

# H-1B EFORM TRAINING

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Introduction to E-forms for H-1B Employees

# UR COMPASS

[Welcome to ISO's Client Portal Login Page \(rochester.edu\)](https://urcompass.ur.rochester.edu/istart/controllers/start/StartEngine.cfm)

<https://urcompass.ur.rochester.edu/istart/controllers/start/StartEngine.cfm>

UNIVERSITY OF ROCHESTER

URcompass

## Welcome to ISO's Client Portal Login Page

The University of Rochester's International Services Office (ISO) is pleased to offer this user platform to better communicate and collaborate with our international students, scholars, and employees, and their hosting UR departments. Development of these tools will continue to evolve, with changing immigration requirements and institutional priorities. Please see the online services available below.

### Current Students, Faculty, or Staff

Secure access for international students, scholars, and employees who have valid UR network credentials. The link below will prompt you to login with your UR NetID and activated password.

Login

\*A Network ID and password are required.

### Don't Have a Valid Network ID?

International students, scholars, and employees should use URcompass Limited Services ONLY when they do not have valid UR network credentials (NetID/URID). An ID number and personal access code are required. To obtain a personal access code (PIN) please determine the appropriate option below:

**Graduated Students:** contact ISO at [questions@iso.rochester.edu](mailto:questions@iso.rochester.edu) for further details.

**Scholars/Employees:** contact your academic/hosting department for further details.

You will be notified once your account is activated to obtain your PIN.

[PIN Access Login](#)

# LOGIN

You will login to UR Compass with your Net ID and password

The screenshot shows the University of Rochester website's login interface. At the top, the University of Rochester logo is on the left, and a search bar labeled "SEARCH ROCHESTER.EDU" is on the right. Below the logo is a navigation menu with links: "About Us | Academics | Admissions | Arts | Athletics | Libraries | Medicine | Student Life | Working Here". The main content area is split into two columns. The left column, with a light beige background, contains the text "sunapsisqa" at the top, followed by a horizontal line, "NetID Info", "Acceptable Use Policy", and a "Need Help?" section with a phone icon and "(585) 275-2000" and an email icon and "univithelp@rochester.edu". The right column has a white background with a yellow border and the heading "Login with your NetID credentials". Below this heading are two input fields: "Username" and "Password", each with a small eye icon to toggle visibility. A "Login" button is positioned below the password field. At the bottom of the page, a dark blue footer contains navigation links: "Parents | Alumni | Visitors | Community" on the left and "Text | Calendar | Directory | A to Z | Contact | IT | Giving | myRochester" on the right. Below these links, the text "EMERGENCY INFO" and "© University of Rochester" is displayed.

# LOGIN

If this is your first time logging in to UR Compass, you will need to request Departmental Access.

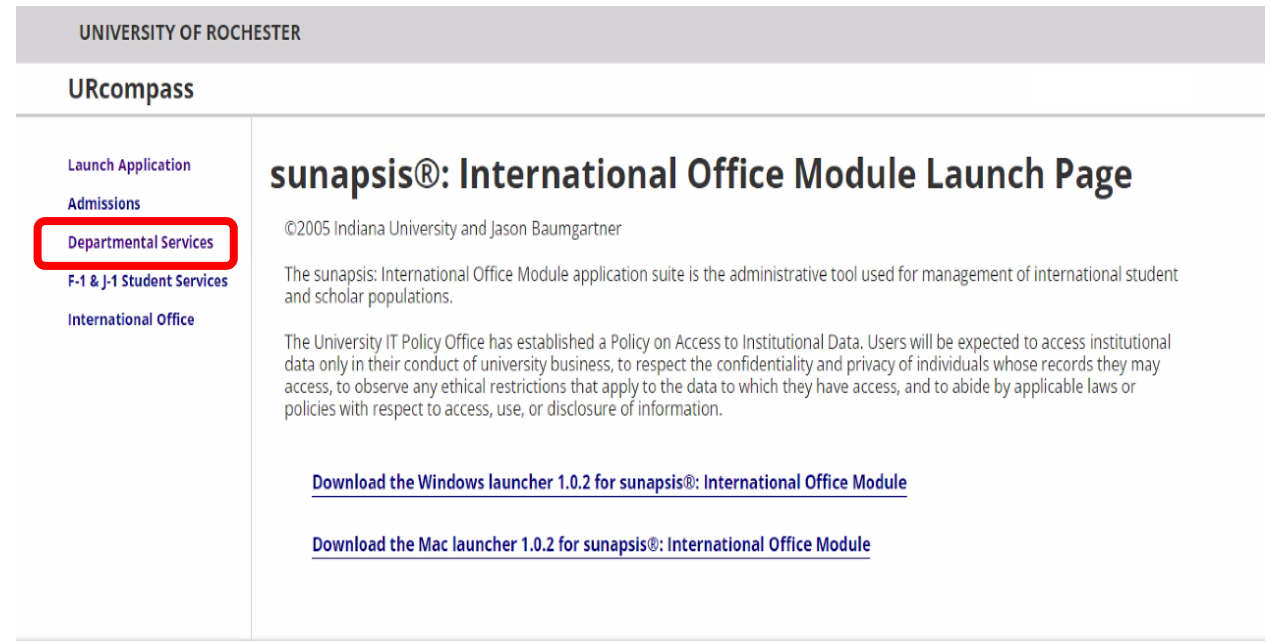
Welcome to the U of R!

