Start H-1B Request Instructions

CHECK FOR EXISTING PROFILE/RECORD

Log into iCAT and expand the Department Services menu.

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

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

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

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

**Failure—You must correct your errors below & resubmit**

- No record of 99999999 exists in this system. Please make sure the record is in the institutional system with the correct foreign citizenship country and visa type. The University ID is required to begin the application process.

IF APPLICANT IS NOT IN ICAT

If the applicant is not currently at UK or was not found in the previous step we will need to create a profile in iCAT. To do this click the “Add New Person” from the left menu and complete the required fields. The email address is where the applicant forms message and instructions will be sent to.
Start H-1B Request Instructions

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

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

H-1B Application for a New Employee

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

TEMP316904 | NEWPERSON TESTING

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

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

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

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