



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.



Visa and Immigration Services Online Portal - Stony Bro

Welcome to accessVIS, the online portal for Stony Brook University Internatio Staff. accessVIS will allow electronic submission of immigration requests to Vis as provide a source of communication, updates and notifications.

Use either "Full Services" or "Limited Services" below as applicable.

Full Services	Limited Services
<p>Use Full Services if you know your Stony Brook NetID. Login using your Stony Brook University NetID and password.</p> <p>Full Service allows you to:</p> <ul style="list-style-type: none">- Complete the New Student Immigration Intake- Initiate most Active Student immigration requests (Part-Time Enrollment, OPT, CPT, Change of Level, and more)-Track the progress of immigration requests <p>LOGIN</p>	<p>Use Limited Servio Brook NetID.</p> <p>Login using your S</p> <p>Requests for an In once you are on O Services.</p> <p>Limited Services</p>

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

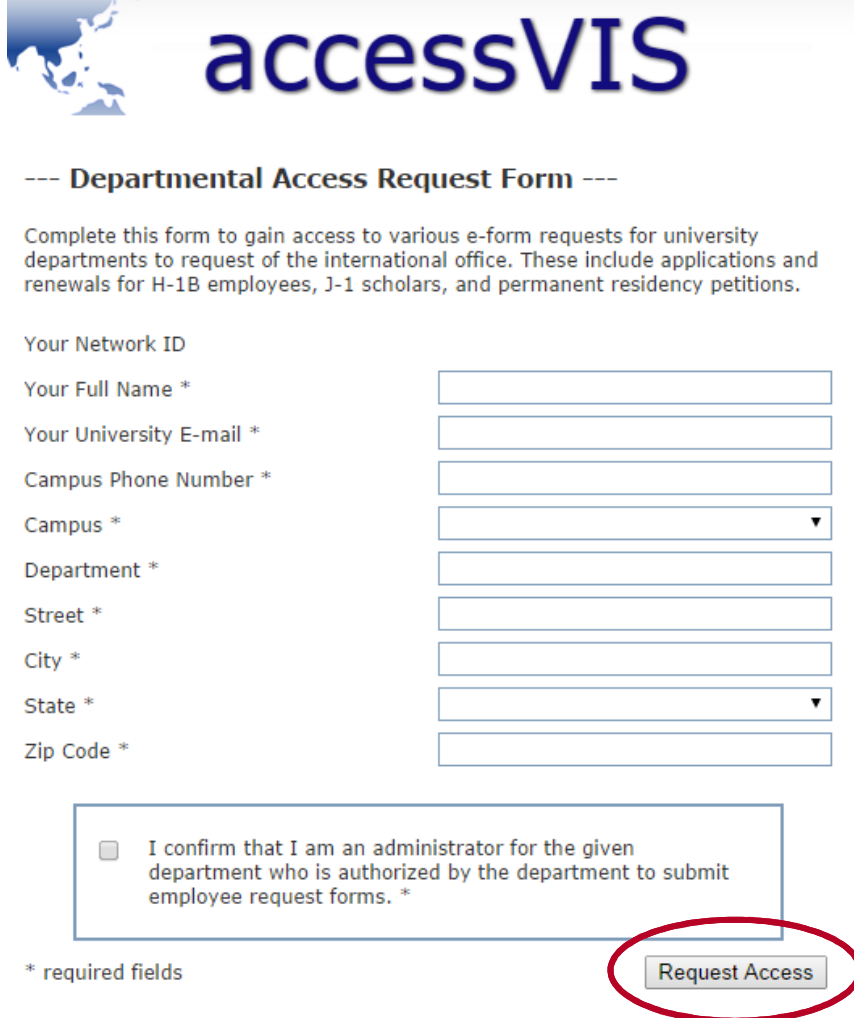
[Administrative Services for University Departments](#)



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> 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.



accessVIS

--- Departmental Access Request Form ---

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.

