put 75000, not \$25,000 per year. Use the drop down boxes or text fields to indicate the sources of support where appropriate. You must scan and upload the proof of financial support with this request. If the UC department is supporting the exchange visitor the proof of financial support is a copy of the offer letter. All other sources of support must be obtained from the exchange visitor prior to submitting this request. If support is not coming from UC make sure you attach a copy of the invitation letter from UC to the financial documents.

---

Funding by the University of Cincinnati would include an employee paycheck, money for food or lodging, or support for benefits (health insurance; tuition remission, etc.).

Financial documentation (please scan and upload proof of financial support for the exchange visitor) \*

University of Cincinnati (including grants from external sources) (\$ U.S. Dollars)

U.S. Government Agency

U.S. Government Amount (\$ U.S. Dollars)

International Organization

International Organization Amount (\$ U.S. Dollars)

Exchange Visitor's Government (\$ U.S. Dollars)

Binational Commission (\$ U.S. Dollars)

All other organizations providing support (name of institution providing support)


All Other Organizations (\$ U.S. Dollars)

Personal Funds (\$ U.S. Dollars)

\* required fields

### ***Departmental Certification***

The Department/Division Head must certify the department's willingness to comply with all federal and University requirements for hosting a J-1 Exchange Visitor. The Head will receive an email asking him/her to review the request. The DS-2019 will not be processed until the certification is received.



online services for  
international students,  
scholars & staff

**Secure Online Session**  
**Ron Cushing**  
 Campus: MAIN  
 Network ID: cushinrb

**Departmental J-1 Compliance Certification**  
 MAIN PAGE | M00000000 | JOSEPH BEARCAT

**\*\*\* PENDING STATUS \*\*\***

This request is currently under review by the international office staff. You will be notified once the request is processed. There is no need to submit another Departmental J-1 Compliance Certification until this one is processed.

This section of the request has been queued for review by the UC International Services once the entire application has been finalized and submitted by the department.

The J-1 regulations require the institution to assume numerous legal responsibilities in order to be approved to sponsor a J-1 exchange visitor. UC International Services has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance. This request must be electronically certified by an administrative person at the level of Department/Division Head or higher, to acknowledge the department's willingness to comply with all federal and University J-1 requirements.

CLIENT RECORD: JOSEPH BEARCAT | M00000000

Campus \*

Campus \*

Department / Division \*

Name of Department/Division Head \*

Title \*

Email \*

I understand that all additional materials required by the applicant and the sponsoring department must be received by UC International Services in order to complete this application. \*

I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the employee may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Director of Research Compliance and Regulatory Affairs to ensure that all applicable requirements are met. \*

I understand that I am to have the J-1 exchange visitor report to UC International Services for check-in and orientation within one week of arrival or the 30th day following the start date indicated on the DS 2019, which ever is earlier. \*

\* required fields

Submit Request

Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.

Request: Departmental J-1 Compliance Certification

Client Name: Joseph Bearcat  
 Client ID: M00000000  
 Your Login ID: cushinrb@email.uc.edu  
 Your Password: 06E50F3-40

Comment / Review Information at: <https://ibearcatsglobal.uc.edu/review.cfm?index=06E50F3-40!108441&logout=yes>

UC International Services

The screenshot shows the iBearsGlobal login interface. At the top left is a world map. The header includes the iBearsGlobal logo and the text "online services for international students, scholars & staff". A "Secure Online Session" indicator is present. The main heading is "Login to Review / Comment on an E-Form Request", followed by a paragraph explaining the purpose of the system. Below this is a form with three input fields: "Client ID Number (Student - Employee University ID) \*" with the value "M00000000", "Your Login ID \*" with the value "cushinrb@email.uc.edu", and "Your Password \*" with the value "06E50F3-40". A "Login" button is at the bottom right. On the left side, there is a box titled "REVIEW / COMMENT ON AN E-FORM REQUEST" containing instructions and a "Logout of iStart Services" button.

**Secure Online Session**

**REVIEW / COMMENT ON AN E-FORM REQUEST**

Please comment / review on the request you received via an email from our system that was generated by an online request from an international student or scholar, or by a department.

Logout in order to re-login to view other requests.

**Logout of iStart Services**

**iBearsGlobal**

online services for international students, scholars & staff

**Login to Review / Comment on an E-Form Request**

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

Client ID Number (Student - Employee University ID) \*

Your Login ID \*

Your Password \*

--- You CAN NOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

\* required fields

Login

The Department/Division Head will login to iBearsGlobal, review the documents and click the certification boxes. His/her client ID and password to login are part of the email that is sent to the Department/Division Head.

**REVIEW / COMMENT ON AN E-FORM REQUEST**

Please comment / review on the request you received via an email from our system that was generated by an online request from an international student or scholar, or by a department.

Logout in order to re-login to view other requests.

**Logout of iStart Services**

### Departmental J-1 Compliance Certification

The following links provide you with information submitted as part of the e-form request tied to the following client record: JOSEPH BEARCAT. Please review this information and submit the form below.

[\(1\) Departmental J-1 Compliance Certification](#)

[\(2\) J-1 Applicant Information](#)

[\(3\) J-1 Financial Information](#)

[\(4\) J-1 Program Information](#)

CLIENT NAME & ID NUMBER: JOSEPH BEARCAT | M00000000

COMMENTS / REVIEW FOR DEPARTMENTAL J-1 COMPLIANCE CERTIFICATION

- I understand that I am to have the J-1 exchange visitor report to UC International Services for check-in immediately upon arrival. \*
- I understand that I am to notify UC International Services if the J-1 exchange visitor's program is delayed, if there is a significant change in the program, if the program ends early, or if termination of the program becomes necessary. \*

Last Updated

10/19/2008 07:55 PM

\* required fields

### J-1 Program Extensions

J-1 Exchange Visitors have specific limits on the amount of time they can remain in the U.S. on Exchange Visitor status. Professor and Research Scholars have a five-year maximum stay. Non-degree students have a two-year maximum stay. Short-term scholars have a six-month maximum stay and specialists have a one-year maximum stay. Requests for extensions must be submitted at least 5 business days prior to the expiration of the current DS-2019. The department must click on the "J-1 Program Extension" link under "Departmental Services." You will be asked to verify the current biographical and address information on file for the visitor, select a new program end date, and indicate if the Exchange Visitor will be traveling, etc. The proof of continued funding will also need to be uploaded and forwarded to UC International Services as a PDF document. Next, click the "Submit Request" button.

