Department Guide to Initiating an H-1B Employee Application
Departmental Access:

All workshop attendees will be granted Departmental Access upon completion of training.

To login to accessVIS:

1. Click here, or enter https://vis@stonybrook.edu in your browser.
2. Click the Administrative Services for University Departments link (at the bottom of the screen).
3. Enter your netID and password.
4. Expand the Scholar & Faculty Services window (located on left menu bar), and select the request you wish to initiate.

★ If you did not attend the workshop, you’ll need to submit a one-time access request in accessVIS. See next slide for instructions.
Requesting Departmental Access:

If you have **not** attend the workshop, follow the steps below submit a one-time access request:

1. Enter [https://vis.stonybrook.edu](https://vis.stonybrook.edu) in your browser.
2. Click the *Administrative Services for University Departments* link.
3. Enter your netID and Password.
4. Complete and submit the ‘*Department Access Request Form*’.
5. Once access is granted you will be notified by VIS.
H-1B Employee Application:

- All H-1B petitions, including extensions and amendments, are done through the **H-1B Employee Application**.

- H-1B Employee Applications must be submitted in accessVIS no later than 120 days before the H-1B employment is due to begin.

- Click **H-1B Employee Application** to search for an existing record.

**Note:** The employee must have a Stony Brook ID before a request can be submitted on their behalf in accessVIS.
H-1B Employee Request Work Flow

You are here!

Dept. Admin Initiates Request (Stage)

Dept. Required E-Forms
   - (1) H-1B Employee Information
   - (2) Actual Wage List Information
   - (3) Dean's Certification of LCA Conditions

Email

Request for Info From Employee (Stage)

Employee Required E-Forms
   - (1) Biographical Info.
   - (2) Dependent Spouse/Child (optional)

Email

H-1B Employee Review (Stage)
H-1B Employee Application: Required Uploads

Prospective Employee Uploads

- Passport (photo and expiration page)
- H-1B Visa Stamp*
- I-797 Approval Notices (current/formerly issued)*
- All current and previously issued DS-2019/IAP-66 *
- Most recent I-94 Document *
- J-1 / J-2 Visa Stamp *
- EAD Card *
- Dependent immigration documents *
- Curriculum Vitae (C.V.)
- Diplomas
- Official Transcripts
- Publications, copies of title pages of up to three publications*
- Verification of Current Employment (i.e. paystub)*

Departmental Uploads

- H-1B Petition, letter of support detailing the job duties to be performed, why an individual in a "specialty occupation" is required to fulfill those job duties, and how the prospective H-1B temporary worker meets those qualifications.

- Letter of Offer/Employment Contract

- Description of proposed duties (i.e. PDAR, SUSB 37, Personnel Requisition)

- Employee’s Resume/C.V.

- Principal Investigator (PI)’s SOC Code Justification*

*If applicable
H-1B Employee Application:

Each request will have a checklist of associated forms, some required, others optional.

If a request requires multiple forms, you will not be able to begin until all prior forms have been submitted by both the department AND employee.
H-1B Employee Application:

- Click (1) H-1B Employee Information to begin the request enter details about the prospective employee/employment.

- You’ll indicate the type of request – request types include:
  - New
  - Extension
  - Amendment

Approval of this petition will authorize ONLY the named employer to pay this worker, in terms described on the Labor Condition Application. If the employee is to be paid by any other employer (including SUNYSB paying RF OR RF paying SUNYSB), that employer MUST file a concurrent H-1B petition before the employee may begin work.

Type of request: *
Petition filed on behalf of: *
Employee’s Email Address: *

Department Administrator Contact Information

Department Name: *
Full Name: *
Title: *
Phone #: *
Email: *
H-1B Employee Application: Actual Wage List

The Actual Wage List documents the range of the wages an employer pays to all employees in the occupation, with similar credentials, experience and responsibilities.

Please list all employees within the department in the same or similar position.

Note: If you are uncertain, please contact VIS for assistance in getting the information from Classification and Compensation.
H-1B Employee Application: Certification of Labor Conditions

The Department Administrator's submission of **Dean’s Certification of Labor Conditions** form will trigger an email to the Dean requesting their acknowledgement and electronic certification of the department's willingness to comply with all federal and university requirements.
H-1B Employee Application: LCA Email to Chair/Dean

Dear Dean:

Please log in as instructed below, review the Labor Conditions carefully, and submit the form. (You will be able to review the information included in the request by clicking the links at the top of the compliance form.) This will serve as your electronic signature certifying that you will comply with all necessary rules and regulations governing the hosting of Test Employee (02/01/2010), as a H-1B Employee.

Once you have completed and submitted the compliance form, your department administrator will be notified. Upon receipt of all required signatures, VIS can proceed with processing the J-1 request.

Please follow the link below to respond to this request:
Certification of Labor Conditions

Client Name: Test Employee
Client ID Number: ******1121
Your Login ID: meghan.behan@stonybrook.edu
Your Password: EBAE6B9-2F

If you have questions, please contact vis@stonybrook.edu.

Thank you.
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/visa
vis@stonybrook.edu
+1.631.632.4685

IMPORTANT: Never store/save passwords within the browser, as the system assigns a unique password for each request.
H-1B Employee Application: Employee Information

Submission of the Dean’s Certification of Labor Conditions form, will trigger the following email to the prospective employee instructing him/her to login to accessVIS to complete their portion of the electronic H-1B Employee Application.

Information submitted by the employee will not be accessible to the Department Administrator. Upon submission of all required forms the department will be notified and the request will be reviewed by VIS.
H-1B Employee Application: Employee Information

- When the employee logs in to accessVIS they will be required to submit the following e-forms:
  - Biographical Information
  - Dependent Spouse/Child (optional)

- Information submitted by the employee will not be accessible to the Department Administrator.

- Once the employee has submitted their portion of the H-1B Employee Application the department will be notified and the request will be reviewed by VIS.

- Please allow 10 business days for review
H-1B Employee Request Work Flow

**DEPT. ADMINISTRATOR**

Dept. Admin Initiates Request (Stage)

Dept. Required E-Forms
(1) H-1B Employee Information
(2) Actual Wage List Information
(3) Dean's Certification of LCA Conditions

Email

Request for Info From Employee (Stage)

Employee Required E-Forms
(1) Biographical Info.
(2) Dependent Spouse/Child (optional)

Email

You are here!

**VISA & IMMIGRATION SERVICES**

H-1B Employee Review (Stage)