

University of Denver – ISSS Portal

New H-1B Sponsorship Request Submission Process for Department Admins

1. Navigate to <https://iss.du.edu/>
2. Select 'Department Access to Visiting Scholars' to begin the login process.

Welcome to the University of Denver - ISSS Portal!

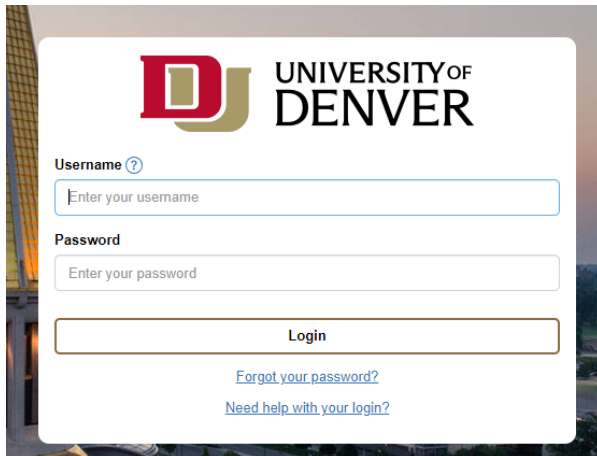
Please choose the appropriate user type below to login:

F-1 and J-1 Students

J-1, H-1B and O-1 Scholars

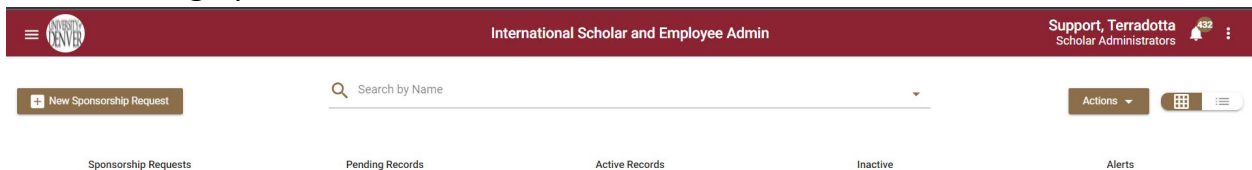
Department Access to Visiting Scholars

3. Log in using your DU credentials.



The image shows a login form for the University of Denver. At the top left is the University of Denver logo, which consists of a stylized 'DU' in red and gold, followed by the text 'UNIVERSITY OF DENVER'. Below the logo are two input fields: 'Username' with a help icon and 'Password'. Both fields contain the placeholder text 'Enter your username' and 'Enter your password' respectively. Below the password field is a 'Login' button. At the bottom of the form are two links: 'Forgot your password?' and 'Need help with your login?'.

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



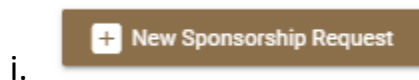
The image shows a dashboard for 'International Scholar and Employee Admin'. The top navigation bar is dark red and contains the University of Denver logo on the left, the title 'International Scholar and Employee Admin' in the center, and 'Support, Terradotta Scholar Administrators' on the right with a notification bell icon. Below the navigation bar is a search bar with the text 'Search by Name' and a search icon. To the left of the search bar is a button labeled 'New Sponsorship Request'. To the right is an 'Actions' dropdown menu with a grid icon and a list icon. Below the search bar are five tabs: 'Sponsorship Requests', 'Pending Records', 'Active Records', 'Inactive', and 'Alerts'. The 'Sponsorship Requests' tab is currently selected and highlighted with a red underline.

- *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.

5. 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'



b. Please read the instructions carefully and complete all fields.

c. Upon completion, click 'Submit.'



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.

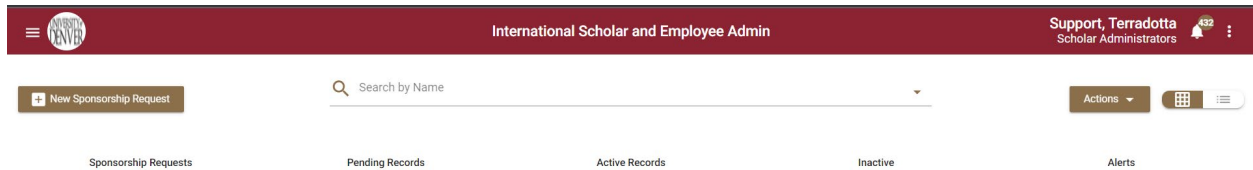
ii. Click on the H-1B employee card to review all information provided by the Department Admin.

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*

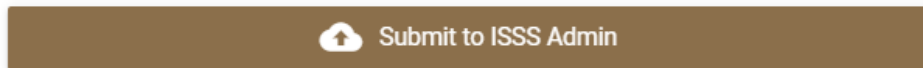
6. After you receive the ‘Sponsorship Request Approved’ email notification, **you must log in to submit remaining information and upload documents.** Navigate to the ‘Pending Records’ tab and click on the H-1B employee card.



- 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, job offer letter, and Actual Wage Determination.**
- 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.