The Exchange Visitor will be notified when the extension is processed. If the Exchange Visitor is being paid by UC, then he/she will need to have his/her I-9 revised, which may require an appointment with a UC International Services Advisor.



## J-1 Scholar Program Extension/Change in Department Request

The host department should fill out this form to request a new DS-2019 to extend the program for a J-1 Exchange Visitor. This form can also be used to request a change in the sponsoring department. Note that the maximum length of time permitted for J-1 Exchange Visitors varies by category. Make sure you do not request more time than the Exchange Visitor has remaining. If the Exchange Visitor is changing departments the work in the new department must be related to the work that was being done in the original department.

Non-degree student--2 year maximum stay  
Professor --5 year maximum stay  
Research Scholar--5 year maximum stay  
Short-Term Scholar--6 month maximum stay  
Specialist--one year maximum stay

Proof of financial support and medical insurance must be scanned and uploaded with this request. If financial support is being provided by UC upload a copy of the offer letter to the exchange visitor. Collect all other sources of support and health insurance from the exchange visitor prior to submitting this request. Funding by the University of Cincinnati would include an employee paycheck, money for food or lodging, or support for benefits (health insurance; tuition remission, etc.).

This request must be electronically certified by an administrative person at the level of Department/Division Head or higher, to acknowledge the department's willingness to comply with all federal and University J-1 requirements.

The request must be received at least 5 business days before the expiration of the current DS-2019 or the start of duties in the new department.

### VERIFY BIOGRAPHICAL INFORMATION

Passport - Last Name *	<input type="text"/>
Passport - First Name *	<input type="text"/>
Passport - Middle Name	<input type="text"/>
UC ID Number *	<input type="text"/>
Email Address *	<input type="text"/>

### VERIFY CURRENT U.S. RESIDENTIAL ADDRESS

Street 1 *	<input type="text"/>
Street 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="▼"/>
Postal Code *	<input type="text"/>
Phone Number *	<input type="text"/>

### NEW DS-2019 DOCUMENT REQUEST

This request is for a program extension \*  YES  NO

This request is for a change in sponsoring department \*  YES  NO

If this request is for a change in sponsoring department, please indicate the name and address of the new department

Requested New Program End Date \*

Briefly summarize the reason(s) for requesting an extension \*

Has the J-1 scholar been granted a waiver of the 2-year home residency requirement (212e)? (you will need to ask the exchange visitor this question) \*  YES  NO

Is the scholar traveling outside the U.S.? \*  YES  NO

If Yes, Departure Date

If Yes, Re-entry Date

Passport Expiration Date

If the scholar has dependents will they travel with the scholar?  YES  NO

### SOURCE OF FUNDING

In boxes with the \$U.S. Dollars notation put total amounts only. Do not put commas, \$ signs, names of support providers or per year or per month notations. For example, if someone is getting \$25,000 per year for three years, put 75000, not \$25,000 per year. Use the drop down boxes or text fields to indicate the sources of support where appropriate. Whatever source of support, documentation of the support must be scanned and uploaded with this request.

University of Cincinnati (including grants from external sources) (\$ U.S. Dollars)

U.S. Government Agency

U.S. Government Amount (\$ U.S. Dollars)

International Organization

International Organization Amount (\$ U.S. Dollars)

Exchange Visitor's Government (\$ U.S. Dollars)

Binational Commission (\$ U.S. Dollars)

All Other Organizations (\$ U.S. Dollars)

Personal Funds (\$ U.S. Dollars)

Financial documentation (please scan and upload the proof of financial support for this exchange visitor). If support is coming from UC upload a PDF file of the offer letter. \*

Health Insurance (please scan and upload proof of medical insurance for the exchange visitor) \*

--DEPARTMENTAL CERTIFICATION--The department head must review and certify this request before it can processed. Please complete the fields below.

Name of Department/Division Head \*

Email of Department/Division Head \*

Re-type Email of Department/Division Head \*

\* required fields

## OTHER IMMIGRATION STATUSES

Most international workers will require the submission of a specific eForm in order to notify UC International Services of the need to process a petition for attainment of an immigration status that will allow for employment. However, there are some visitors who will be working for UC who will already have proper work authorization and will not need to have a specific immigration petition submitted on their behalf. Most typically, these will be individuals who, for various reasons, have an Employment Authorization Document issued by the Department of Homeland Security. It will also include F-1 students on Curricular Practical Training and J-1 students on Academic Training from other schools. These visitors will need to be onboarded prior to their first day of employment, and the information contained in the "Other Immigration Statuses" eForm will need to be submitted before onboarding can occur. This eForm also needs to be submitted for guest speakers requiring payment in the form of an honorarium.

### ***Primary Purpose of Visit***

The first section of this eForm asks the sponsoring department to indicate the primary purpose of the visit. How this question is answered is critical as it will determine the next steps for the visitor upon arrival. In most cases, the individual will be required to have an in-person check-in with UC International Services upon arrival in Cincinnati. However, some individuals coming in non-paid, non-enrolled statuses may only be required to supply documentation of their status and will not be required to have a formal check-in. Answer the yes/no questions as appropriate for the purpose of the visit.

