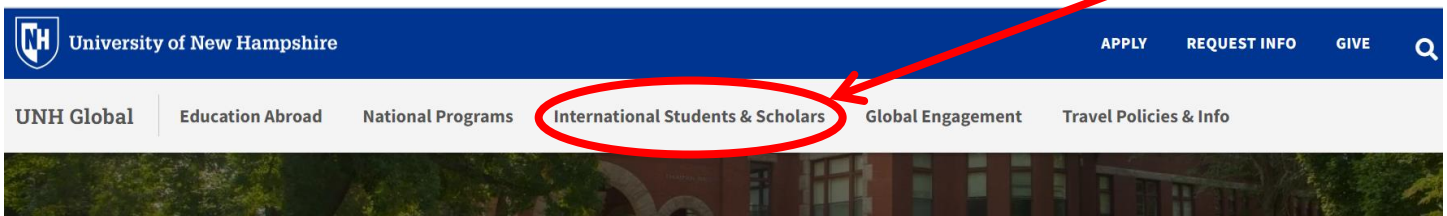


Submitting an H-1B Application for a New Employee using eOISS Online Services

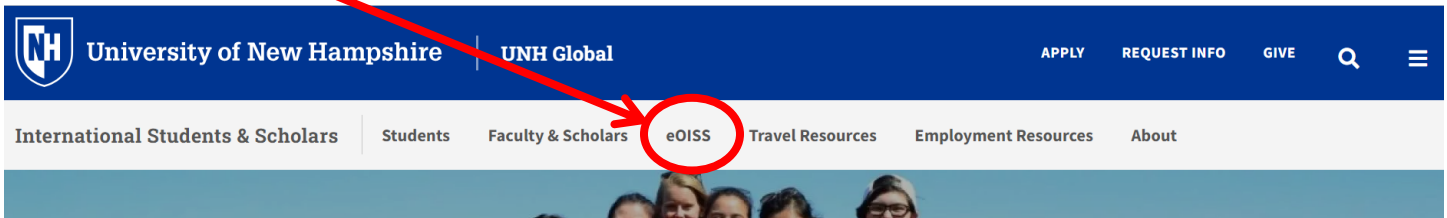
The following steps will allow you to submit an H-1B Application for a New Employee using eOISS Online Services. You will need a myUNH username and password to access these services. If you do not have a myUNH username, or if you have forgotten your password, please visit <https://www.unh.edu/it/loginhelp>.

Step 1: Logging in to eOISS Online Services

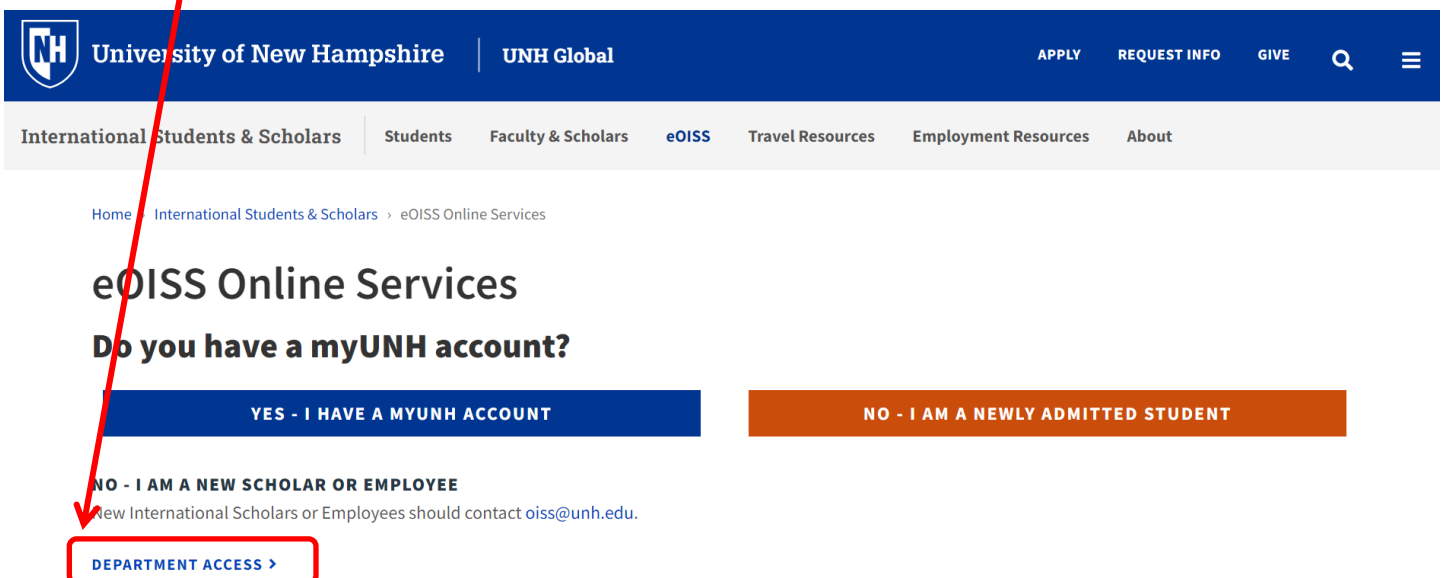
To login to eOISS Online Services, visit the UNH Global website (<https://www.unh.edu/global/>). Click “[International Students & Scholars](#)”,



