



## Visa Coordinators How-To

### Submit an H-1B Request in iTerp

\*\*\* Before Starting \*\*\*  
Make sure you have the following information from the employee:

- Passport
- CV
- Degrees

Does the employee have a record in Workday?

**Yes** ←

- Click on *Departmental Services* in iTerp\*
- Click on *H-1B/E3 Employee Initial Request Checklist*
- Enter the UID and DOB for the Employee\*\*, click **Find Record**

→ **No**

- Initiate Hire using "Hire Employee" task in Workday
- Allow 24 hours for the intergration to iTerp

*\*If you cannot open iTerp, make sure that you have opened the VPN - GlobalProtect*

#### 1) Land on the **H-1B Employee Initial Request Checklist** page

On the main request page, all employee and department e-forms will be shown. Please complete *Position Information & Prevailing Wage* and *Actual Wage Determination* e-forms to start the review process.

#### 2) Complete the *Applicant Access* e-form to send an automatic email to the employee

The email will direct the employee to iTerp where they will complete the required e-forms. Once the employee has completed the e-forms under *Forms To Be Completed By The Employee*, you will receive an email notification to complete all department e-forms.

#### 3) Complete and SUBMIT each department e-form under *Forms To Be Completed By Department*

#### 4) Once all e-forms have been completed by the department and employee, complete the H-1B Initial Request by submitting the last e-form: *Mailing & H-1B Submission*.



**Don't forget to click SUBMIT after completing EACH e-form!**

#### Forms To Be Completed By The Employee

- Ⓞ FOLLOW-UP REQUIRED Biographical Information
- ✓ SUBMITTED Educational & Employment History
- REQUIRED Dependent Spouse & Children
- REQUIRED Prior Immigration Status
- ✓ SUBMITTED Current Immigration Status

#### FORMS TO BE COMPLETED BY THE DEPARTMENT

- ✓ APPROVED Position Information and Prevailing Wage Determination
- REQUIRED Actual Wage Determination
- ✓ APPROVED Applicant Access
- ✓ APPROVED Off-Site Placement LCA Posting
- ✓ APPROVED Departmental Responsibilities
- INCOMPLETE / DRAFT Mailing & H-1B Submission