Your Network ID

Your Full Name *

Your University E-mail *

Campus Phone Number *

Campus *

Department *

Street *

City *

State *

Zip Code *

I confirm that I am an administrator for the given department who is authorized by the department to submit employee request forms. *

* required fields

Request Access



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.

accessVIS

Secure Online Session

Test User

Network ID:

accessVIS Home Page

Scholar & Faculty Services

H-1B Employee Application

EV Extension Request

J-1 Exchange Visitor Request

J-1 Student Intern Request

Site of Activity Add/Change

Logout of accessVIS

Lookup International Record

Find an 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.

University ID * TEMP757224

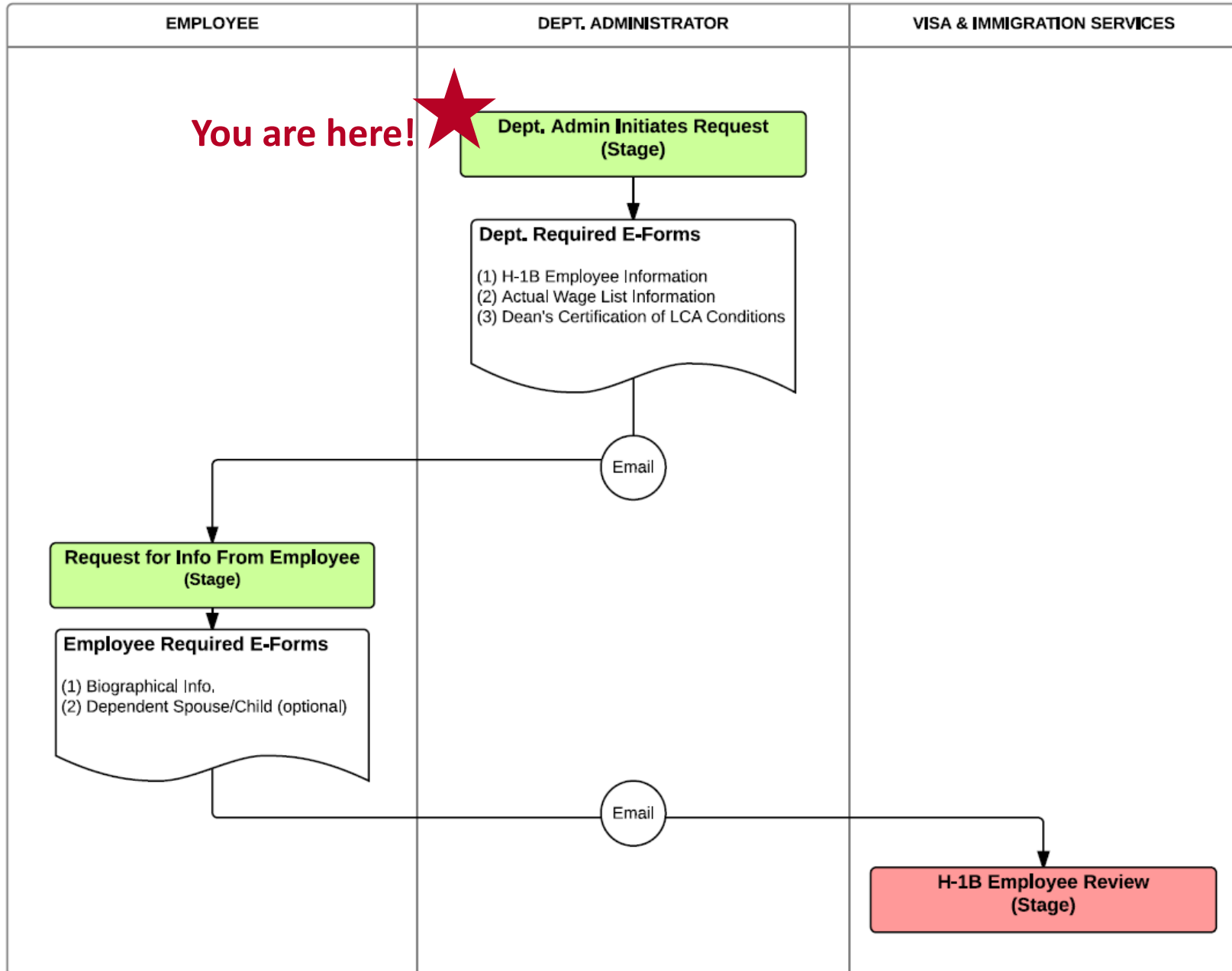
Date of Birth * August 21 1985

* required fields

Find 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





H-1B Employee Application: Required Uploads

Prospective Employee Uploads

- Passport (photo and expiration page)
- H-1B Visa Stamp*
- I-797 Approval Notices (current/previously 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.

