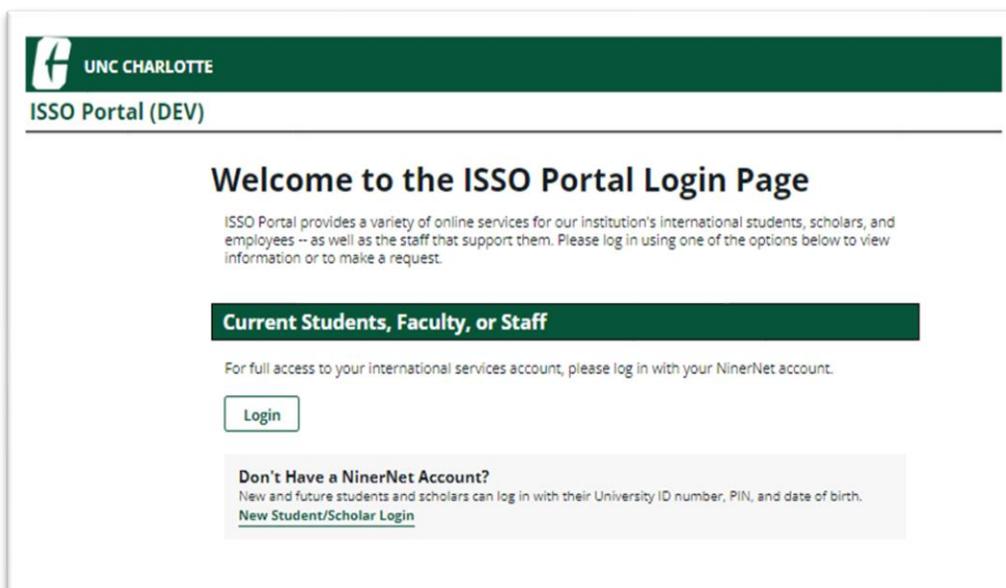


# ISSO H-1B Portal Training Guide for Departmental Administrators

## Requesting Departmental Access

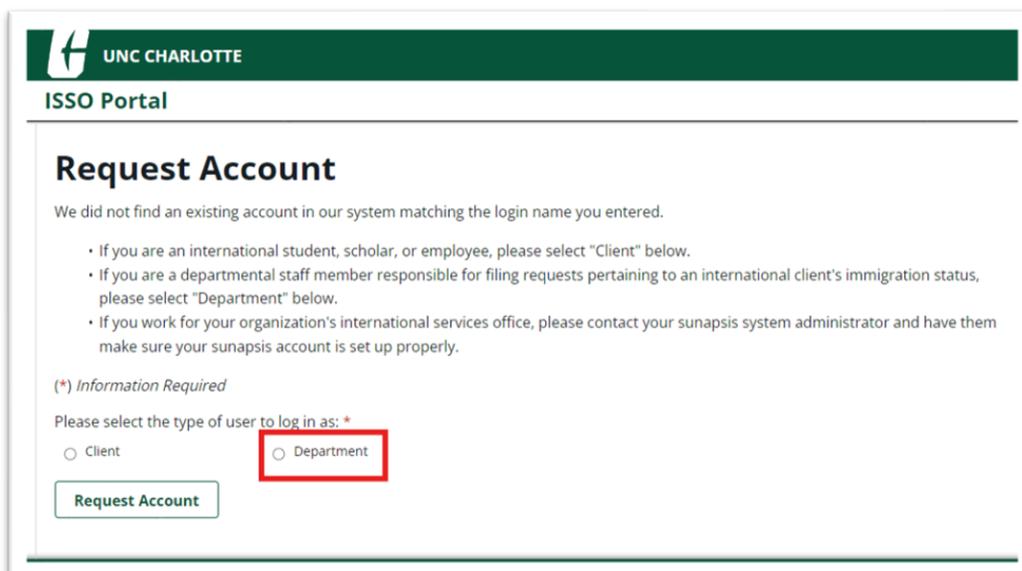
If you do not have access as a Departmental Administrator (Business Officers, Business Service Coordinators, etc), below are the steps you will follow to request access. Reminder: the department admin will be submitting the sponsorship request on behalf of the faculty supervisor (in most cases, this is the department chair).

- Go to <https://issoportal.charlotte.edu/> and Login with your NinerNET ID and Password



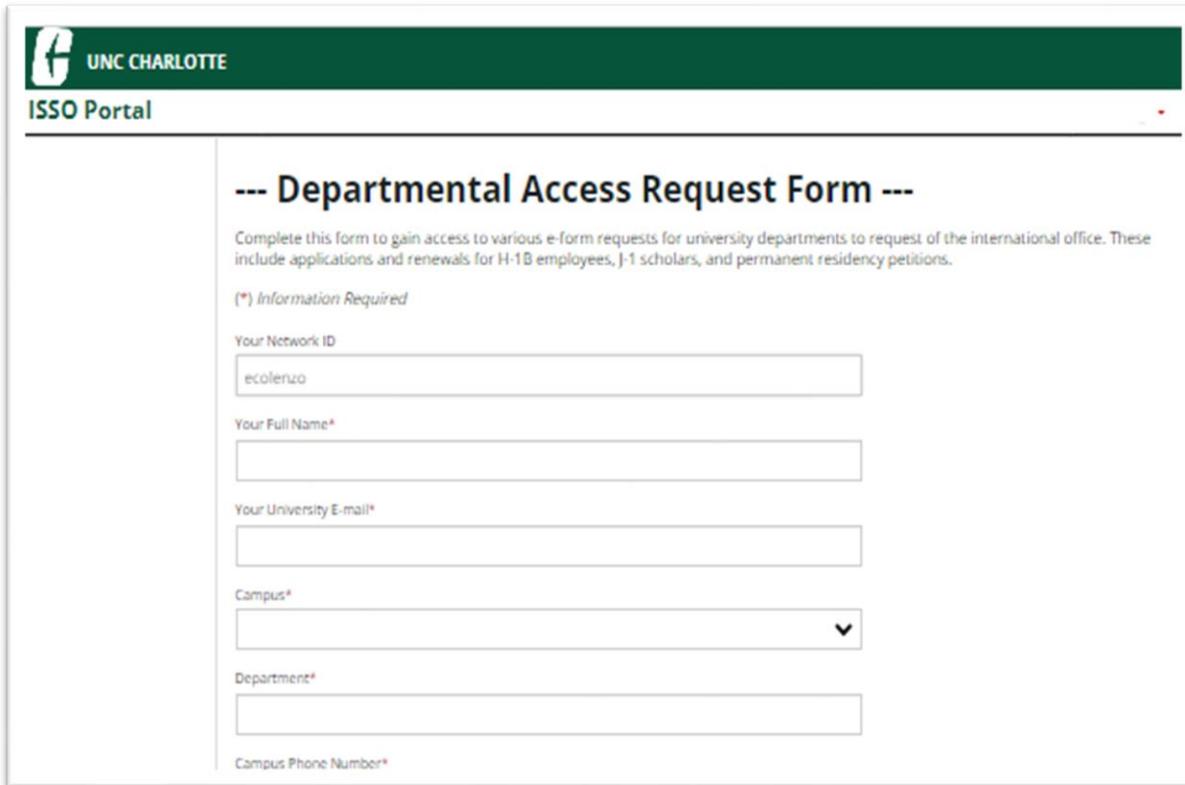
The screenshot shows the ISSO Portal (DEV) login page. At the top, there is a green header with the UNC Charlotte logo and the text "UNC CHARLOTTE" and "ISSO Portal (DEV)". Below the header, the main heading is "Welcome to the ISSO Portal Login Page". A sub-heading reads "Current Students, Faculty, or Staff". The text below states: "For full access to your international services account, please log in with your NinerNet account." There is a "Login" button. Below that, a section titled "Don't Have a NinerNet Account?" provides instructions for new students and scholars, with a link for "New Student/Scholar Login".