Next, click on the [eOISS](#) link.



Next, click the [Department Access](#) link.



Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**. (**You may have to do this step again after logging into the Full Client eOISS – Online Services)

University of New Hampshire

Sunopsis - Test

Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your username and password below and click 'Submit' to access the system.

This is a public computer

This is a private computer

Username:

Password:

[Need Assistance?](#)

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• Durham, NH 03824 • UNH IT Service Desk (603) 862-4242 •
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

***If you are unable to login, click here or visit <https://www.unh.edu/it/loginhelp>.

Click **Login** under Full Client Services for Current Students & Scholars

eOISS - Online Services

The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Current Students & Scholars

Secure services requiring login with your myUNH ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, program extensions, CPT / OPT / AT.
3. Access alerts and notes on file that require action in order to maintain legal status

A Network ID and password are required.

Limited Services for New Students & Scholars

Limited services requiring login with your UNH ID number and date of birth. These services include:

1. Registration for orientation, request initial I-20, or SEVIS transfer-in, etc.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

[New Student/Scholar Login](#)

Step 2: Creating a New Record




Note: If the employee already has a UNH ID, skip to Step 3.


To create a new employee record, click on **Departmental Services** in the menu bar, then **Add New Person**.

[Launch Application](#)
[Departmental Services](#)
[International Office](#)
[Server Administration](#)
[Tech Support](#)




Departmental Services


Lists

 [My Current Cases](#)  [My Closed Cases](#)  [My Department's Current Cases](#)

 [My Department's Employees & Scholars](#)

Tasks

 [Add New Person](#)  [Update Your Information](#)  [H-1B Application for a New Employee](#)

 [Application for a New Exchange Visitor](#)

Then fill out the **Add New Person Form**, and then click **Add New Person**.

[Launch Application](#)
[Departmental Services](#)
[International Office](#)
[Server Administration](#)
[Tech Support](#)

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(*) Information Required

Last Name*

First Name*

Middle Name

Date of Birth*

Do you have a network ID for this new profile?*

Yes No

Add New Person

A new **TEMP ID** will be assigned to the employee until a UNH ID is issued. Use this ID when starting the application.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

Work on an Application

Name: Stark, Tony
University ID: **TEMP569626**
Date of Birth: 12/01/1990

You may click on an application e-form group to work on for this individual.

--- New Applications ---

[Application for a New Exchange Visitor](#)

[H-1B Application for a New Employee](#)

--- Continue an Application in Progress ---

There are no previously submitted applications.

Step 3: Starting the Application

To start an application, click on **Departmental Services** in the menu bar. If the employee has a **TEMP or UNH ID**, click **H-1B Application**.

The screenshot shows the 'Departmental Services' dashboard. On the left is a vertical menu with the following items: 'Launch Application', 'Departmental Services', 'International Office', 'Server Administration', and 'Tech Support'. The main content area is titled 'Departmental Services' and is divided into two sections: 'Lists' and 'Tasks'. The 'Lists' section contains three buttons: 'My Current Cases', 'My Closed Cases', and 'My Department's Current Cases'. Below these is a button for 'My Department's Employees & Scholars'. The 'Tasks' section contains four buttons: 'Add New Person', 'Update Your Information', 'H-1B Application for a New Employee', and 'Application for a New Exchange Visitor'. A red arrow points from the 'Departmental Services' menu item to the 'Departmental Services' header. Another red arrow points from the 'H-1B Application for a New Employee' button to the text in the instruction above.