#### **PRIMARY PURPOSE FOR VISIT**

Please indicate Yes or No to each of the questions below.

Will the visitor be a paid employee? \*  YES  NO

Will the visitor receive University medical benefits? \*  YES  NO

Will the visitor be paid under Limited Services (honorarium for guest speaker, personal services contract, etc.)? \*  YES  NO

Will the visitor receive reimbursement of customary business expenses? \*  YES  NO

Is this visitor coming in an unpaid/volunteer capacity? \*  YES  NO

Will the visitor be participating in the College of Medicine Visiting Student Elective Program? \*  YES  NO

Start date for UC Visit \*

End date for UC visit \*

### ***Biographical Information***

The "Biographical Information" section will ask for personal information about the employee, including: name, date of birth, country of birth, country of citizenship, country of permanent residence, gender, etc.



---

**BIOGRAPHICAL INFORMATION**

---

Complete all required fields.

Last name (from Passport) *	<input type="text"/>
First name (from Passport) *	<input type="text"/>
Middle Name (if any from Passport)	<input type="text"/>
Gender *	<input type="text"/>
Date of Birth *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Province of Birth (put none if not applicable) *	<input type="text"/>
Country of Birth *	<input type="text"/>
Country of Citizenship *	<input type="text"/>
Country of Permanent Residence *	<input type="text"/>
Social Security Number (SSN)	<input type="text"/>
DHS A Number (if applicable)	<input type="text"/>
Applicant's Email Address *	<input type="text"/>
Applicant's Current U.S. Phone Number (if in the U.S.)	<input type="text"/>

***Immigration Information***

The "Immigration Information" section will ask for details about the employee's current immigration documents, including: current status, status expiration, passport number, I-94 card number, the type of work authorization document possessed and its expiration date. Visitors currently in the U.S. will be required to supply the sponsoring department with copies of their current immigration documents, which should be scanned and uploaded as part of the request.

---

**IMMIGRATION INFORMATION**

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Please indicate the immigration status held by visitor. If the visitor is not currently in the U.S. you can skip this section.

Current Immigration Status	<input type="text"/>
Current Immigration Status Expiration Date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Passport number	<input type="text"/>
Expiration date of the passport	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
I-94 card number	<input type="text"/>
If F-1 student on Curricular Practical Training (OPT) indicate the end date on the third page of the I-20 for the employment (a copy of the I-20 must be supplied with the required documents from the employee)	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
If J-1 on Academic Training indicate the end date (a copy of the written academic training authorization must be supplied with the required documents from the employee)	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
If the applicant has an Employment Authorization Document from the Department of Homeland Security indicate the end date on the EAD card (a copy of the card must be supplied with the required documents from the employee)	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

## Position Information

The "Position Information" section will ask for details about the job being offered, including: job title, salary, FTE percentage, etc. The "Hiring Unit" section will ask for details about the college/department, supervisor, and departmental contact. It also includes completion of the "Checklist for Export Control Issues for Sponsoring/Paying International Workers". This form needs to be completed, scanned and uploaded as part of the request. The checklist is linked at the bottom of the eForm.

---

### POSITION INFORMATION

---

If you indicated Yes to question #1 under the Primary Purpose for Visit section please complete this section. If you answered No to question #1 you can skip this section.

SAP Position Title

SAP Position number

University Offered Salary

FTE Percentage

Requested Employment Start Date

Does this individual now appear on the HR New Hire Checklist?  YES  NO

---

### EXPORT CONTROLS CERTIFICATION

---

You are required to complete the Export Controls Certification Form as part of this request, even if the person is coming in a non-paid capacity.

Have you completed the Checklist for Export Control Issues for Hiring International Workers form? You must complete this form and scan and upload it or fax it as part of this request. The form is linked at the bottom of this eForm.  YES  NO

---

### HIRING/SPONSORING UNIT INFORMATION

---

College (if not affiliated with a specific College put "None") \*

Name of the Hiring Department \*

Name of Immediate Supervisor \*

Job Title of Immediate Supervisor \*

Email Address of Immediate Supervisor \*

Name of contact person for this request \*

Phone number for contact person \*

Email address for contact person \*

---

### REQUIRED DOCUMENTS FOR SUBMISSION OF THIS EFORM

---

The Checklist for Export Control Issues for International Workers form must be submitted as part of this request. In addition, if the visitor is currently residing in the U.S. you are required to scan and upload or fax the documents below with this request :

- (1) Copy of the biographic page from a valid passport reflecting issuance and expiration dates
- (2) Copies of both sides of the I-94 card
- (3) Copy of most recent visa stamp
- (4) copies of all I-20s (if F-1) or DS-2019's (if J-1)
- (5) Copy of Employment Authorization Document and/or I-797 approval notice (if applicable)

submitted as part of this request. In addition, if the visitor is currently residing in the U.S. you are required to scan and upload or fax the documents below with this request :

- (1) Copy of the biographic page from a valid passport reflecting issuance and expiration dates
- (2) Copies of both sides of the I-94 card
- (3) Copy of most recent visa stamp
- (4) copies of all I-20s (if F-1) or DS-2019's (if J-1)
- (5) Copy of Employment Authorization Document and/or I-797 approval notice (if applicable)

The visitor is currently in the U.S. and I have all the documents required of the applicant ready for scanning or faxing \*  YES  NO

Do you have access to a scanner? If yes, please scan and upload all required documents as one single PDF document. If no, please fax the required documents to 513-556-2990. \*  YES  NO

\* required fields

[Submit Request](#)

[Checklist for Export Control Issues for Hiring International Workers](#)

### ***Required Documents***

The final section of this eForm is the “Required Documents from the Applicant” section. Here you will be instructed as to the documents you will be required to scan and upload, or fax, to 513-556-2990 as part of the request. Required documents will include copies of all immigration documents (passport, visa stamp, I-94 card, USCIS approval notices, work permits, etc.) and the “Checklist for Export Control Issues” (see above).

