

University of Denver – ISSS Portal

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

Before you begin, confirm with ISSS that the H-1B employee is eligible for an extension. Do not submit an extension request more than 6 months in advance of the current H-1B expiration date.

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

Welcome to the University of Denver - ISSS Portal!

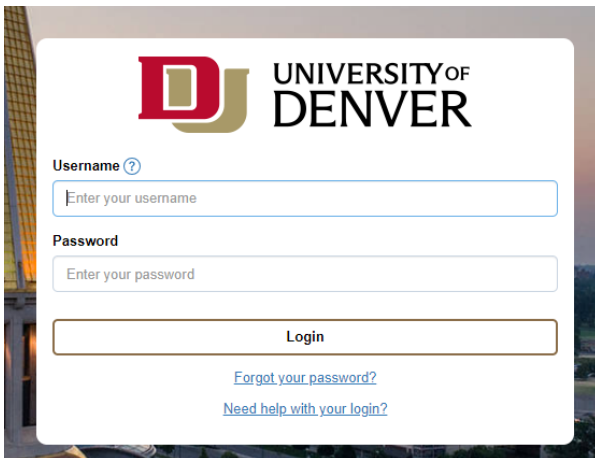
Please choose the appropriate user type below to login:

Pioneer Login

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

Department Access to Visiting Scholars

3. Log in using your DU credentials.



UNIVERSITY OF DENVER

Username ⓘ
Enter your username

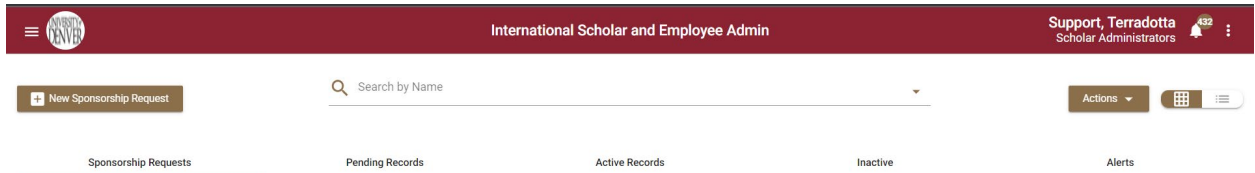
Password
Enter your password

Login

[Forgot your password?](#)
[Need help with your login?](#)

4. After logging in, you will be routed to your Dashboard. To inform ISSS that you wish to **extend** H-1B sponsorship beyond the current H-1B approved end date, you must complete the following steps:

- a. From the dashboard, click on the *Active Records* tab to see a list of current H-1B employees that are working in your department.

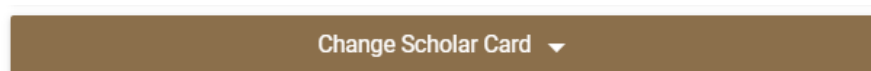


- b. Click on the name of the employee to access their record.
c. Once in the record, click on “Apply H-1B Extension” in the lower right corner.



- d. In the “Program End Date” field, enter the new proposed end date of employment. *Note: Maximum request for H-1B sponsorship is 3 years.*

- e. This will generate a new Draft card for the employee that is linked to the employee’s existing Active card. You can navigate between the two cards by clicking on ‘Change Scholar Card’ in the top right corner.



- f. In the new Draft extension record, go to the “Department” tab. Read the instructions carefully and complete all fields. Some information will carry over from the previous (active) H-1B record. *Be sure to review and make any necessary updates.*

- i. Upon completion, click ‘Save’ at the bottom of the screen.



- g. Go to the ‘Beneficiary’ tab and ensure the employee has completed all fields.

- h. Go to the 'Documents' tab. Read the instructions carefully and upload all required documents. **The most urgent documents are the position description, job offer letter, and Actual Wage Determination.**
- i. *Note: if there has been no change in the position since the most recent H-1B filing for the current employee, upload the same position description and the most recent merit letter confirming current salary.*

After submission of the required information/documents, ISSS will review the information and move forward with H-1B Extension processing.

Allow 3-5 weeks for petition preparation and mailing to USCIS.