Fill out the **form**, then click **Find Record** to start a new application.

The screenshot shows the 'Lookup International Record' form. On the left is a vertical menu with the following items: 'Launch Application', 'Departmental Services', 'International Office', 'Server Administration', and 'Tech Support'. The main content area is titled 'Lookup International Record' and contains the following text: 'Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.' Below this is a section for required information, marked with an asterisk: '(*) Information Required'. There are two input fields: 'University ID*' and 'Date of Birth*'. The 'Date of Birth*' field has a calendar icon and the format 'MM/DD/YYYY'. At the bottom of the form is a button labeled 'Find Record'. A red arrow points from the 'Find Record' button to the text in the instruction above.

Step 4: Granting the Employee Access to the Application

The last 6 sections of the application need to be filled out by the employee.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

H-1B Application for a New Employee

View/Save/Print E-Form Group

Please complete this eForm only if you have been **offered employment as a faculty/staff member** at the University of New Hampshire (UNH).

After completing our required application, we can review your documents and determine if we can file an H-1B petition on your behalf with the U.S. Citizenship and Immigration Services (USCIS).

The Office of International Students & Scholars (OISS) looks forward to welcoming you to our University!

Forms To Be Completed By The Foreign National

- REQUIRED**
[H-1B Applicant Information](#)
- REQUIRED**
[Educational and Professional History and Credentials](#)
- REQUIRED**
[H-1B Applicant Immigration History](#)
- OPTIONAL**
[Dependent Spouse Information](#)
- OPTIONAL**
[Dependent Child Information](#)
- NOT YET AVAILABLE**
[Notify UNH Department of Form Completion](#)

To grant the employee access, click on any of the 6 employee sections of the application, and then click the **GIVE THE CLIENT ACCESS** link at the top.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

H-1B Applicant Information

[MAIN PAGE](#) | [TEMP535217](#) | [PETER VANKMAN](#)

[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

() Information Required*

BIOGRAPHICAL INFORMATION

CLIENT RECORD: PETER VANKMAN | TEMP535217

Last Name/Surname (as it appears in passport)*

You will be asked to supply the employee's **email address** to send instructions, then click **Send Email**

- Launch Application
- Departmental Services
- International Office
- Server Administration
- Tech Support

Give Client Access to Update Information

[MAIN PAGE](#) | [TEMP535217](#) | [PETE VANKMAN](#)

The following lists the sections that can be completed by the client. To give the client access to complete these sections, please provide their email address and click send email. Instructions will be sent to both the client and to you.

Group: Departmental Services | H-1B Application for a New Employee

Form: Dependent Child Information

Form: Dependent Spouse Information

Form: Educational and Professional History and Credentials

Form: H-1B Applicant Immigration History

Form: H-1B Applicant Information

Form: Notify UNH Department of Form Completion

(*) *Information Required*

Client's Email Address*

Send E-mail

*****You will receive a copy of the email sent to the employee.**

Step 5: Filling Out the Application

To fill out the application, simply click the section you wish to fill out, and enter the information on the **form**.

- Launch Application
- Departmental Services
- International Office
- Server Administration
- Tech Support

Information about the Position

[MAIN PAGE](#) | [TEMP535217](#) | [PETER VANKMAN](#)

(*) *Information Required*

FORM GUIDANCE

Please provide information about the prospective employee's position at UNH. At the end of this section, you will need to upload a signed copy of the employment offer letter. You may upload a PDF or JPEG file, but it must be less than 4MB.

POSITION INFORMATION

CLIENT RECORD: PETER VANKMAN | TEMP535217

Hiring Department*

UNH Position Title:*

Is this a full time position?*

Yes

No

UNH position description (job duties)*

UNH position minimum requirements (please specify academic field(s) for degree requirements)*

You can save your progress at any time using the **Save Draft** button.

Please Note: Uploaded supporting documents will be corrupted during the save process and will need to be uploaded again before submission. Please wait to upload supporting documents until you are ready to submit the section.

When you have completed a section click **Submit**.