### **VISITING DELEGATION EFORM**

The Visiting Delegation eForm is to be used when more than one person is coming from the same institution in a non-paid capacity (use the Other Immigration Statuses eForm when one person is coming in a non-paid capacity). There are three sections that comprise the Visiting Delegation eForm. The first section is the Visiting Delegation Request. In this section you will indicate the name of the institution the visitors are coming from, the dates of the visit, the purposes of the visit and the names and dates of birth for all visitors. You will also complete an export control form for the delegation.

## Visiting Delegation Request

This eForm should be completed by any UC college/department interested in hosting a group of visitors from an overseas institution. In order to process and facilitate international visits, we ask you to carefully review, complete and submit the form below at least eight (8) weeks prior to the planned arrival of the delegation. All sections of the eForm must be completed.

Please indicate if you expect the visitors to come to UC more than once during the next 12 calendar months. In such cases this eForm only needs to be submitted once for all visits during that year period. If there are more than 12 months in between visits, you need to submit this request prior to the next visit.

Name of Institution wanting to visit \*

Expected arrival date \*

Expected departure date \*

Do you expect these visitors to come more than once during the next 12 calendar months? \*  YES  NO

Purpose of visit (list all that apply including explore exchange opportunities, meet with faculty, signing ceremony, etc.). \*

Delegation biographies (provide the name, title and date of birth for all visitors coming to UC as part of the delegation) \*

\* required fields

A departmental contact must be identified for each visiting delegation. We need to know the name, title and contact details for the contact. Enter the information and hit the submit button.



 **Secure Online Session**

### Departmental Contact for Visiting Delegation

UC faculty or staff person to be contacted regarding the need for additional information or information about the visiting delegation..

---

#### DEPARTMENTAL CONTACT INFORMATION

---

Name of Contact *	<input type="text"/>
Title / Position *	<input type="text"/>
University mail location *	<input type="text"/>
Phone Number *	<input type="text"/>
Fax Number *	<input type="text"/>
Email Address *	<input type="text"/>
* required fields	<input type="button" value="Submit"/>

All requests for a visiting delegation MUST be certified by the Department/Division Head. Enter the required information about the Head and click the "Submit Section" button. The Department/Division Head will receive an email asking him/her to review the request and certify departmental compliance with Department of Labor regulations. The Head must review and certify the record using the link and login information provided, before the petition will be processed.

## Departmental Compliance Certification for Visiting Delegation

\*\*\* SUBMISSION/CANCELLATION BLOCKED \*\*\*

*You cannot submit this form until all prior required forms have been submitted.*

The sponsoring college/department must agree to follow established University procedures in order to ensure compliance with this Visiting Delegation. This request must be electronically certified by an administrative person at the level of Department Head or higher, to acknowledge the college/department's willingness to comply with all federal and University requirements.

This request should be submitted at least 60 days in advance of the desired visit.

College *	<input type="text"/>
Department / Division *	<input type="text"/>
Name of Department/Division Head *	<input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Re-type Email *	<input type="text"/>

- I understand that all additional materials required for the Visiting Delegation must be received by UC International Services in order to complete this application. \*
- I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations, including criminal penalties. The department/division has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and believe that the visit does not fall under EAR or ITAR regulations. \*

### EXPORT CONTROL CERTIFICATION

All requests for international visitors, paid or unpaid, include an export control certification review. Currently, there is a paper form that must be completed and uploaded with every eForm request. During 2016 all eForms will be revised to include an electronic Export Control Certification section. All departments will be notified when the electronic form is implemented.



Secure Online Session

Ron Cushing

Network ID: cushinrb

### Export Control Certification

<b>iBearcatsGlobal Home Page</b>
<b>Departmental Services</b>
Departmental Services Overview
Add New Person
<b>Export Control Certification</b>
How to Add a New Employee/Visitor to iBearcatsGlobal
Other Immigration Statuses
Termination of Employment
E-3 Employee Application
H-1B Employee Application
J-1 Exchange Student Application
J-1 Scholar Application
O-1 Employee Application
Permanent Residency for Faculty Positions
Permanent Residency for Non-Faculty Positions
TN Employee Application
Update Your Information
J-1 Scholar Extension
<b>International Office</b>
<b>Upgrade / Installation Procedures</b>
<b>Logout of iBearcatsGlobal</b>

The University of Cincinnati is committed to compliance with federal regulations and an export control program that has effective procedures to control and monitor activity. This eForm is essential to ensure that UC has the proper export authorizations in place, if the foreign national will be exposed to export controlled items, technology, software, and or information.

Your answers to these questions will help determine whether any aspect of the visit will be subject to export control regulations. Sponsoring departments MUST list all information regarding technologies, equipment, and countries involved.

When follow up is required, supervisors will be contacted directly by International Services or Export Controls. Delays in responding to requests from International Services and or Export Controls could result in additional delays in visa processing times.

