University of Denver – ISSS Portal

H-1B Sponsorship Request Submission Process for Department Admins

1. Navigate to https://isss.du.edu/

2. Select 'Department Access to Visiting Scholars' to begin the login process.

Welcome to the University of Denver - ISSS Portal!

Please choose the appropriate user type below to login:

- F-1 and J-1 Students
- J-1, H-1B and O-1 Scholars
- Department Access to Visiting Scholars

3. Select 'LOGIN FOR DEPARTMENT ADMINS' to login.

Welcome to the Scholar Portal

LOGIN FOR DEPARTMENT ADMINS
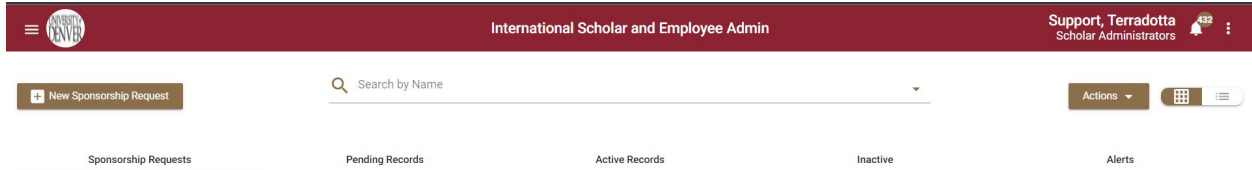
4. Log in using your DU credentials.

UNIVERSITY OF DENVER

Login to Univ of Denver - ISSS
software powered by TerraDotta

DU email (first.lastname@du.edu)

Password

Login

5. After logging in, you will be routed to your Dashboard. From your Dashboard, you have the following options:

- *Sponsorship Request* tab lists H-1B employees that are awaiting initial approval from ISSS.
- *Pending Records* tab lists H-1B employees you are working with ISSS to bring to campus and have not arrived.
- *Active Records* tab lists H-1B employees that are working in your department.
- *Inactive Records* tab lists H-1B employees that previously worked in your department.

6. To inform ISSS that you have hired a **new** international employee to work in your department, you must complete the following steps:
   a. Submit a 'New Sponsorship Request'

      i.

   b. Please read the instructions carefully and complete all fields.
   c. Upon completion, click 'Submit.'
   d.
   e. After submission, an email will be sent to the Approver (Unit Level Supervisor) if required by your department/college. Unit Level Supervisors are not required to log in, they click on the link in the email to be routed to the approval page. They may log in to the ISSS Portal if they need more information:
   i. After logging in, they will be routed to the Dashboard. On the 'Sponsorship Request' tab, they will see any H-1B employees that are awaiting their approval.
      ii. Click on the H-1B employee card to review all information provided by the Department Admin.
   f. To approve the request, navigate to the approval request window (linked in the email referenced in 6.e) and click 'Approve' to notify ISSS of the decision.

i. After approval, ISSS will review the Sponsorship Request and determine if the prospective employee meets the criteria to move forward with H-1B processing. ***Note:*** *At this time, the prospective employee will also be granted access to the ISSS Portal*

7. After you receive the 'Sponsorship Request Approved' email notification, **you must log in to submit remaining information and upload documents.** Navigate to the 'Pending Records' tab and click on the H-1B employee card.
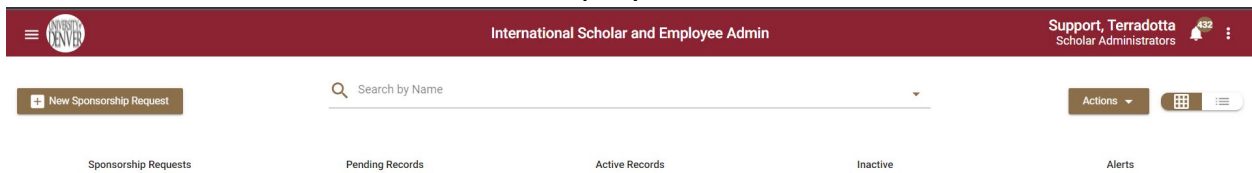
i. Go to the *Department* tab and read the instructions carefully. Complete all fields.
   i. Upon completion, click 'Save' at the bottom of the page

ii. Go to the *Beneficiary* tab and ensure the H-1B employee has completed all fields.

iii. Go to the *Documents* tab and read the instructions carefully. Upload all required documents. **The most urgent documents are the position description and job offer letter.**

iv. After confirming all tabs are complete and accurate, select the ***Submit to ISSS Admin*** button in the top right-hand corner.
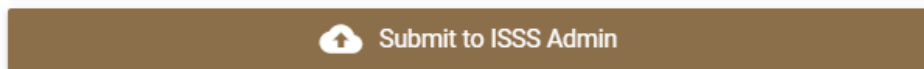
v. After submission, ISSS will review the H-1B employee information and move forward with the H-1B petition preparation (allow 1 month for this process).

vi. ISSS will continue to communicate with you regarding the status of the petition, including emailing you information on the payment of USCIS fees.