

## iSTART H-1B Initial 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.

**University of Georgia Office of International Education**

**iStart**

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

**Secure Online Session**  
Mea TESTH1B  
Campus: Athens  
Network ID: 810609727

### iStart Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

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

#### SEVIS Status Information

Information on File.

If you are an F-1 or J-1 sponsored by a different organization then you'll need to contact your sponsor for details about your SEVIS status.

ISSIS

#### Options

- View cases closed before today
- View correspondence and notes older than 60 days

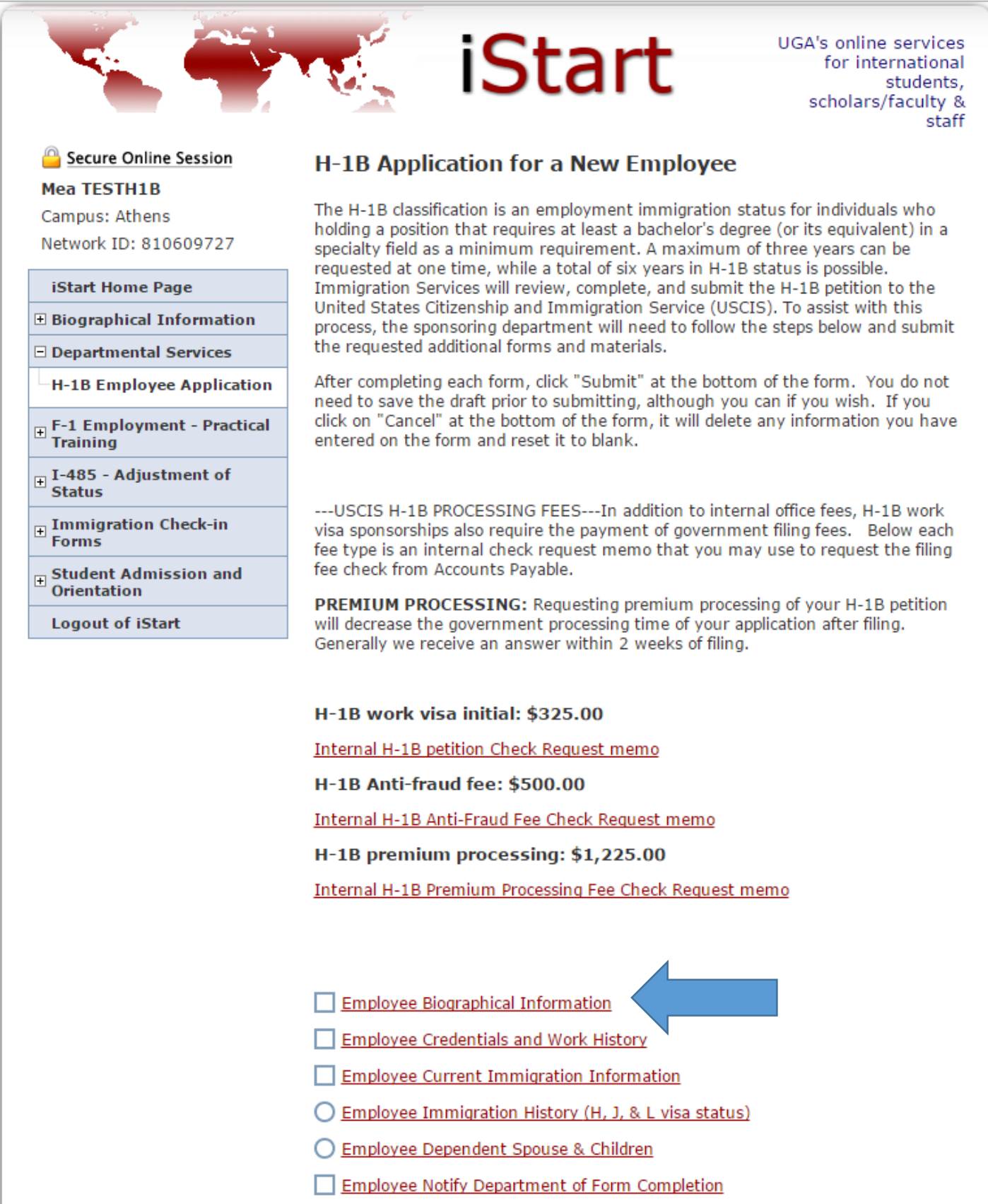
3. Click "H-1B Employee Application".



The screenshot shows the iStart Services Home Page. At the top right, it says "UGA's online services for international students, scholars/faculty & staff". The main heading is "iStart Services Home Page". Below this, there is a description: "Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more." On the left, there is a navigation menu with items like "iStart Home Page", "Biographical Information", "Departmental Services", "H-1B Employee Application", "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 to the "H-1B Employee Application" link. In the center, there is a "SEVIS Status Information" box with the text: "No SEVIS Information on File. If you are an F-1 or J-1 sponsored by a different organization then you'll need to contact your sponsor for details about your SEVIS status." To the right of this box is an "Options" box with two unchecked checkboxes: "View cases closed before today" and "View correspondence and notes older than 60 days". At the bottom left of the page, the text "ISSIS" is visible.

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Phone (706)542-2900 | Fax (706)583-0106

4. Fill out the forms, starting with "Employee Biographical Information"



The image shows a screenshot of the iStart website. At the top left is a world map. The 'iStart' logo is in the top center, and text on the top right reads 'UGA's online services for international students, scholars/faculty & staff'. A sidebar on the left contains a 'Secure Online Session' for user 'Mea TESTH1B' with campus 'Athens' and network ID '810609727'. Below this is a menu with options like 'Biographical Information', 'Departmental Services', 'H-1B Employee Application', 'F-1 Employment - Practical Training', 'I-485 - Adjustment of Status', 'Immigration Check-in Forms', 'Student Admission and Orientation', and 'Logout of iStart'. The main content area is titled 'H-1B Application for a New Employee' and contains several paragraphs of text explaining the H-1B classification, submission instructions, and processing fees. A list of links for check request memos is provided for initial, anti-fraud, and premium processing fees. At the bottom, a list of application steps is shown, with a blue arrow pointing to the first step, 'Employee Biographical Information'.

**Secure Online Session**  
Mea TESTH1B  
Campus: Athens  
Network ID: 810609727

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

### H-1B Application for a New Employee

The H-1B classification is an employment immigration status for individuals who holding a position that requires at least a bachelor's degree (or its equivalent) in a specialty field 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. Immigration Services 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 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.

---USCIS H-1B PROCESSING FEES---In addition to internal office fees, H-1B work visa sponsorships also require the payment of government filing fees. Below each fee type is an internal check request memo that you may use to request the filing fee check from Accounts Payable.

**PREMIUM PROCESSING:** Requesting premium processing of your H-1B petition will decrease the government processing time of your application after filing. Generally we receive an answer within 2 weeks of filing.

**H-1B work visa initial: \$325.00**  
[Internal H-1B petition Check Request memo](#)

**H-1B Anti-fraud fee: \$500.00**  
[Internal H-1B Anti-Fraud Fee Check Request memo](#)

**H-1B premium processing: \$1,225.00**  
[Internal H-1B Premium Processing Fee Check Request memo](#)

- [Employee Biographical Information](#)
- [Employee Credentials and Work History](#)
- [Employee Current Immigration Information](#)
- [Employee Immigration History \(H, J, & L visa status\)](#)
- [Employee Dependent Spouse & Children](#)
- [Employee Notify Department of Form Completion](#)

5. NOTE: Your request will not be processed until you fill out the final form, "Employee notify department of form completion".