How to complete an H-1B request

For Department Admin
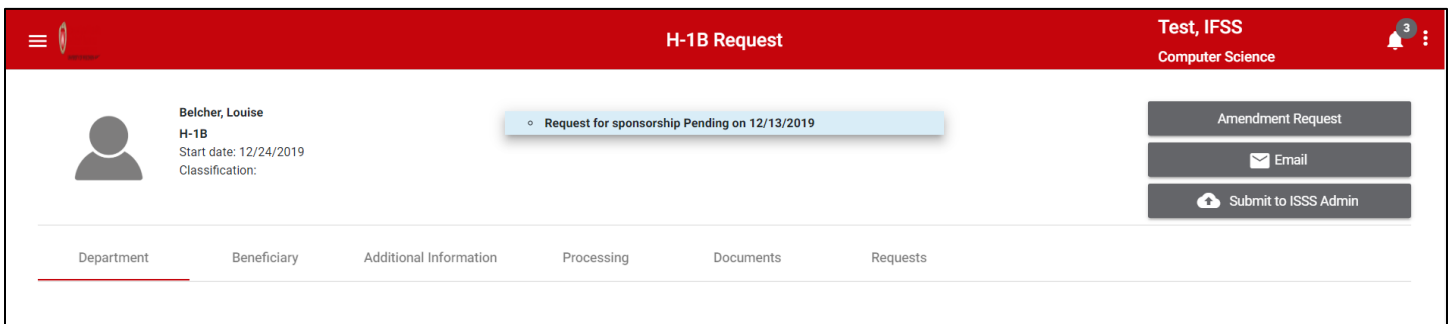
When and why would you do this?

- You NSR was approved for an H-1B.
- As soon as the NSR is approved you should complete the H-1B request.

Steps:

1. Login to TDS: terradotta.wisc.edu
2. On your dashboard, you'll see the following header:

The header remains common across all tabs, whether the petition is in the information-gathering stage or a USCIS decision has been recorded on the petition. The top right corner displays the name of the Department Admin (you). The Notification Bell is present and will generate from IFSS when information updates. Clicking on the three vertical dots in the top right corner of the page will allow you to securely log out.

Within a beneficiary's profile account, the thumbnail picture and scholar's information will remain on the top of the screen. Additionally, you can email either the ISSS Admin (which is IFSS) or Beneficiary directly from the portal.

Your view will include 6 tabs: Department, Beneficiary, Additional Information, Processing, Documents and Requests.

3. Fill out the **Department tab**. This tab contains information specific to the department, position, and employment site.

   Information
   - Offered wage
   - Hiring Department (carries over from Sponsorship Request)
   - Position Title
   - Position Type
   - Position Description
   - Position Requirements

Prevailing Wage
- Job Location Address
- Requirement to work off-site (if yes, ability to enter another address)
- Degree Requirement
- Subject [of Degree] Requirement
- Related Field information
- Post-degree experience information
- Postdoctoral work information
- Travel requirement information
- Supervision of others information

Actual Wage
- Information with others in same job classification
- Names and Salary of those with the same qualifications

Export Control Information
- To gather the required information in order to complete this section, you must still use the paper Export Control form on the H-1B Toolkit for HR Professionals (under step 3). Departments can fill out the top portion of the form, but the questions must be answered by a Supervisor, Principal Investigator, or Department Chair.
- Once the paper form is filled out and signed, answer the questions in the Department tab and then upload the Export Control Form into the Documents tab.
- This section is not required in order the Save. This will allow you time to gather this information while IFSS can at least start the prevailing wage determination using the information above.

Before moving to the next tab, click **Save**.
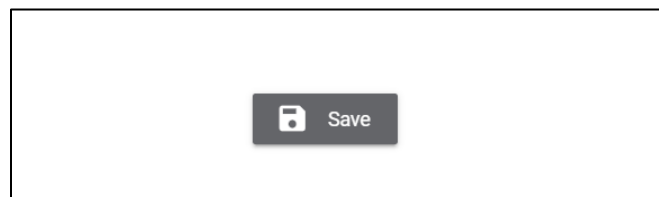
4. **Beneficiary tab** – this is for your scholar/employee to fill out.
5. Complete the **Additional Information tab.** This tab is customized by IFSS. Some content is assigned to you; some content is assigned to the H-1B. You will only see the content assigned to you. If not content is assigned to you, this tab will be blank.

Before moving to the next tab, click **Save**.

6. Complete the **Processing tab**. This page is intended to help IFSS gather information with reference to USCIS forms. The **bold** items you will have to ask the scholar for at this time.
   - **Notification Office (Consulate, Office Address - City, Office Address - U.S. State or Foreign Country)**
   - **Beneficiary Foreign Address**
   - Are you filing dependent application with this petition?
   - Is the beneficiary in removal proceedings (i.e. deportation proceedings)?

The remaining questions on this form you can leave blank and IFSS will fill them in appropriately.

Before moving to the next tab, click **Save**.

7. **Documents tab.** This page is where you'll upload important employer provided documentation such as appointment letters, position description, etc. For a list of required documents to upload, see our Hiring Unit Document Checklist at https://terradotta.wisc.edu/?go=hiringunith1bchecklist.

8. Once you have completed all your tabs and the beneficiary has completed their part, click Submit to ISSS Admin.

H-1B Request	Test, IFSS
	Computer Science

○ **Request for sponsorship Pending on 12/13/2019**

Amendment Request

✉ Email

☁ Submit to ISSS Admin