

## iSTART H-1B Extension Process for the International Employee

Your hiring department must begin the sponsorship process \*before\* you attempt to login to iStart. Once you receive a confirmation email from iStart indicating that your department has begun the process, you may login to iStart to access the employee forms.

1. Login to [istart.uga.edu](http://istart.uga.edu)
  - a. If you have a current UGA MyID, click on the blue login button on the left. Enter your UGA MyID and password to login.
  - b. If you do not have a UGA MyID, click on the link for “Limited Services” on the right.
2. Click “Departmental Services” in the column on the left.



The screenshot shows the iStart web application interface. At the top left is a world map. The main header includes the text "iStart" and "UGA's online services for international students, scholars/faculty & staff". Below the header, the user is logged in as "Lisa Marie Troutman" with Network ID "mariet". A navigation menu on the left contains four items: "iStart Home Page", "Departmental Services" (highlighted with a blue arrow), "International Office", and "Logout of iStart". The main content area displays the "sunapsis®: International Office Module Launch Page", which includes a copyright notice for 2005 Indiana University and Jason Baumgartner, a description of the application suite, a privacy policy notice, and two links: "Launch the sunapsis®: International Office Module" and "Download Java".

1324 S. Lumpkin Street, Athens, GA 30602  
Phone (706)542-2900 | Fax (706)583-0106

3. Click "H-1B Employee Extension".



The screenshot shows the iStart Services Home Page. At the top left is a world map. The "iStart" logo is in the top right. Below the logo, it says "UGA's online services for international students, scholars/faculty & staff". On the left, there is a "Secure Online Session" section with the user name "Mea TESTH1B", campus "Athens", and network ID "810609727". A sidebar menu on the left contains several categories: "iStart Home Page", "Biographical Information", "Departmental Services" (with sub-items "H-1B Employee Application" and "H-1B Employee Extension"), "F-1 Employment - Practical Training", "I-485 - Adjustment of Status", "Immigration Check-in Forms", "Student Admission and Orientation", and "Logout of iStart". A blue arrow points from the "H-1B Employee Extension" link to the "SEVIS Status Information" box. This box contains the text: "No SEVIS Information on File. If you are an F-1 or J-1 sponsored by [redacted] organization then you'll [redacted] contact your sponsor for details about your SEVIS status." To the right of this box is an "Options" section with two unchecked checkboxes: "View cases closed before today" and "View correspondence and notes older than 60 days". At the bottom of the page, the address "1324 S. Lumpkin Street, Athens, GA 30602" and phone/fax numbers are listed.

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4. Fill out the forms, starting with "Applicant Information".  
 "Applicant Information" is required. Only fill out "Dependent Spouse & Children" if you have dependents with you in the U.S.





# iStart

UGA's online services  
for international  
students,  
scholars/faculty &  
staff

**Secure Online Session**

**Mea TESTH1B**

Campus: Athens

Network ID: 810609727

- iStart Home Page**
- Biographical Information**
- Departmental Services**
  - H-1B Employee Application
  - H-1B Employee Extension**
- F-1 Employment - Practical Training**
- I-485 - Adjustment of Status**
- Immigration Check-in Forms**
- Student Admission and Orientation**
- Logout of iStart**

## H-1B Extension for an Employee

The H-1B visa is for professional positions at the institution. A maximum of 3 years can be requested at one time, with a total of 6 years in H-1B status possible. Immigration Services will review, complete, and submit the H-1B petitions to the United States Citizenship and Immigration Services (USCIS). To assist us with this process, the sponsoring department and H-1B petitioner will need to follow the steps below and submit the requested forms and materials.

After completing each form, click "Submit" at the bottom of the form. You do not need to save the draft prior to submitting, although you can if you wish. If you click on "Cancel" at the bottom of the form, it will delete any information you have entered on the form and reset it to blank.

[Applicant Information](#)

←

[Dependent Spouse & Children](#)

### E-FORMS TO BE COMPLETED BY YOUR DEPARTMENT

- Applicant Access
- Departmental Fees & Billing
- Departmental H Extension Position Information
- Departmental Actual Wage Certification
- Departmental Compliance Certification

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