Step 6: Second Approval and Departmental/Unit Certification

If a section requires second approval (ex. H-1B Compliance Certification), fields will be provided to enter the approver's contact information.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

H-1B Compliance Certification (Department Chair)

[MAIN PAGE](#) | [TEMP535217](#) | [PETER VANKMAN](#)

(* Information Required)

FORM GUIDANCE

Institutions wishing to sponsor H-1B employees assume numerous legal responsibilities. **By submitting this form, you are agreeing to provide the Office of International Students and Scholars with information required for UNH to comply with federal law.**

There are three H-1B Compliance Certifications: one for the faculty sponsor, one for the department chair, and one for the dean/director.

DEPARTMENT CHAIR CONTACT INFORMATION

An automatic email will be sent to the person below with instructions for completing the certification.

CLIENT RECORD: PETER VANKMAN | TEMP535217

Name:*

Email*

Re-type Email*

Phone Number*

When the section has been submitted, the approver will receive an email with a **link** and **login**.

H-1B Compliance Certification (Department Chair)

Dear Prof./Dr. Goser Goserian:

You are receiving this notification from the Office of International Students and Scholars (OISS) because the department contact has initiated an H-1B Application for a New Employee. We need your approval in order to proceed.

Please follow the link below:

[H-1B Compliance Certification \(Department Chair\)](#)

Client Name: Peter Vankman
Client ID Number: *****5217
Your Login ID: nada.none@unh.edu
Your Password: 6693E3D-5E

The login information should automatically fill in, and the approver can simply hit **Login** to proceed to the form.

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(* Information Required

Client ID Number

(Student - Employee University ID)

*****5217

Your Login ID*

nada.none@unh.edu

Your Password *

.....

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

Login

*****You will receive an email when the approver has completed the form.**

When your application is ready for Departmental/Unit Certification, please fill out the **forms** provided.

Forms To Be Completed By The Department

REQUIRED

[Information about the Position](#)

✓ SUBMITTED

[Dept of Labor Actual Wage Requirement](#)

✓ SUBMITTED

[Export Control Attestation](#)

REQUIRED

[H-1B Compliance Certification \(Faculty Sponsor\)](#)

REQUIRED

[H-1B Compliance Certification \(Department Chair\)](#)

REQUIRED

[H-1B Compliance Certification \(Dean\)](#)

NOT YET AVAILABLE

[Submit H-1B Application](#)

Once you have entered the **information** needed on the form, click **Submit**.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

H-1B Compliance Certification (Faculty Sponsor)

[MAIN PAGE](#) | [TEMP535217](#) | [PETER VANKMAN](#)

(*) *Information Required*

FORM GUIDANCE

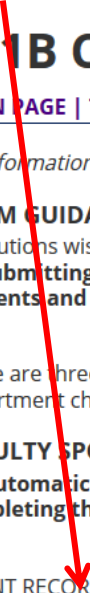
Institutions wishing to sponsor H-1B employees assume numerous legal responsibilities. **By submitting this form, you are agreeing to provide the Office of International Students and Scholars with information required for UNH to comply with federal law.**

There are three H-1B Compliance Certifications: one for the faculty sponsor, one for the department chair, and one for the dean/director.

FACULTY SPONSOR CONTACT INFORMATION

An automatic email will be sent to the person below with instructions for completing the certification.

CLIENT RECORD: PETER VANKMAN | TEMP535217



Name:*

Email*

Re-type Email*

Phone Number*

An email will be sent to the approver with a link and login (see above) to certify the application.

*****The 3 Certification sections can be done in any order. You will receive an email when an approver certifies the application.**

Step 6: Submitting the Application.

Once all sections have been submitted, and the certifications completed you will be able to **Submit the Application**.

Forms To Be Completed By The Department

- REQUIRED
[Information about the Position](#)
- ✓ SUBMITTED
[Dept of Labor Actual Wage Requirement](#)
- ✓ SUBMITTED
[Export Control Attestation](#)
- REQUIRED
[H-1B Compliance Certification \(Faculty Sponsor\)](#)
- REQUIRED
[H-1B Compliance Certification \(Department Chair\)](#)
- REQUIRED
[H-1B Compliance Certification \(Dean\)](#)
- NOT YET AVAILABLE
[Submit H-1B Application](#)

***When you submit the application, an email will be sent to UNH's Sponsored Program Administration (Export Control) for final approval.

That's it! You will receive an email from OISS within 5 business days regarding your request.

Final Notes:

- Logout of eOISS when you have finished.
- If you have trouble accessing eOISS Online Services, please contact oiss@unh.edu.