- Select **Department** for your user type



The screenshot shows the "Request Account" page on the ISSO Portal. The header is green with the UNC Charlotte logo and "UNC CHARLOTTE" and "ISSO Portal". The main heading is "Request Account". Below the heading, a message states: "We did not find an existing account in our system matching the login name you entered." There are three bullet points: "If you are an international student, scholar, or employee, please select 'Client' below.", "If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select 'Department' below.", and "If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly." Below this, a section titled "(\*) Information Required" asks the user to "Please select the type of user to log in as: \*". There are two radio button options: "Client" and "Department". The "Department" option is highlighted with a red box. At the bottom, there is a "Request Account" button.

- Enter your information and submit



The screenshot shows the 'ISSO Portal' header with the UNC Charlotte logo. Below the header is the title '--- Departmental Access Request Form ---'. A paragraph of text explains the form's purpose: 'Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.' Below this is a section titled '(\*) Information Required' containing several input fields: 'Your Network ID' (with 'ecolenzo' entered), 'Your Full Name\*', 'Your University E-mail\*', 'Campus\*' (a dropdown menu with a downward arrow), 'Department\*', and 'Campus Phone Number\*'.

## Creating or Looking-up the Employee Record in the ISSO Portal

Depending on the type of request, you will either create the record in the portal or look up an existing Employee.

### New Employee Requests

- This includes the New H-1B Request
- Follow the instructions for **Creating the Employee Record** in the ISSO Portal
- If the Employee is already in the U.S. in H-1B status, and transferring sponsorship to UNC Charlotte, the e-form will collect that information.

### Continuing Employee Requests

- This includes the **H-1B Extension requests**.
- Follow the instructions below for **Looking Up a Record**

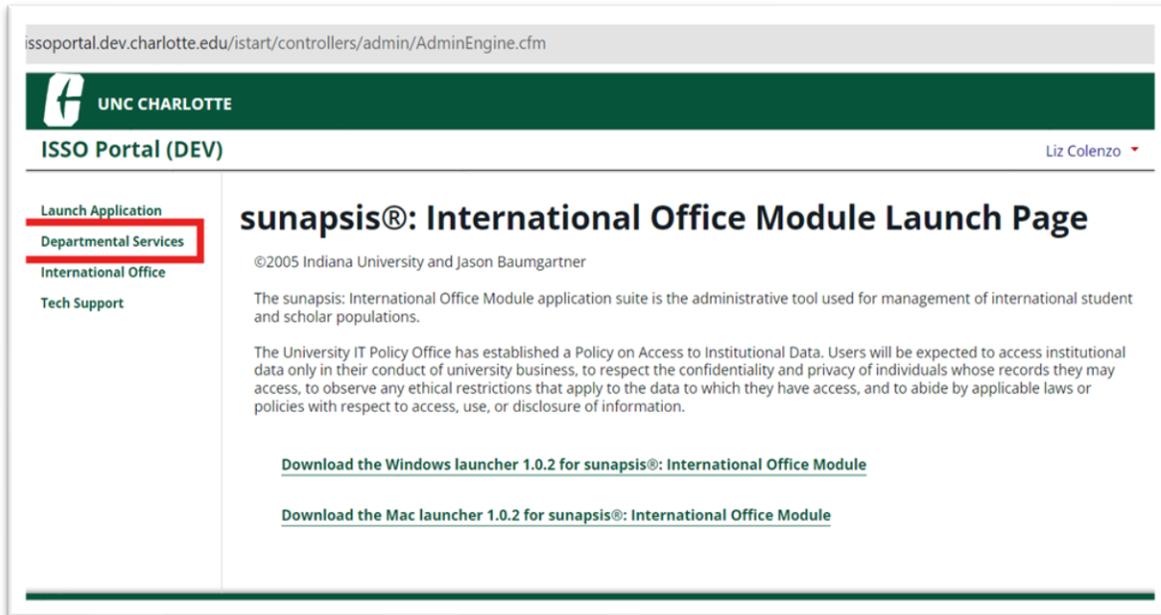
# Requesting a NinerNET ID and confirming that the Employee has activated their account

---

In order for Employees to access the ISSO Portal, they will need to have a Banner ID and NinerNET credentials that they have activated. The hiring department is responsible for communicating this information to the new employee.