Here are instructions for requesting an account and access to URcompass (the ISO client portal):

1. Go to the ISO URcompass website:  
<https://urcompass.ur.rochester.edu/>
2. Click on the "Login" button located at the top of the page.
3. Use your NetID and password to access the system.
4. You will be taken to a screen to request a new account.
  - a. Indicate that you are requesting a "Department" account
  - b. Click on the "Request Account" button.
5. Fill out the departmental account request form with your name and contact information (email, phone number, and department)
6. Once you have completed the form, click the "Submit" button.
7. Your request will be sent to the URcompass website administrators for review.
8. You will receive an email notification once your departmental account has been created.

# DEPARTMENTAL SERVICES

After you have successfully logged into UR Compass, you will choose Departmental Services from the list on the lefthand side of the screen



The screenshot shows the University of Rochester URcompass interface. At the top, there is a grey header with the text "UNIVERSITY OF ROCHESTER". Below this, the "URcompass" logo is displayed. On the left side, there is a vertical navigation menu with the following items: "Launch Application", "Admissions", "Departmental Services" (highlighted with a red box), "F-1 & J-1 Student Services", and "International Office". The main content area on the right is titled "sunapsis®: International Office Module Launch Page". Below the title, there is a copyright notice: "©2005 Indiana University and Jason Baumgartner". The main text describes the sunapsis: International Office Module application suite as an administrative tool for managing international student and scholar populations. It also includes a disclaimer from the University IT Policy Office regarding access to institutional data. At the bottom of the page, there are two links: "Download the Windows launcher 1.0.2 for sunapsis®: International Office Module" and "Download the Mac launcher 1.0.2 for sunapsis®: International Office Module".

UNIVERSITY OF ROCHESTER

URcompass

Launch Application

Admissions

**Departmental Services**

F-1 & J-1 Student Services

International Office

## sunapsis®: International Office Module Launch Page

©2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

# H-1B INITIAL AND TRANSFER REQUEST

Once in the Departmental Services menu, choose H-1B Initial & Transfer

The screenshot shows the University of Rochester URcompass interface. At the top, it says "UNIVERSITY OF ROCHESTER" and "URcompass". On the left, there is a navigation menu with the following items: "Launch Application", "Admissions", "Departmental Services", "F-1 & J-1 Student Services", and "International Office". The "Departmental Services" menu is currently selected. The main content area is titled "Departmental Services" and is divided into two sections: "Lists" and "Tasks".

**Lists**

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

**Tasks**

- Update Your Information
- H-1B Initial & Transfer** (highlighted with a red box)
- IOCJ-1 Student Intern
- J-1 Scholar New Request
- New Student Intake

# LOOK UP EMPLOYEE

Next you will lookup the employee in the system by the University ID and date of birth

UNIVERSITY OF ROCHESTER

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[Launch Application](#)  
[Admissions](#)  
[Departmental Services](#)  
[F-1 & J-1 Student Services](#)  
[International Office](#)

### Lookup International Record

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.

(\*) Information Required

University ID\*

Date of Birth\*

# LIST OF EFORMS TO BE FILLED OUT BY THE DEPARTMENT

Once you have looked up the employee record, complete the Eforms listed under the “Forms for the Department to Complete” section

URcompass

[Launch Application](#)

[Departmental Services](#)

[F-1 & J-1 Student Services](#)

[International Office](#)

## H-1B Initial & Transfer

### [View/Save/Print E-Form Group](#)

The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three years can be requested at one time, while a total of six years in H-1B status is possible. The international office will review, complete, and submit the H-1B petition to the United States Citizenship and Immigration Service (USCIS). To assist with this process, the sponsoring department will need to follow the steps below and submit the requested additional materials.

Upon receipt of all materials to ISO, it will take 4-6 months to process this request.

### Forms for the Department to Complete

- REQUIRED  
[H-1B Department Invitation and Instructions](#)
- REQUIRED  
[H-1B Department Position Information](#)
- NOT YET AVAILABLE  
[H-1B Department LCA Documentation](#)
- REQUIRED  
[H-1B Department Final Submit](#)
- OPTIONAL  
[H-1B Department Upload Additional Information](#)

After the **H-1B Department Final Submit** is submitted, you will wait for the Employee to complete their E-forms in the portal.



**AUTOMATED  
EMAIL  
NOTIFICATION  
IS SENT**

**Once the “H-1B Department Final Submit” has been submitted, you will receive a confirmation email:**

Dear Julie Jones,

Thank you for submitting the H-1B departmental eforms for Margot Nigel. We will let you know when Margot Nigel has completed their employee eforms.

