

# Submit an H-1B Request in iTerp

## \*\*Before Starting\*\*

Make sure you have the following information from the scholar:

- Passport
- CV
- Complete ORAA Foreign Visitor Screening

- 1 Connect to UM Apps via VPN – Cisco AnyConnect
- 2 Login to iTerp - <https://staff.iterp.umd.edu>
- 3 Click on *Administrative Services for University Departments*
- 4 Click on *Departmental Services*

### 5 Does the employee have a record in PHR?

Yes

No

- Click on *H-1B Employee Application*
- Enter the UID and DOB for the Employee\*, click **Find Record**

- Create a PHR record (be sure to create and release the appointment screen.)
- Allow 24 hours for the PHR data to feed to SUNAPSIS

*\*If the employee's record is not found in iTerp, check that an appointment exists in PHR. It takes 24 hours from the date a PHR appointment is created to feed into SUNAPSIS.*

- 6 Land on the **H-1B Employee Initial Request** page. On the main request page all the e-forms will be shown. For the request to be complete both the department and scholar will need to complete all required e-forms (required= )
- 7 Complete the **Applicant Access** e-form to send an automatic email to the employee. The email will direct the employee to iTerp where s/he will complete the required eforms. Once the employee has completed the e-forms under **FORMS TO BE COMPLETED BY THE EMPLOYEE**, you will receive a notification email.
- 8 Complete and SUBMIT each departmental e-form under **FORMS TO BE COMPLETED BY THE DEPARTMENT**.
- 9 Once all e-forms have been completed by the department and employee, complete the **H-1B Employee Initial Request** by clicking **Complete H-1B Request**. This will notify ISSS the request is ready for processing. ISSS will follow-up with any questions if necessary.



Don't forget to click SUBMIT after completing EACH eform.

### Department E-Form Responsibility

- Applicant Access
- Position Information & Prevailing Wage Determination
- Actual Wage Determination
- H-1B Departmental Responsibilities
- LCA Posting Locations
- Petition Fees, Mailing, & Support Letter
- Complete H-1B Request

### Employee E-Form Responsibility

- Biographical Information
- Educational & Employment History
- Current Immigration Status
- Prior Participation in H, J, or L Visa Categories
- Dependent Spouse & Children
- Notify My Department of Form Completion