# Creating the Employee Record

- Login to the ISSO Portal and go to **Departmental Services**



issoportal.dev.charlotte.edu/istart/controllers/admin/AdminEngine.cfm

UNC CHARLOTTE

ISSO Portal (DEV) Liz Colenzo

Launch Application  
**Departmental Services**  
International Office  
Tech Support

## sunapsis®: International Office Module Launch Page

©2005 Indiana University and Jason Baumgartner

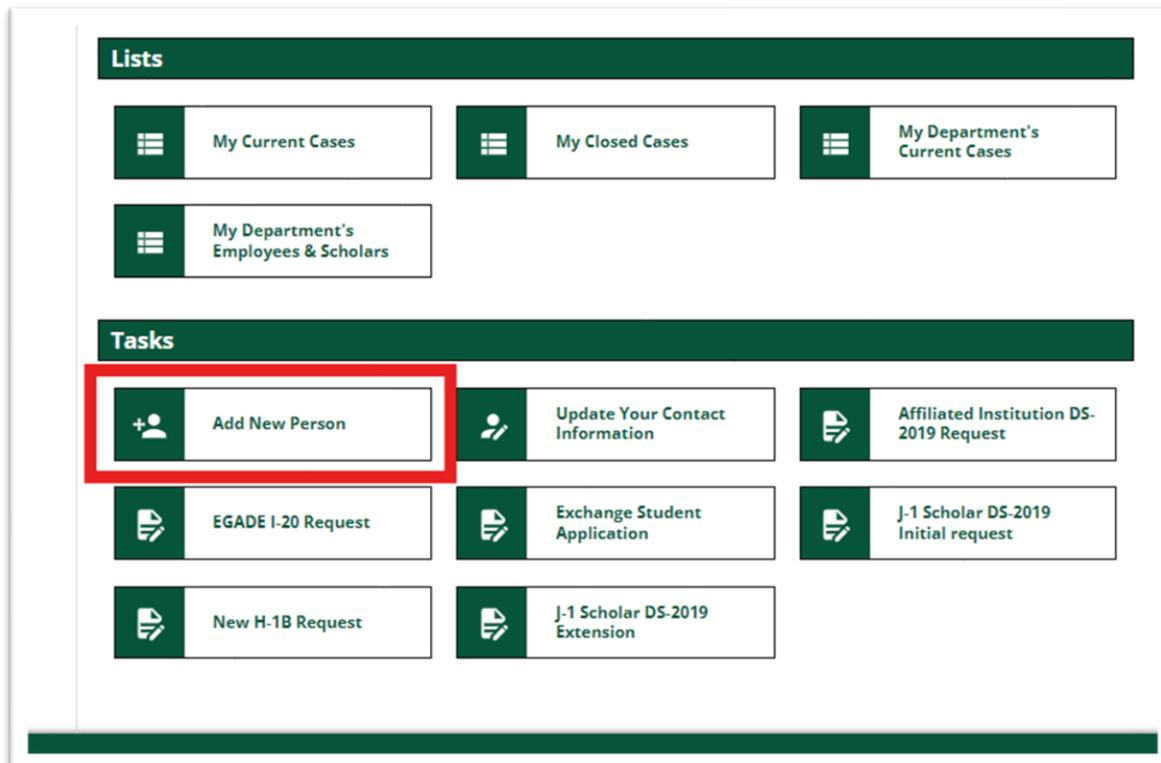
The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

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](#)

- Before beginning a specific request, select: **Add New Person**



**Lists**

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

**Tasks**

- Add New Person**
- Update Your Contact Information
- Affiliated Institution DS-2019 Request
- EGADE I-20 Request
- Exchange Student Application
- J-1 Scholar DS-2019 Initial request
- New H-1B Request
- J-1 Scholar DS-2019 Extension

- Complete the eform to add the Employee

The screenshot shows the 'Add New Person' form in the UNC Charlotte Portal. The form includes fields for Last Name, First Name, Middle Name, Date of Birth (with a calendar icon), Gender (dropdown), Email Address, and Campus (dropdown). It also has radio buttons for 'Do you have an institutional university ID for this new profile?' and 'Do you have a network ID for this new profile?'. Below these are text boxes for 'University ID Number' and 'Network ID'. A green 'Add New Person' button is at the bottom.

**UNC CHARLOTTE**  
PORTAL Denise Medeiros

**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\*  
Gender\*  
Email Address\*  
Campus\*  
Do you have an institutional university ID for this new profile?\*

Yes  No

University ID Number\*

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

Yes  No

Network ID\*

Add New Person

To avoid errors, please obtain a copy of the passport prior to submitting the request.

Campus: Select International Student and Scholar Services

University ID: Select YES and enter the 801 ID number

Network ID: Select YES and enter the NinerNET ID

- Then select the request you would like to initiate

# Looking-up the Employee Record in the ISSO Portal

- Login to the ISSO Portal and go to **Departmental Services**

Launch Application  
**Departmental Services**  
International Office  
Tech Support

## 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](#)

- Select the desired eform request

## Departmental Services

### Instructions for Departmental Contacts

**For new individuals:**

Step 1: For paid positions, obtain a NinerNet ID for your scholar so that they can access the ISSO portal

Step 2: For unpaid positions, as per the **Academic HR Procedures Handbook** (section VIII), submit a 'Dean's Letter' to Academic Affairs for an Unpaid Adjunct. This will result in a NinerNet ID for your scholar so that they can access the ISSO portal. Please allow 2 days processing time.

Step 3: Upon receiving the NinerNet ID, click on Add New Person

Step 4: Start the H or J visa sponsorship request as applicable

**For extensions:**

Click on the applicable extension application request

**Instructions for Non-UNC Charlotte Department Admins:**

1. Click on 'Add New Person'
2. Start the J visa sponsorship request for affiliated institutions
  1. Enter 'International Student and Scholar Office' as 'campus'

*Please allow up to 5 business days for response from the date of the request submission*

### Lists

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

### Tasks

Add New Person	Update Your Contact Information	Affiliated Institution DS-2019 Request
EGADE I-20 Request	Exchange Student Application	Exchange Student Application - Visiting Student Table e-form
H-1B Extension Request	J-1 Scholar DS-2019 Initial request	New H-1B Request
J-1 Scholar DS-2019 Extension		

- Enter the University ID and Date of Birth of the Scholar/Employee you will be submitting the request for.

**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\*

MM/DD/YYYY

Find Record

- After you push the 'Find Record' button, the request will open the request main page and will be connected with the Scholar/Employee's record.

**H-1B Extension Request**

[View/Save/Print E-Form Group](#)  
Purpose of this form is to request an H-1B Extension

**Initiate Request**

- REQUIRED [Department Initiate Extension Request](#)
- REQUIRED [Department Actual Wage Information](#)

**To Complete If Requested**

- OPTIONAL [Department Follow-Up](#)

- When you click on the Department Form link, you will see the University ID and name of the Employee populated at the top of the page. You will enter the new dates, any changes or updates in funding, and upload the department's updated letter with the extended dates.