1. Is the job/project funded by a corporate or government grant/sponsor? \*  YES  NO
2. Will the duties involve working with high-technology or experimental equipment or cutting edge equipment? (e.g. sensors, lasers, centrifuges, accelerometers, thermal-imaging, gyros, UAVs, satellites, mass spectrometers, inertial navigation systems, GPS, simulations, special software, electronics, super-computers (e.g. Cray XC30, IBM Power 775 server), cryptography, telecommunication devices, any military or defense equipment)? \*  YES  NO
3. Will the activities involve access to any proprietary or confidential information received from a third party, e.g. corporate sponsor? \*  YES  NO
4. Will the duties involve activities that could be related to the spread or increase of nuclear, chemical, or biological weapons or missile technology? \*  YES  NO
5. Will the job/project involve encryption software? (e.g. software with AES or RSA encryption) \*  YES  NO
6. Will the job/project include export control clauses or references to ITAR/EAR, restrictions on publication or restrictions on participation of foreign nationals? \*  YES  NO

### PERMANENT RESIDENT EFORMS

To submit a request for Permanent Residence, you will first click on the appropriate eForm. There is an eForm for "Permanent Residency for Faculty Positions" and one for "Permanent Residency for Non-Faculty Positions." The content for both eForms is similar with slight variations due to the advertising and selection criteria differences between faculty jobs and non-faculty jobs. Once you select the appropriate eForm, you will have to enter the applicant's UC ID and date of birth.

You will then be brought to a screen that will tell you the four (4) sections that must be completed in order to submit a request for permanent residency. These four sections are:

- PERM Prevailing Wage Determination/Position Information Request
- Labor Certification Applicant Information
- PERM Recruitment Report/Posting/Filing Notice
- Departmental Permanent Residency Compliance Certification



## iBearcatsGlobal

online services for  
international students,  
scholars & staff

**Secure Online Session**

**Ron Cushing**  
Network ID: cushinrb

**iStart Home Page**

**Departmental Services**

- Departmental Services Overview
- Add New Person
- Add New iStart Person
- E-3 Employee Application
- H-1B Employee Application
- J-1 Scholar Application
- J-1 Scholar Extension
- O-1 Employee Application
- Other Immigration Statuses
- Permanent Residency**
- TN Employee Application
- Update Your Information

### Lookup International Record

Find an international 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.

---

University ID \*

Date of Birth \*

\* required fields





**iBearcatsGlobal** online services for international students, scholars & staff

**Secure Online Session**  
**Ron Cushing**  
 Network ID: cushinrb

**Permanent Residency for Faculty Positions**  
 MAIN PAGE | M03838124 | TOMMY BEARCAT

University departments that wish to retain an international faculty member on a permanent basis begin that process by completing this request form and submitting it to the international office. The head of the employing unit must agree to this request. Departments may not use outside counsel for any part of the permanent residency process until authorization has been given by the international office based on this review.

- (1) PERM Prevailing Wage Determination/Position Information Request for Teaching Positions
- (2) PERM Recruitment Report/Posting Notice for Teaching Positions
- (3) Labor Certification Applicant Information Faculty Positions
- (4) Departmental Permanent Residency Compliance Certification for Faculty Positions

= Complete     
  = Multiples Allowed     
  = Optional  
 = Pending Review     
  = Incomplete     
 = Not Yet Available

**iStart Home Page**

- Departmental Services**
  - Departmental Services Overview
  - Add New Person
  - E-3 Employee Application
  - H-1B Employee Application
  - How to Add a New Employee/Visitor to iStart
  - J-1 Exchange Student Application
  - J-1 Scholar Application
  - J-1 Scholar Extension
  - O-1 Employee Application
  - Other Immigration Statuses
  - Permanent Residency for Faculty Positions**
    - Permanent Residency for Non-Faculty Positions
    - Termination of Employment
    - TN Employee Application
    - Update Your Information
- International Office**
- Logout of iStart

***Applicant Information***

The first section that needs to be completed in the Permanent Residency process is the “Labor Certification Applicant Information” section. This section should be completed by the applicant. The department should click the [GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#) link. The applicant will then be sent an email with instructions for completing the section.

The applicant will enter biographical information including name, country of citizenship, etc. The applicant will also enter his/her U.S. address, foreign address, educational information, information about any dependents, and the immigration and work history of the applicant. Supporting documents can be scanned and uploaded or faxed to UC International Services (513-556-2990). Employees will not need to have access to this eForm emailed to them. They will have access to it automatically as part of their UC status.



Secure Online Session

**Ron Cushing**

Network ID: cushinrb

- iStart Home Page**
- Departmental Services**
  - Departmental Services Overview
  - Add New Person
  - E-3 Employee Application
  - H-1B Employee Application
  - How to Add a New Employee/Visitor to iStart
  - J-1 Exchange Student Application
  - J-1 Scholar Application
  - J-1 Scholar Extension
  - O-1 Employee Application
  - Other Immigration Statuses
  - Permanent Residency for Faculty Positions**
  - Permanent Residency for Non-Faculty Positions
  - Termination of Employment
  - TN Employee Application
  - Update Your Information
- International Office**
- Logout of iStart**

## Labor Certification Applicant Information for Faculty Positions

**MAIN PAGE | TEMP913054 | RONALD CUSHING**

GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

The following information needs to be completed and verified by the applicant as correct and up-to-date. Prior immigration history and work history are of particular importance. Please make sure this information is completed fully and correctly.

The Labor Certification process requires the employee to provide documentation of immigration status, degree completion, job experience, etc. This section will require scanning and uploading of the supporting documents. You can also scan the required documents to 513-556-2990.