- (1) [H-1B Employee Information](#)
 - (2) [Actual Wage List Information](#)
 - (3) [Dean's Certification of Labor Conditions](#)
- } To be completed by the Department Administrator

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- Biographical Information
 - Dependent Spouse/Child
- } To be completed by the Employee

<input type="checkbox"/> = Incomplete	<input type="checkbox"/> = Submit Another	<input type="checkbox"/> = Follow-Up Required
<input type="checkbox"/> = Optional	<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Routed to a 3 rd Party
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review	<input type="checkbox"/> = Denied
<input type="checkbox"/> = Draft		



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

EMPLOYEE INFORMATION

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: *

	▼
New	
Extension	
Amendment	

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

WAGE INFORMATION FOR EMPLOYEE WITH SIMILAR POSITION

Name: *

Job Title: *

Salary:

Is this employee in H-1B Status? * YES NO

Are the H-1B's qualifications comparable to this employee's? YES NO

Qualifications:

Highest Degree Earned: *

Field of Study: *

Year degree was earned: *

Years of experience in the field: *

Additional Education / Certifications Earned:



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.

- (1) [H-1B Employee Information](#)
- (2) [Actual Wage List Information](#)
- (3) [Dean's Certification of Labor Conditions](#)

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- Biographical Information
- Dependent Spouse/Child

= Incomplete = Complete = Draft
 = Optional = Not Yet Available = Pending Review
 = Submit Another = Routed to a 3rd Party
 = Follow-Up Required = Denied



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 access VIS 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.

Stony Brook ID: TEMP411121

Dear Test Employee:

Thank you for your interest in Stony Brook University! As a non-immigrant of the United States, to visit Stony Brook University for a specific objective, Visa & Immigration Services (VIS) must obtain certain information from you and your department to determine the most appropriate non-immigrant status and category.

Your host department has initiated a request for H-1B Employee Status on your behalf, however your submission of the following forms is required in order to proceed. Follow the login instructions below to complete your portion of the electronic **H-1B Application for a New Employee**.

- Biographical Information
- Dependent Spouse/Child (optional)

Login Instructions:

1. Enter <https://vis.stonybrook.edu> into your browser, or [click here to begin!](#)
2. Click on "Limited Services"
3. Enter your **SBU ID (TEMP411121)**, **Date of Birth (02/01/2010)**, and **Limited Access Pin (907655)**.
4. Click to expand the *Department Services* window (located on left menu bar), then double click **H-1B Application for a New Employee**.



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

The screenshot shows the accessVIS website. At the top, there is a world map and the text "accessVIS". Below the map, it says "Secure Online Session" and "Test Employee" with "Campus: USBNY". A navigation menu on the left includes: "accessVIS Home Page", "Departmental Services", "H-1B Employee Application" (highlighted), "F-1 Student Services", "J-1 Student Services", "Pre-Arrival & Check-In", "Scholar & Faculty Services", "Special Programs", and "Logout of accessVIS".