**Department Initiate Extension Request**

[MAIN PAGE](#) | [TEMP997245](#) | [MINNIE TEST MOUSE TEST](#)

(\*) Information Required

**Hiring Authority Information**

CLIENT RECORD: MINNIE TEST MOUSE TEST | TEMP997245

Host department/Chair contact Name\*

Host/Chair department Title\*

# H-1B Extension Request

## Request Initiated by Department

### Department Administrator

### ISSO Portal Eforms: Department Initiate Extension Request and Department Actual Wage Information

To begin the H-1B Extension Request, submit both eforms listed under 'Initiate Request'

**NOTE:** Some information on record will be displayed for your reference

**H-1B Extension Request**  
[View/Save/Print E-Form Group](#)  
Purpose of this form is to request an H-1B Extension

**Initiate Request**

- REQUIRED**  
[Department Initiate Extension Request](#)
- REQUIRED**  
[Department Actual Wage Information](#)

**To Complete If Requested**

- OPTIONAL**  
[Department Follow-Up](#)

**Department Initiate Extension Request**  
[MAIN PAGE](#) | [TEMP997245](#) | [MINNIE TEST MOUSE TEST](#)

(\*) Information Required

**Hiring Authority Information**

CLIENT RECORD: MINNIE TEST MOUSE TEST | TEMP997245

Host department/Chair contact Name\*

  
Host/Chair department Title\*  
Host/Chair department contact Email\*  
Select the Host/Chair department\*  
Select the Host/Chair division\*  
**Employee Position Information**  
Current End Date %loc\_emplatestposexitdate|not available%  
  
New End Date (cannot exceed 3 years from current end date)\*  
  
**Below is the current information on record for your reference:**

**Department Actual Wage Information**  
[MAIN PAGE](#) | [TEMP997245](#) | [MINNIE TEST MOUSE TEST](#)

(\*) Information Required

CLIENT RECORD: MINNIE TEST MOUSE TEST | TEMP997245

Does the position supervise full-time employees?\*

Yes  No

Are there other conditions affecting the pay rate?\*

Yes  No

**Actual Wage**

The U.S. Department of Labor requires employers to pay its H-1B employees no less than the actual wage level it pays all personnel with similar experience and qualifications holding the same position or the prevailing wage level - whichever is higher.

Are there employees in the department with the same title and qualifications?\*

Yes  No

**Departmental Responsibilities**

The hiring department is responsible for the following actions:

- Submitting a UPS shipping label to the ISSO for expedited courier service
- Submitting a request to Accounts Payable for USCIS filing fees

Information regarding each of the above will be sent to you shortly and can also be found on [THIS ISSO WEBSITE](#)

Please indicate the current status of these items below

**UPS Shipping Label**

Do you have the UPS shipping label already?\*

Yes  No

After you have submitted both eforms, the employee will be invited to submit additional information in the ISSO portal.

## Navigation Tips for All Eform Requests

### DO NOT use the browser Back button

**Department Initiate Extension Request**

**MAIN PAGE | TEMP436384 | BRIDGET TEST SAIL GERMAN**

(\*) Information Required

J-1 Exchange Visitors may, depending on their original J-1 category and program length, be eligible to extend their program.

Program length runs from a minimum of 3 weeks to the maximum period allowed for a specific program classification as follows:

- Research Scholar: 5 years

To go back to the request main page, click on the link at the top of eform

### DO NOT use the Cancel or Edit buttons at the bottom of an already submitted eform

Proposed job title\*

Snoopy's BFF

**Primary Site of Activity Information**

Will the scholar's primary site of activity be at this address: UNC Charlotte 9201 University City Blvd Charlotte, NC 28223?\*

Yes  No

Will there be a additional site of activity?\*

Yes  No

**Upload Scholar Documentation**

Upload a copy of the scholar passport \*

[Review Uploaded File](#)

Your File was Successfully Uploaded

Upload a copy of the Scholar CV/Resume \*

Your File was Successfully Uploaded

Submitted By

Liz Colenzo, ecolenzo

**If you want to cancel the full request, contact ISSO directly.**

The cancel button will only cancel the eform, but not the full request. ISSO will not receive notification of your desire to cancel the request.

**If you want to edit an eform, contact ISSO directly first.**

ISSO may already be reviewing the application and will need to know that you are making changes.

### DO NOT use the New button at the bottom of an already approved eform

Proposed job title\*

Snoopy's BFF

**Primary Site of Activity Information**

Will the scholar's primary site of activity be at this address: UNC Charlotte 9201 University City Blvd Charlotte, NC 28223?\*

Yes  No

Will there be a additional site of activity?\*

Yes  No

**Upload Scholar Documentation**

Upload a copy of the scholar passport \*

[Review Uploaded File](#)

Your File was Successfully Uploaded

Upload a copy of the Scholar CV/Resume \*

Your File was Successfully Uploaded

Submitted By

Liz Colenzo, ecolenzo

**If you need to edit an eform that has already been approved, contact ISSO directly.**

Clicking the New button may cancel the previously submitted and approved eform.

# New H-1B Request

## Step 1: Request Initiated by Department

### Department Administrator

#### ISSO Portal Eforms: Department Initiate Request and Department Actual Wage Information

After completing Add New Person, click on the link to begin the New H-1B Request E-form.

**New H-1B Request**  
[View/Save/Print E-Form Group](#)

**H-1B Request Started**

Purpose of this form is to initiate an H-1B request

**STEP 1: Initiate Request**

- SUBMITTED [Department Initiate Request](#)
- REQUIRED [Department Actual Wage Information](#)

**STEP 2: Additional information for H-1B Petition** +

**STEP 3: Submit for Export Control Review** +

**To Complete If Requested** +

Make sure that you have the following ready to upload:

- NinerTalent position description
- Employee's passport
- Employee's CV

### ISSO Review

ISSO will review the eform submission to determine if the New H-1B Request should progress.