CLIENT RECORD: RONALD CUSHING | TEMP913054

### GENERAL BIOGRAPHICAL INFORMATION

Passport - Last Name *	<input type="text"/>
Passport - First Name *	<input type="text"/>
Passport - Middle Name	<input type="text"/>
U.S. Social Security Number (if any)	<input type="text"/>
Date of birth *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
City of Applicant's Birth *	<input type="text"/>
Province of Birth	<input type="text"/>
Country of Applicant's Birth *	<input type="text"/>
Country of Citizenship *	<input type="text"/>
Current Non-immigrant Status *	<input type="text"/>

Current non-immigrant status end date *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Email Address *	<input type="text"/>
Date of Last Arrival in the U.S. *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
I-94 Card Number (11 digits in the upper left hand corner of the card) *	<input type="text"/>
DHS A # (if any)	<input type="text"/>
Please indicate the status of all prior I-140 applications filed (if any)	<input type="text"/>

### CURRENT U.S. RESIDENTIAL ADDRESS

Street 1 *	<input type="text"/>
Street 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Postal Code *	<input type="text"/>
Phone Number	<input type="text"/>

### LAST PERMANENT ADDRESS ABROAD

include street, city, country and postal code

U.S. Consulate or Embassy nearest to residence in home country \*

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**EDUCATIONAL INFORMATION**

---

Please submit copies of degrees and transcripts in English

Highest degree earned *	<input type="text"/>
Field of study *	<input type="text"/>
Date degree awarded *	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Name of school *	<input type="text"/>
Address of school *	<input type="text"/>

---

**INFORMATION ABOUT FOREIGN-BORN DEPENDENTS**

---

Dependent 1 First Name and Family Name	<input type="text"/>
Relationship (spouse, son, daughter)	<input type="text"/>
Date of Birth	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Country of Birth	<input type="text"/>
Dependent 2 First Name and Family Name	<input type="text"/>
Relationship (spouse, son, daughter)	<input type="text"/>
Date of Birth	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Country of Birth	<input type="text"/>

---

Dependent 3 First Name and Family Name	<input type="text"/>
Relationship (spouse, son, daughter)	<input type="text"/>
Date of Birth	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Country of Birth	<input type="text"/>
Dependent 4 First Name and Family Name	<input type="text"/>
Relationship (spouse, son, daughter)	<input type="text"/>
Date of Birth	<input type="text"/>
Country of Birth	<input type="text"/>

---

**PRIOR U.S. IMMIGRATION HISTORY**

---

Please attach copies of all immigration documents for statuses you include below including passports, I-94 cards, visa stamps, certificates of eligibility (I-20 or DS-2019 forms) and I-797 approval notices.

Previous immigration status 1 held	<input type="text"/>
Previous immigration status 1 start date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Previous immigration status 1 end date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Previous immigration status 2 held	<input type="text"/>
Previous immigration status 2 start date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Previous immigration status 2 end date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Previous immigration status 3 held	<input type="text"/>
Previous immigration status 3 start date	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>

Previous immigration status 3 start date

Previous immigration status 3 end date

Previous immigration status 4 held

Previous immigration status 4 start date

Previous immigration status 4 end date

Has an immigrant petition (I-140, I-130 or I-360) ever been filed on our behalf? \*  YES  NO

If yes, please provide filing date

If yes, please list the petitioner

If yes, indicate the status of petition (i.e. pending, approved, denied)

---

### **PRIOR WORK EXPERIENCE**

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Please use the link below to list all jobs held during the past three years. Also, list any other experience that qualifies you for the job opportunity for which you are seeking Labor Certification. Copy and complete as many forms as necessary to list all employers and scan and upload the forms with the other required supporting documents.

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### **REQUIRED DOCUMENTS FROM THE EMPLOYEE**

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The documents listed below are required for the employee. Please send these documents to UC International Services at mail location 0640.

- 1) Copy of highest degree earned. A credential evaluation of the degree is required if the degree is from an overseas institution.
- 2) Current Curriculum vitae.
- 3) Copy of the biographic page from a valid passport reflecting issuance and expiration dates.
- 4) Copies of all documentation evidencing complete immigration history including: all I-20s (if F-1) or DS-2019s (if J-1), I-797 approval notices (if H-1B, TN or O-1), both sides of I-94 card, visa stamps, other documents such as work permits (if F-1, J-2 or L-2).
- 5) If a medical doctor a copy of the license to practice medicine in Ohio and documentation of completion of one of the following: Federal Licensing Examination (FLEX); U.S. Medical Licensing Examination (USMLE) parts I, II and III; or National Boards of Medical Examiners Certifying Examinations, Parts I, II and III.
- 6) Completed Prior Work Experience sheet (linked below).
- 7) Employment verification letters if experience/training was required for the position.

- I declare under penalty of perjury that the information provided on the Basic Information About The Employee form is true and correct. I understand that to knowingly furnish false information to be included in the Labor Certification Application and any supplementation thereto or to aid, abet, or counsel another to do so is a federal offense punishable by a fine or imprisonment up to five years or both under 18 U.S.C. 2, 1001. Other penalties apply as well to fraud or misuse of ETA immigration documents and to perjury with respect to such documents under 18 U.S.C. 1546 and 1621. \*
- In addition, I further declare under penalty of perjury that I intend to accept the position offered if a labor certification is approved and I am granted a visa or an adjustment of status based on this application. \*

\* required fields

Submit Request

[Prior Work Experience Form](#)

### ***Position Information***

The next section to be completed in the permanent residency process is the “University Position Information” section. This section should be completed by the hiring department. In this section, you will enter information about the hiring department, the job occupied by the employee, etc. There is specific information that needs to be provided based on whether the job includes teaching or not. You will also provide information detailing the advertising and recruitment process that was followed when initially hiring for the position. Linked to this section are the posting notices that need to be completed, posted accordingly, and sent to UC International Services. All supporting documents can be scanned and uploaded as part of the request, but should also be mailed in hard copy format to UC International Services at mail location 0640.



## University Position Information for Faculty Positions

The position must be full-time. The position must be defined as permanent by the university. A permanent position is one that does not have a definite termination point defined either by a date or the completion of a project or assignment, is not seasonal or intermittent, and is not presently intended or contemplated by the employer to have some specified end date in the future. Please note that postdoctoral fellowships and visiting positions of any kind are not considered permanent by the university.

The hiring department will be required to scan and upload of fax all required supporting documentation with this request. Supporting documentation will include the Recruitment Report, copies of all advertising used in the search, a copy of the posting notice and the offer letter.

