How to Initiate an Amendment

When would you use this?

- If there are changes to the H-1B appointment and IFSS must review the changes to determine if there is a material change that requires an amendment to be filed with USCIS before the changes start.
- If, when entering the US, Customs shortened the H-1B end date.

Steps:

1. Find your H-1B scholar's active card in TDS.
2. Request an Amendment using one of these options:
   - Click the Requests tab. Under the Available Requests sections, click the Amendment icon. See yellow arrows below.

   OR:
   - Click the Amendment Request gray box in the upper right corner. See yellow arrow below.
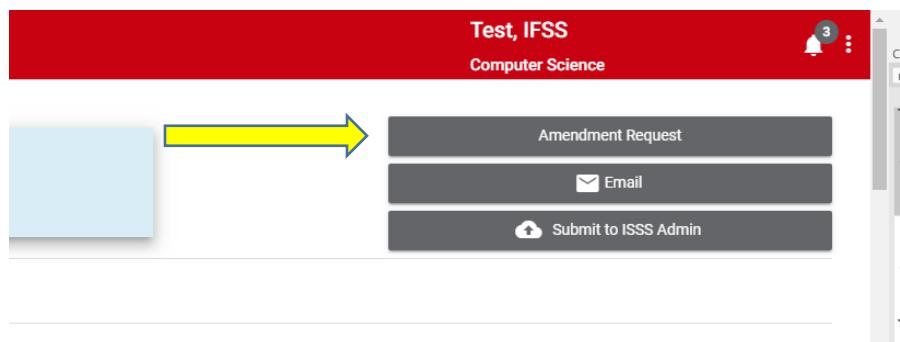
3. Fill out the necessary information (this is very much like our old paper Amendment Determination Form).

Amendment ✕

Amendment

What is the reason for requesting an amendment?

changing position

3983 characters remaining

Is the department changing?
○ Yes ◉ No

Is Job Title changing?
◉ Yes ○ No

What is the new title?

instrumentation tech

What is the new Job description?

designs new musical instruments

3969 characters remaining

Is salary changing?
◉ Yes ○ No

What is the new salary?

200000

Per (unit of time)

Year ▾

Is the worksite location changing?
○ Yes ◉ No

Document upload

Please attach relevant documents

Drop files here / **Browse...**

Link Previous Documents

USCIS Forms ⌄

Other ⌄

Cancel   💾 **Create Request**

NOTE: if an amendment is requested <u>only because Customs shortened the H-1B end date</u>, put this statement in the section that asks "What is the reason for requesting an amendment?":

Form I-94 has shortened H-1B end date (or "Admit until" date) of [I-94 END DATE].

Then, answer "No" to all questions on Amendment and upload a copy of the Form I-94.

4. Click Create Request. IFSS will be notified that an Amendment was requested and will review, comment, and make a decision regarding the Amendment.
5. You can see the pending Amendment Request under Pending Requests. When a decision is made, the Amendment request will move to the Completed Requests.
6. When IFSS approves an Amendment request, a new H-1B Amendment card will be automatically created in the Pending tab.

7. Continue like any other New or Extension request. Complete the required tabs within TDS, follow up with the scholar to make sure s/he completes their sections of TDS, and upload all relevant documents. Use the same document checklists.
   - Hiring Unit Document Checklist: https://terradotta.wisc.edu/?go=hiringunith1bchecklist
   - H-1B Scholar Document Checklist: https://terradotta.wisc.edu/?go=employeeh1bchecklist