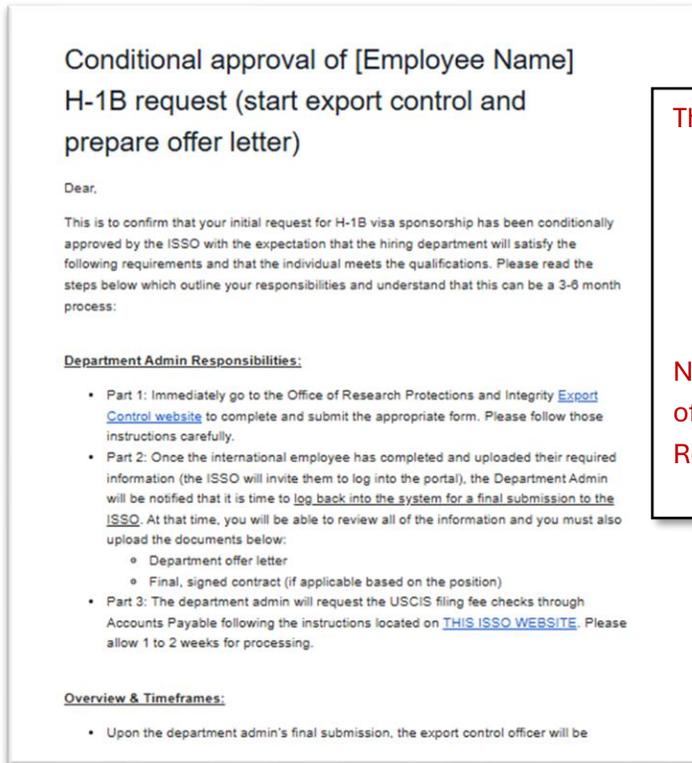
The status of the request will display in the portal:

**New H-1B Request**  
[View/Save/Print E-Form Group](#)

**ISSO is Reviewing Request for H-1B Eligibility**

## ISSO Initial Approval

The following email communication will be sent to the Department Administrator.



The Department Administrator will receive:

- Instructions on initiating the export control process
- Information on USCIS filing fees
- Overview and timeframes

**NOTE:** Export control will be completed outside of the ISSO Portal, directly with the Office of Research Protections and Integrity.

## Initiate Export Control

### Department Administrator

#### Export Control Process

This process will be initiated outside of the ISSO Portal.

- Go to the [Export Control: Forms and Checklists](#) website.
- Complete the appropriate form to help determine whether an export license may be needed for the prospective Employee.
- Submit the completed form to [exportcontrol@charlotte.edu](mailto:exportcontrol@charlotte.edu).

# Export Control Forms

**EXPORT CONTROL: FORMS AND CHECKLISTS**

**DEPARTMENTS**

- Budget and Personnel
- Center for Research Excellence (CRE)
- Office of Sponsored Projects Administration (OSPA)
- Office of Research Commercialization and Partnerships (ORCP)
- Office of Research Protections and Integrity (ORPI)
- Animal Care & Use
- Biosafety
- Conflict of Interest
- Export Control
- International Travel
- International Shipping

**International Travel With University-Owned Equipment**

If you plan to take any University owned property abroad, please submit this form for review and approval by the Export Control Officer **at least two (2) weeks prior to travel**. This form summarizes the requirements for an export license exception for temporary shipments or hand carries of University-owned property abroad by UNC Charlotte faculty and thus under UNC Charlotte's direction. University-owned property includes equipment, components, prototypes, and materials, as well as laptops, tablets, cell phones, and other digital storage devices (including memory sticks). The latter are regulated because of their encryption capabilities. An export license may be required depending on what is on your laptop, tablet, cell phone, or digital device and to which country it is being taken.

**Export Control Certification**

U.S. Citizenship and Immigration Services (USCIS) Form I-129 requires review and certification relative to export controlled technology or technical data released to a prospective employee on

Please allow up to 2 weeks for export control processing once the Employee has completed their e-forms.

research.cha... / Form\_Export...sa-2023-02-10

### EXPORT CONTROL CERTIFICATION QUESTIONS

Your answers to the following questions will be used to determine if your college/department will need to apply for an export license for the visiting Scholar/Visitor. There is NO cost to apply for an export license. However, it can take up to 6 months to receive a license from the Department of Commerce, Bureau of Industrial Security. Timely submission of this form to the Export Control Officer ([exportcontrols@unc.edu](mailto:exportcontrols@unc.edu)) will enable efficient review of any export control matters related to the visiting Scholar/Visitor. **If providing additional information, please attach separately.**

1.	Is the potential Scholar/Visitor from Iran, Cuba, North Korea, Syria, Libya, or Sudan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Please explain the purpose and nature of the visit to UNC Charlotte.	
3.	If for research purposes, provide the IPF number and sponsor name(s) associated with visit. IPF#: _____ Sponsor: _____	
4.	Will the potential Scholar/Visitor have access to any laboratory at UNC Charlotte? If YES, please provide location(s).	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Are you allowing unaccompanied access to the laboratory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Who and what is the potential scholar's/visitor's funding source?	
7.	Do you have any Export Controlled equipment in the laboratory assigned to the Scholar/Visitor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Will the potential Scholar/Visitor have access to encryption source/object code?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Will the potential Scholar/Visitor be assigned a campus username and password?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Will the potential Scholar/Visitor have access to UNC Charlotte computer network?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Has the Data Security Officer for your college/department been notified of this request? <b>Below, please explain</b> what network security arrangements will be made to limit the potential Scholar/Visitor's use of the campus network.	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Will the potential Scholar/Visitor be involved in a project that has a Technology Control Plan or Data Security Plan in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Will the Scholar/Visitor be involved in any project that is proprietary in nature?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Will the Scholar/Visitor be involved in any project with publication or dissemination restrictions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.	Will the Scholar/Visitor be involved in any project with an implied or applied specific military purpose?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Will the Scholar/Visitor be involved in any project that requires foreign national approval by sponsor (or stipulates that NO foreign nationals allowed)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Will the potential Scholar/Visitor work with high-tech or experimental equipment (e.g., high-speed computers, sensors, materials, electronics, lasers, telecommunication devices or other cutting-edge equipment)? <b>If YES, please list the equipment being used.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
18.	Will the potential Scholar/Visitor work on corporate sponsored research? If YES, please provide award numbers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	Will the potential Scholar/Visitor work on or with materials obtained under a Material Transfer Agreement (other than the Uniform Biological Material Transfer Agreement)? If YES, please provide award numbers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
20.	Will the potential Scholar/Visitor work on any other effort outside the stated purpose of the visit involving data, knowhow, software, or equipment of a technical nature? If YES, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO

The supervisor and department chair will need to answer these questions and sign at the bottom. Then email the form to [exportcontrol@charlotte.edu](mailto:exportcontrol@charlotte.edu) for review.

### EXPORT CONTROL CERTIFICATION: SIGNATURES

Pursuant to 28 USC § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. My signature below certifies that the information I provided above is true and correct, that I have completed the export control training module and that, if a license is required, I will not give the prospective Scholar/Visitor any export controlled technical data/technology until the proper authorization is received.

I also understand that failure to report completely and accurately may result in export control and/or sanctions violations punishable by criminal or civil penalties. If any of the responses to these questions change, I will contact the Export Controls Officer in the Office of Research Protections and Integrity at [exportcontrols@unc.edu](mailto:exportcontrols@unc.edu).