The position must have been advertised in a national professional journal. The journal can be print, electronic or web-based. However, if the journal is electronic or web-based the job listing MUST be viewable to the public without payment of subscription and/or membership fees. In addition, the job must be posted for at least 30 calendar days if the ad is posted electronically or on the web.

NOTE: Make sure the position upon which Labor Certification is based is the position the employee will hold at the time the green card is approved. Subsequent promotions can complicate the green card process if the I-485 has not been pending for at least 180 days. Consult UC International Services if a change in job duties may be a possibility.

UC department name \*

UC departmental mailing address \*

Name of departmental contact completing this request \*

Primary location where individual will work if different from department address (include street address)

Position title \*

Position description \*

Specify type and number of months of experience required for the position (put "0" if no experience is required). \*

Is the position permanent? \*  YES  NO

Is the position full-time? \*  YES  NO

Salary for the position \*

Number of employees the foreign national will supervise, if any? (if none put "0") \*

Name of foreign national's immediate supervisor \*

Title of foreign national's immediate supervisor \*

Date of official offer letter from the university \*  Month  Day  Year

Please indicate the course and number for each course the individual will teach

Please list the date the union was notified about the intent to file the Labor Certification Application or the dates of posting if the position is not under the union. Submit the appropriate posting notice linked at the bottom with all other required documents.

Month  Day  Year

Minimum degree required for the position \*

Field of study required \*

Is there an alternate field of study that is acceptable? \*  YES  NO

If yes, please list the alternate field of study

Is a foreign educational equivalent acceptable? \*  YES  NO

Is there an alternate combination of education and experience that is acceptable? \*  YES  NO

If yes, please describe and list years of experience required

Is knowledge of a foreign language required to perform the job duties? \*  YES  NO

Does the job require the foreign national to live on campus? \*  YES  NO

### RECRUITMENT EFFORTS

The position must have been advertised in a national professional journal. The journal can be print, electronic or web-based. However, if the journal is electronic or web-based the job listing MUST be viewable to the public without payment of subscription and/or membership fees. In addition, the job must be posted for at least 30 calendar days if the ad is posted electronically or on the web. Documentation of the placement of the ad must include:

- 1) Copy of the advertisement as it appeared in the journal
- 2) The journal name and the date. If not on the ad page, a copy of the journal cover must be provided.
- 3) If the ad was placed electronically or on the web evidence of the start and end dates of the ad must be supplied. Hiring departments should collect clear copies of the ad showing the first day and the 30th day (end dates beyond 30 days should be used when the ads run longer than 30 days) the ad appeared.

For teaching positions, the Labor Certification application must be received by the U.S. DOL no later than 18 months from the date of offer and no sooner than 30 days after the end date of the stated advertisement timeframe.

Name of the national professional journal in which the advertisement appeared

Start date for national professional journal advertisement

Month  Day  Year

End date for national professional journal advertisement

Month  Day  Year

Is the job going to be based in Cincinnati? \*  YES  NO

Was the position advertised in additional publications, web sites (including UC), job fairs, trade journals, etc.? \*  YES  NO

If yes, please list the location of ads and the dates the ads ran

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## REQUIRED SUPPORTING DOCUMENTS

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The hiring department is required to provide UC International Services with all required supporting documentation. You should mail the original documents to UC International Services at mail location 0640. The original supporting documentation must be sent to UC International Services after initial review and will include:

- 1) Copy or draft of the final Recruitment Report.
- 2) Copies of all advertising used in the search.
- 3) A copy of the appropriate posting notice
- 4) A copy of the original offer letter.

Do you have access to a scanner? If yes, please scan and upload copies of the required supporting documents for initial review. The original documents should be sent to UC International Services after review and approval. If you don't have access to a scanner, please fax copies of the supporting documents to 513-556-2990. \*

YES  NO

\* required fields

Submit Request

[Posting notice for union teaching positions](#)

[Checklist for Requesting Labor Certification for Teaching Positions](#)

[Posting notice for non-union teaching positions](#)

### ***Recruitment Report/Notice of Filing/Posting Notice***

This permanent resident eForm also requires submission of a drafted an extensive Recruitment Report and Notice of Filing Labor Certification for Teaching Positions or Posting Notice for non-teaching positions. Before attempting to submit this eForm, please thoroughly review the instructions about the required elements of these documents. It is preferable that you submit both the Recruitment Report and the Notice of Filing in draft form so that we may provide feedback before they are finalized and signed.

The detailed letter/report outlining the recruitment process for the position should include the following information:

- a) Description of the job duties
- b) Statement about the minimum requirements, including applicable degree, experience, training, and special skills for the position
- c) Summary of recruitment efforts, i.e., ad placement, UC Job Update posting. Include specific dates of advertising
- d) Total number of applicants, and the specific job-related reasons why the foreign national is more qualified than each U.S. citizen or permanent resident who applied. Each applicant must be discussed separately.
- e) An extensive summary setting forth the selected candidate's qualifications, including education and experience. This summary should address how this individual met the minimum requirements AND was considered superior as compared to the other applicants.





## PERM Recruitment Report/Posting Notice for Teaching Positions

NOTE: This eForm submission requires that you have already drafted an extensive Recruitment Report and Notice of Filing Labor Certification for Teaching Positions. Before attempting to submit this eForm, please thoroughly review the instructions about the required elements of these documents. It is preferable that you submit both the Recruitment Report and the Notice of Filing in draft form so that we may provide feedback before they are finalized and signed.

The permanent resident application process involves the hiring department submitting a detailed letter/report outlining the recruitment process for the position. The letter must eventually be signed by the Department Head or Dean of the College, after UC International Services' approval.