If you need to provide additional information or documentation, you may return to the application for Margot and submit the “Department Upload Additional Information” eform.

International Services Office  
Scholar and Employee Services

Email: [scholars@iso.rochester.edu](mailto:scholars@iso.rochester.edu)

Web: <https://www.iso.rochester.edu/>

# AUTOMATED EMAIL NOTIFICATION IS SENT TO THE EMPLOYEE

## The Employee will receive the following email inviting them to complete their E-forms:

Dear Margot Nigel,

An H-1B visa request has been started by a department at University of Rochester. To proceed with this request, your action is required. Please login to URCompass and submit all the Employee forms.

Whether you are outside or inside the U.S, you will need to have digital copies of the following:

- Identity page of a valid passport
- Degrees and transcripts in both the original language and English
- A credential evaluation is required for degrees received outside the U.S.
- Copy of current curriculum vitae or resume

If you are in the U.S., along with the documents listed above, you will need to have digital copies of the following:

- Electronic I-94 obtained from [cbp.gov](http://cbp.gov)
- Copy of recent visa sticker
- Last two months' pay statements, if employed
- Applicable immigration documentation

### **MEDICAL DOCTORS or DENTISTS ONLY**

- Medical degree or dentistry degree and license in home country, translated into English.
- ECFMG certificate documenting valid (not expired or about to expire) English exam certification  
OR  
Pass results of ECFMG English exam (Not required of graduates from accredited Canadian medical schools.)
- Pass results of:  
USMLE – Steps I, II and III OR  
NBME – Parts I, II and III OR  
FLEX Parts I and II (Please note combinations of exams (e.g. USMLE – Steps I and II and FLEX-Component II) are not acceptable
- Copy of New York State medical or dental license.
- Proof of residencies, fellowships and board certifications

If you have any H-4 dependents, you will need to upload a digital copy of their passport(s), marriage certificate, and/or birth certificate and any immigration documents (I-20s; Ds-2019s; visa stamps; EADs; etc.)

Please login here with your University of Rochester ID to proceed:

[URCompass](#)

If you encounter any problems with URCompass please contact [questions@iso.rochester.edu](mailto:questions@iso.rochester.edu) for assistance.

# FORMS FOR THE EMPLOYEE TO COMPLETE

The Employee will log in and complete the following E-Forms:

Forms for the Employee to Complete

- REQUIRED  
[H-1B Employee Personal Information](#)
- REQUIRED  
[H-1B Employee Dependent Information](#)
- REQUIRED  
[H-1B Employee Educational Information](#)
- REQUIRED  
[H-1B Employee Licenses and Certifications](#)
- REQUIRED  
[H-1B Employee Current US Visa Information](#)
- REQUIRED  
[H-1B Employee US Visa History](#)
- REQUIRED  
[H-1B Employee Permanent Residency Information](#)
- REQUIRED  
[H-1B Employee Emergency Contact](#)
- OPTIONAL  
[H-1B Employee Upload Additional Information](#)
- REQUIRED  
[H-1B Employee Final Submit](#)

**AUTOMATED  
EMAIL  
NOTIFICATION  
IS SENT TO THE  
EMPLOYEE**

**When the Employee has submitted all their E-forms,  
they will receive a confirmation email:**

Dear Margot Nigel,

Thank you for submitting your H-1B eforms. Your department has been notified that your forms are complete.

If you need to provide additional information or documentation, you may return to your application using your University ID ( %universityid% ) and your Date of Birth and submit the Employee Upload Additional Information eform.

If we need any additional information, we will contact you.

International Services Office  
Scholar and Employee Services

Email: [scholars@iso.rochester.edu](mailto:scholars@iso.rochester.edu)

Web: <https://www.iso.rochester.edu/>

**AUTOMATED  
EMAIL  
NOTIFICATION  
IS SENT TO THE  
DEPARTMENT**

**Once the Employee has submitted all their E-forms, you will receive an email inviting you to review the forms.**

Dear Julie Jones,

The H-1B Employee e-forms have been submitted by Margot Nigel. Please login to [URCompass](#) to review.

International Services Office

Scholar and Employee Services

Email: [scholars@iso.rochester.edu](mailto:scholars@iso.rochester.edu)

Web: <https://www.iso.rochester.edu/>

# REVIEWING THE EMPLOYEE E-FORM

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Launch Application  
Admissions  
Departmental Services  
F-1 & J-1 Student Services  
International Office

## Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Update Your Information
- H-1B Initial & Transfer
- IOC J-1 Student Intern
- J-1 Scholar New Request
- New Student Intake

Secure Online Session

# ISO BEGINS PROCESSING OF H-1B REQUEST

ONCE THE E-FORMS ARE SUBMITTED, ISO WILL BE NOTIFIED OF THE H-1B REQUEST.

WE NEED TO RECEIVE ALL DOCUMENTS SIX (6) MONTHS BEFORE THE H-1B START DATE.

IF THE REQUEST IS NOT COMPLETE, WE WILL REACH OUT FOR THE MISSING INFORMATION OR DOCUMENTS.