**Submissions without the designated signatures cannot be processed and filed by the University.**

\_\_\_\_\_  
Name / Signature of Supervisor of Prospective Employee \_\_\_\_\_  
Date

I have reviewed the above information:

\_\_\_\_\_  
Name / Signature of Department Chair/Director \_\_\_\_\_  
Date

Internal Use Only:	
Restricted Party Screening completed and clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a License required to release technical data/technology to the prospective Visitor/Scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Name / Signature of Export Control Officer <span style="float: right;">_____ Date</span>	

# Employee Submits Eforms

## Employee

### ISSO Portal Employee Eforms

The Employee will receive an email with login instructions, log into the portal using their Banner ID# and NinerNet credentials, and select the New H-1B Request.



The login information will be provided in the email

The Employee will submit a number of E-forms.

A list of documents to prepare will display for the employee

### New H-1B Request

**Complete STEP 1**

**NOTE:** Acceptable file types are PDF, JPG, GIF, BMP and PNG. If you submit this form and get an error, you will need to fix the error and re-upload documents

Please prepare to upload the following documents. You may save your work along the way.

- Passport
- Most recent diploma
- Most recent transcript
- Credentials evaluation (if foreign degree)
- CV

If currently in the U.S. or previously in the U.S. please prepare to upload any of the following applicable documents:

- I-94
- Visa page(s)
- All previously issued I-20s or DS-2019s
- Waiver of J-1 212e (if applicable)
- Proof of fulfillment of J-1 212e (if applicable)
- All previously issued EADs
- All employment confirmation letters while on OPT
- 3 most recent paystubs (if currently employed in the U.S.)
- All I-797 approval notices for periods of H-1B status
- I-140 receipt notice or approval notice (if applicable)

Purpose of this form is to initiate an H-1B request

**STEP 1: Beneficiary information**

- REQUIRED**  
**H1B Personal Information**
- REQUIRED**  
**H1B Immigration and Employment**
- NOT YET AVAILABLE**  
**H1B Submit**

**STEP 2: Additional information for H-1B Petition**

## Status Display for Department Administrator

Once the employee has begun submitting their eforms, the status of the request will display in the portal:



**New H-1B Request**

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

**Beneficiary Started to Complete Forms**

## After Submission

Once the H-1B Submit E-form is submitted, the employee will receive an email notification letting them know the eforms were received.

**\*\*\* This will complete the employee submissions \*\*\***

## ISSO Review

ISSO will review the eform employee submissions.

The status of the request will display in the portal for the Department Administrator:

The status will also display for the employee:

### New H-1B Request

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

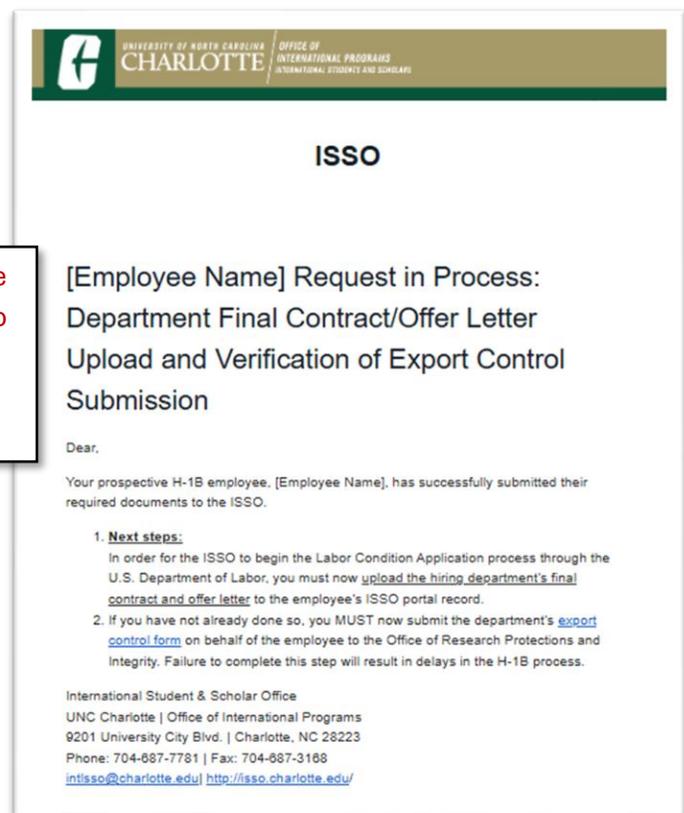
**ISSO is Reviewing Beneficiary Information for H-1B Eligibility**

---

## After ISSO Approves Employee E-forms

The following email communication will be sent to the Department Administrator

This is the notification for the Department Administrator to return to the ISSO Portal to complete Steps 2 and 3



# Steps 2 and 3: Department Administrator E-forms

## Department Administrator

### ISSO Portal Eforms: H-1B Dept Upload Final Contract and Dept Submit to Export Control

When the Department Administrator receives notification to return to the ISSO Portal, they will log into the portal and open My Current Cases

## Departmental Services

**Instructions for Departmental Contacts**

**For new individuals:**

Step 1: For paid positions, obtain a NinerNet ID for your scholar so that they can access the ISSO portal

Step 2: For unpaid positions, as per the **Academic HR Procedures Handbook** (section VIII), submit a 'Dean's Letter' to Academic Affairs for an Unpaid Adjunct. This will result in a NinerNet ID for your scholar so that they can access the ISSO portal. Please allow 2 days processing time.