H-1B Application for a New Employee

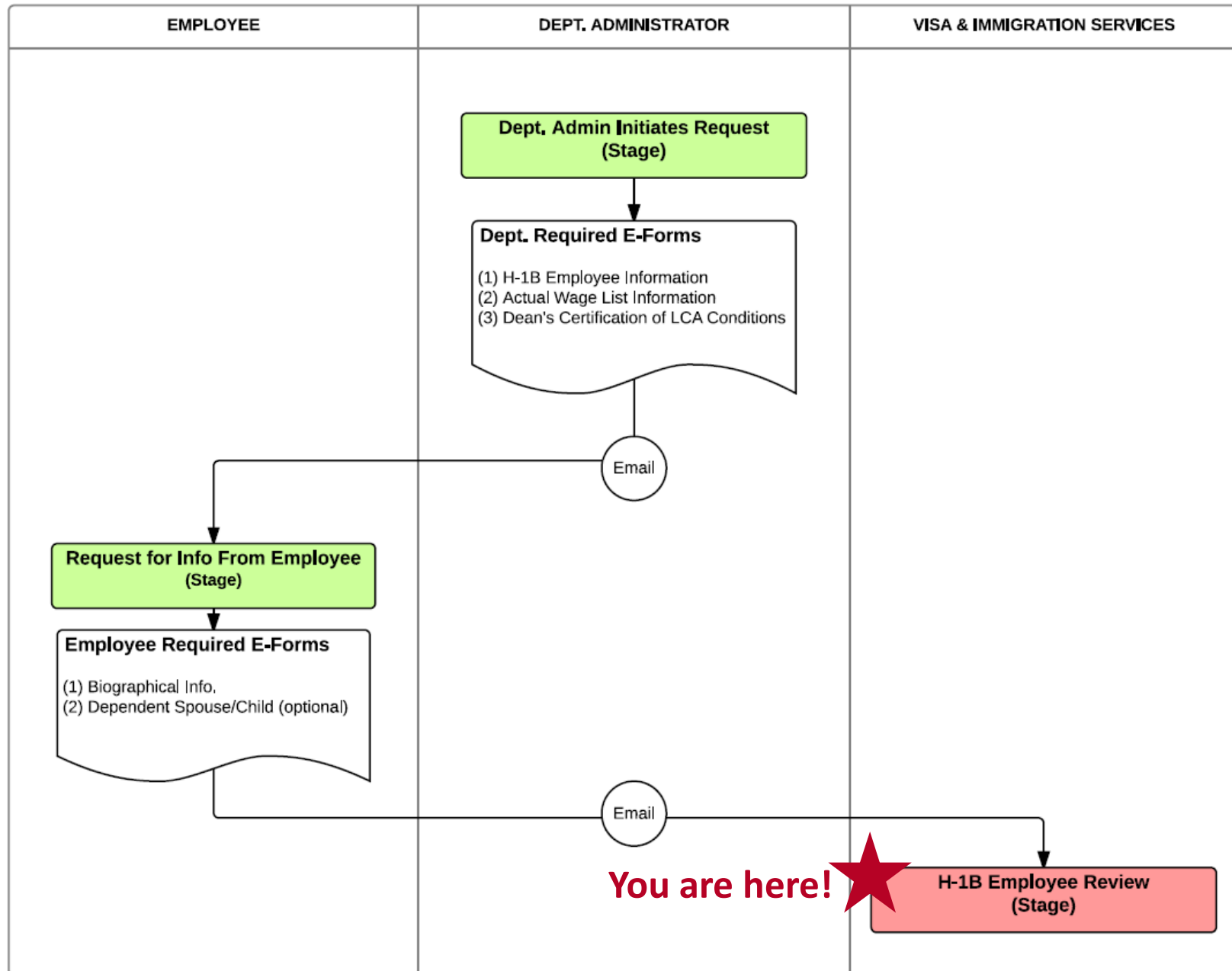
The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three years can be requested at one time, while a total of six years in H-1B status is possible. Visa & Immigration Services will review, complete, and submit the H-1B petition to the United States Citizenship and Immigration Service (USCIS).

Completed *H-1B Application for a New Employee* must be submitted to VIS through accessVIS **no later than 120 days before the H-1B employment is due to begin**. As the H petition itself can be filed with USCIS up to 6 months before the initial date of employment on the petition, it is advised that the *H-1B Application for a New Employee* be submitted 7 months before the intended start of employment.

Below is a checklist of forms required in order for Visa & Immigration Services to prepare the H-1B petition. Many of the following forms require the attention of the sponsoring department; however others are to be completed by the prospective employee.

- Biographical Information
- Dependent Spouse/Child

H-1B Employee Request Work Flow





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