The following information must be included in the letter/report (a sample is included in the link at the bottom of this eForm).

- a) Description of the job duties
- b) Statement about the minimum requirements, including applicable degree, experience, training, and special skills for the position
- c) Summary of recruitment efforts, i.e., ad placement, UC Job Update posting. Include specific dates of advertising
- d) Total number of applicants, and the specific job-related reasons why the foreign national is more qualified than each U.S. citizen or permanent resident who applied. Each applicant must be discussed separately.
- e) An extensive summary setting forth the selected candidate's qualifications, including education and experience. This summary should address how this individual met the minimum requirements AND was considered superior as compared to the other applicants

In addition, a Notice of Filing Labor Certification must be completed and sent to the AAUP OR posted internally. The type of notice depends upon whether the position is covered by AAUP. First, select and draft the applicable version of the form from the links provided at the bottom of this eForm, and upload it with this eForm.

PLEASE NOTE THE FOLLOWING IN ORDER TO ALLOW SUFFICIENT TIME TO MEET DOL FILING DEADLINES: The Labor Certification Application (LCA) must be received by the DOL no later than 18 months from the initial date of offer of employment (as defined by the date of the offer letter). The minimum recruitment period is 30 days, and the notice of filing cannot occur until the best candidate has been selected. For teaching positions covered by AAUP, the LCA cannot be filed any sooner than 30 days after the notice of filing is sent to AAUP. For teaching positions NOT covered by AAUP, the notice of filing must be posted in one conspicuous location for 10 consecutive business days, and the LCA can be filed no sooner than 30 days following the last date of the internal posting.

Required Supporting Documents include:

- 1) Draft of the Recruitment Report
- 2) A copy of the actual or draft Notice of Filing
- 3) Copies of CVs from all applicants (DO NOT upload these documents, instead use interoffice mail or hand deliver them)

You should scan and upload, or fax, the Recruitment Report and Notice of Filing. In addition, a copy of the CV of each applicant must be submitted either by interoffice mail (ML 0640) or personal delivery to UC International Services, Attention Debbie Jones/Christy Harrison (3134 Edwards Center One).

Have you completed a comprehensive Recruitment Report for this position? \*  YES  NO

Did you send the Notice of Filing Labor Certification for Union Teaching Positions to the AAUP? Or, if unrepresented, did you post the Notice of Filing internally? \*  YES  NO

If yes, indicate the date it was sent to the AAUP or posted internally

If no, is a draft attached?  YES  NO

Do you have access to a scanner? If yes, please scan and upload copies of the Recruitment Report and Notice of Filing for initial review. The CV's should be sent by interoffice mail to M.L. 0640 or hand delivered to room 3134 Edwards Center One. If you don't have access to a scanner, please fax LEGIBLE copies of the Recruitment Report and Notice of Filing to 513-556-2990.  
\*

YES  NO

\* required fields

Submit Request

[Notice of Filing for Union Teaching Positions](#)

[Notice of Filing for Non-Union Teaching Positions](#)

[Sample Recruitment Report \(Teaching\)](#)

In addition, a Notice of Filing Labor Certification must be completed and sent to the AAUP OR posted internally. The type of notice depends upon whether the position is covered by AAUP. First, select and draft the applicable version of the form from the links provided at the bottom of this eForm, and upload it with this eForm.

A sample recruitment report and the Notice of Filing (for both teaching and non-teaching positions) can be found at the bottom of the eForm.

### ***Departmental Certification***

All requests for Permanent Residency MUST be certified by the Department/Division Head. Enter the required information about the Head and click the "Submit Button." The Department/Division Head will then receive an email asking him/her to review the request and certify departmental compliance with Department of Labor regulations. His/her password and employee ID number will be sent with the email notice.



## Departmental Permanent Residency Compliance Certification

UC International Services will evaluate this request for eligibility for the permanent residency process, and proceed with that process if the employee and the position meet the appropriate University and federal requirements. The Department Head of the employing unit must certify this request.

College *	<input type="text"/>
Department *	<input type="text"/>

### HEAD OF HIRING UNIT

Name *	<input type="text"/>
Title *	<input type="text"/>
Email *	<input type="text"/>
Re-type Email *	<input type="text"/>

I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the employee may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Office of Research Compliance to ensure that all applicable requirements are met. \*

Dear Ron Cushing:


The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.

Request: Departmental Permanent Residency Compliance Certification

Client Name: Joseph Bearcat  
Client ID: M00000000  
Your Login ID: cushinrb@email.uc.edu  
Your Password: 39D674E-E8


Comment / Review Information at: <https://ibearcatsglobal.uc.edu/review.cfm?index=39D674E-E8!108441&logout=yes>

UC International Services



# iBearcatsGlobal

online services for  
international students,  
scholars & staff

 **Secure Online Session**

**REVIEW / COMMENT ON AN  
E-FORM REQUEST**

Please comment / review on the request you received via an email from our system that was generated by an online request from an international student or scholar, or by a department.

Logout in order to re-login to view other requests.

**Logout of iStart Services**

### Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

Client ID Number (Student - Employee University ID) *	<input type="text" value="M00000000"/>
Your Login ID *	<input type="text" value="cushinrb@email.uc.edu"/>
Your Password *	<input type="password" value="39D674E-E8"/>

--- You CAN NOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

\* required fields

Login

**Approvals and Processes**

The Departmental Contact, the Department/Division Head, and the individual being hired will all be notified via email when an application has been processed. Applications are processed on a first-come, first-served basis. J-1 applications can typically be completed in 5 business days as are "Other Immigration Status" eForms. However, be advised that other employment petitions (H-1B, E-3, O-1, etc.) have multiple processes that must be completed that will take several months to finish, even if premium processing is requested. Permanent residency petitions take even longer to process. Departments should be prepared for this and submit requests early.