Step 3: Upon receiving the NinerNet ID, click on Add New Person

Step 4: Start the H or J visa sponsorship request as applicable

---

**For extensions:**

Click on the applicable extension application request

---

**Instructions for Non-UNC Charlotte Department Admins:**

1. Click on 'Add New Person'
2. Start the J visa sponsorship request for affiliated institutions
  1. Enter 'International Student and Scholar Office' as 'campus'

---

*Please allow up to 5 business days for response from the date of the request submission*

---

### Lists

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

---

### Tasks



## My Current Cases

Show 10 entries

Name	University ID	Application	Status	Start Date	Last Updated On	Last Updated By
Appleseed Test, Johnny H1B	H1B1234	J-1 Scholar DS-2019 Extension		03/11/2025	03/11/2025	Liz Colenzo
Appleseed Test, Johnny H1B	H1B1234	H-1B Extension Request	Incomplete	03/12/2025	03/13/2025	International Office
Chung, Hee Cheol	801321338	J-1 Scholar DS-2019 Extension		03/12/2025	03/12/2025	Liz Colenzo
Chung, Hee Cheol	801321338	Display Information		02/27/2025	02/27/2025	Liz Colenzo
Colenzo Test2, Liz H1B 2 Middle	TEMP930825	New H-1B Request	Required	02/11/2025	02/12/2025	International Office
H1B2 new, Liz new middle new	TEST989898	J-1 Scholar DS-2019 Initial request		02/13/2025	02/13/2025	Liz Colenzo

Find the employee and reopen the New H-1B Request

### New H-1B Request

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

**ISSO Has Confirmed H-1B Eligibility - Department Resumes Steps 2&3**

Be prepared to upload final contract and offer letter and also confirm

- USCIS filing fees
- UPS shipping label
- Export control submitted

---

Purpose of this form is to initiate an H-1B request

**STEP 1: Initiate Request** +

**STEP 2: Additional information for H-1B Petition** -  
 **REQUIRED**  
[H1B Dept Upload Final Contract](#)

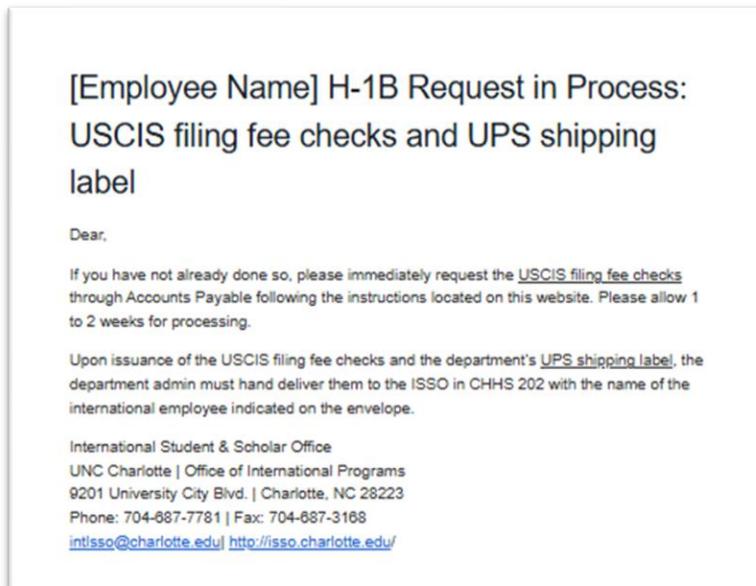
**STEP 3: Submit for Export Control Review** -  
**NOT YET AVAILABLE**  
[H1B Dept Submit to Export Control](#)

**To Complete If Requested** +

- As soon as the H-1B Dept Upload Final Contract eform is submitted, the H-1B Dept Submit to Export Control will change from 'not yet available' to 'required'.
- You must submit Step 3 'H-1B Dept Submit to Export Control' immediately, so that the Export Control Office can log into the ISSO portal record, view and approve all uploaded documents. This form is simply reminding the department admin if they had not yet completed the export control document to make sure to do it at this time.

## After Submission of H-1B Dept Upload Final Contract

The following email reminder will be sent to the department admin:



## After Submission of H-1B Dept Submit to Export Control

- The Department Administrator will not receive any notification
- Export Control will receive an email request to review the H-1B submissions. Please allow 1-2 weeks for this review.

The status of the request will display in the portal for the Department Administrator and the Employee:



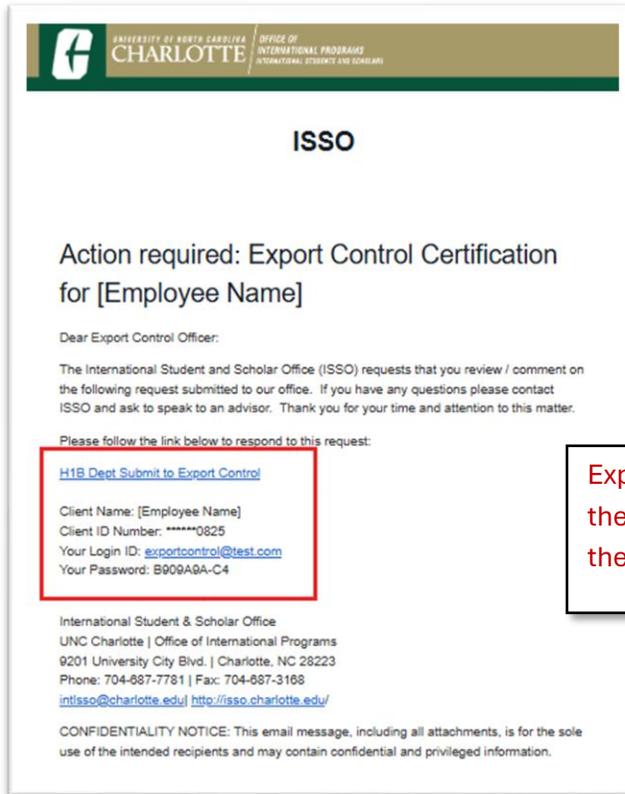
**\*\*\* This will complete the Department Administrator submissions \*\*\***

# Step 4: Export Control

## Export Control Officer

### ISSO Portal E-form: '2nd Approver' Role

Export Control will receive an email request to review all submitted information



Export Control will not need to log into the ISSO Portal, but will just click on the link in the email they receive

The login information will automatically be populated for them

UNC CHARLOTTE

ISSO Portal (DEV)

**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)  
\*\*\*\*\*4111

Your Login ID\*  
liz+EC@iofficeconsulting.com

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

They will have access to review all E-forms submitted by the Department Administrator, Host Faculty, and the Employee.

## After Export Control Final Submission to ISSO

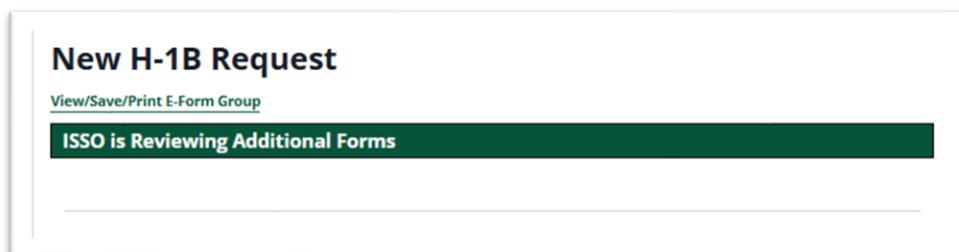
The following will happen:

- ISSO will be notified
- The Department Administrator will receive a summary of the response provided by Export Control

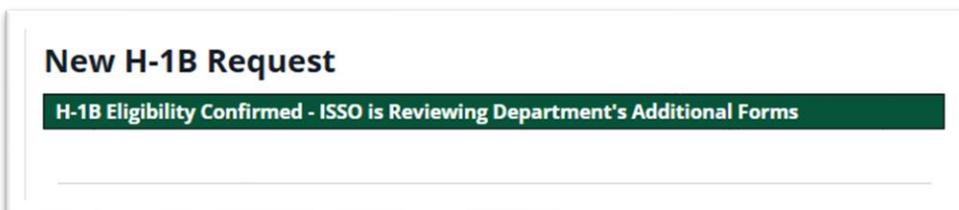


**\*\*\* This will complete the Export Control submissions \*\*\***

The status of the request will display in the portal for the Department Administrator:



The status will also display for the Employee:



# ISSO Preparing and Filing of LCA and H-1B Petition

## Department Administrator and Employee

### Status Display in ISSO Portal:

The Department Administrator and Employee will see status updates in the ISSO Portal as the case progresses.

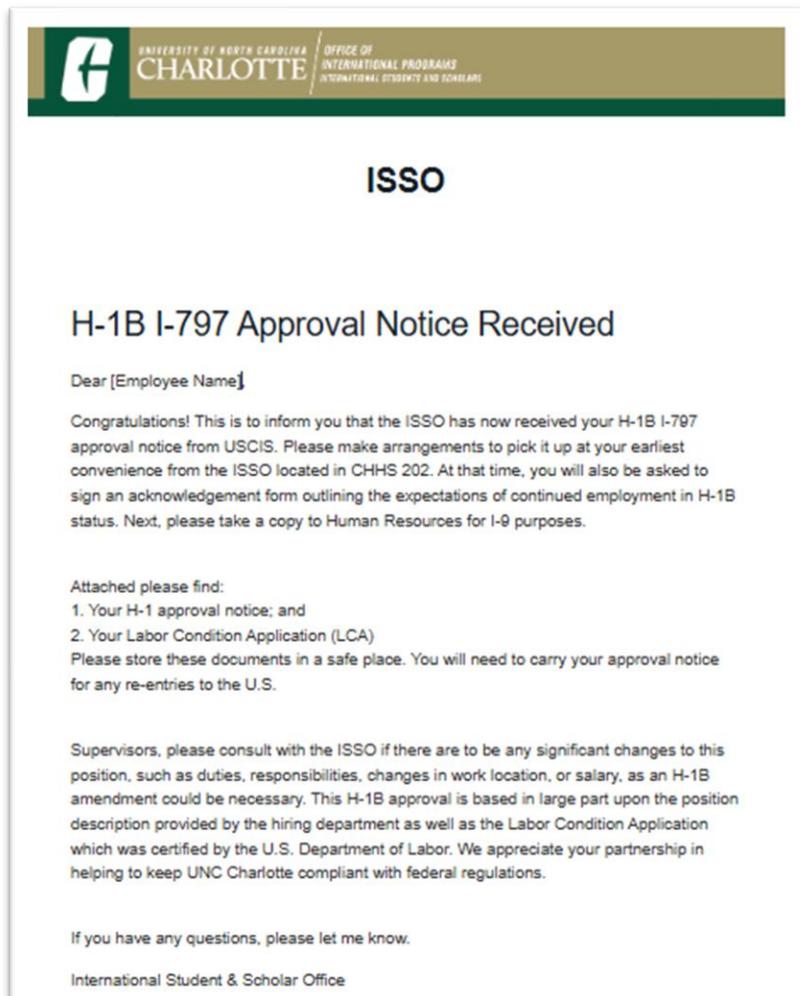
- H-1B Eligibility Confirmed - ISSO is Preparing and Filing LCA
- ISSO is Awaiting Export Control Clearance
- ISSO is Processing I-129 Request
- ISSO Mailed the H-1B: Awaiting USCIS Decision
- USCIS Approved Petition

If further information is needed, ISSO will reach out to the Department Administrator or Employee.

### H-1B I-797 Approval Notice:

When ISSO receives the I-797 Approval Notice, the Employee will receive an email notification.

Employee will pick-up the original I-797 from the ISSO and take it to HR to complete the I-9 hiring process.



The image shows a screenshot of an email notification from the University of North Carolina Charlotte, International Student & Scholar Office (ISSO). The email is titled "H-1B I-797 Approval Notice Received" and is addressed to "[Employee Name]". The body of the email congratulates the recipient and informs them that the ISSO has received their H-1B I-797 approval notice from USCIS. It instructs the recipient to pick up the notice at their earliest convenience from the ISSO located in CHHS 202. It also mentions that the recipient will be asked to sign an acknowledgement form outlining the expectations of continued employment in H-1B status. The email lists two attached documents: 1. Your H-1 approval notice; and 2. Your Labor Condition Application (LCA). It advises the recipient to store these documents in a safe place. The email also includes a note for supervisors to consult with the ISSO if there are any significant changes to the position. The email concludes with a contact information for the International Student & Scholar Office.

**UNIVERSITY OF NORTH CAROLINA CHARLOTTE** OFFICE OF INTERNATIONAL PROGRAMS  
INTERNATIONAL STUDENTS AND SCHOLARS

**ISSO**

### H-1B I-797 Approval Notice Received

Dear [Employee Name]

Congratulations! This is to inform you that the ISSO has now received your H-1B I-797 approval notice from USCIS. Please make arrangements to pick it up at your earliest convenience from the ISSO located in CHHS 202. At that time, you will also be asked to sign an acknowledgement form outlining the expectations of continued employment in H-1B status. Next, please take a copy to Human Resources for I-9 purposes.

Attached please find:

1. Your H-1 approval notice; and
2. Your Labor Condition Application (LCA)

Please store these documents in a safe place. You will need to carry your approval notice for any re-entries to the U.S.

Supervisors, please consult with the ISSO if there are to be any significant changes to this position, such as duties, responsibilities, changes in work location, or salary, as an H-1B amendment could be necessary. This H-1B approval is based in large part upon the position description provided by the hiring department as well as the Labor Condition Application which was certified by the U.S. Department of Labor. We appreciate your partnership in helping to keep UNC Charlotte compliant with federal regulations.

If you have any questions, please let me know.

International Student & Scholar Office