

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.

The screenshot shows the 'H-1B Request' interface. At the top, there is a red header with the text 'H-1B Request' and 'Test' on the right. Below the header, there is a user profile section for 'Parton, Dolly' with details: 'H-1B', 'Start date: 08/19/2019', and 'Classification: New Employment'. To the right of the profile is a light blue box containing a list of requests: 'Request for sponsorship Pending on 06/26/2019', 'Prevailing wage Determination Issued on 07/24/2019', 'LCA Certified on 07/24/2019', and 'USCIS Petition Decision on 09/09/2019'. Below this is a navigation bar with tabs: 'Department', 'Beneficiary', 'Additional Information', 'Processing', 'Documents', and 'Requests'. A yellow arrow points to the 'Requests' tab. Under the 'Requests' tab, there are two sections: 'Pending Requests' and 'Completed Requests'. The 'Pending Requests' section contains a table with columns 'Request type', 'Request Status', and 'Actions'. The table has one row with 'Amendment' in the 'Request type' column, 'Requested' in the 'Request Status' column, and an 'Amendment' icon in the 'Actions' column. A yellow arrow points to this 'Amendment' icon. The 'Completed Requests' section shows 'No completed request available.' and 'Items per page: 5 0 of 0'.

OR:

- Click the Amendment Request gray box in the upper right corner. See yellow arrow below.

The screenshot shows the 'Test, IFSS' interface. At the top, there is a red header with the text 'Test, IFSS' and 'Computer Science' on the left, and a notification icon with the number '3' on the right. Below the header, there is a light blue box on the left. To the right of the box is a vertical stack of three gray buttons: 'Amendment Request', 'Email', and 'Submit to ISSS Admin'. A yellow arrow points from the light blue box to the 'Amendment Request' button. On the right side of the interface, there is a vertical sidebar with a 'Clip' button and a scroll bar.

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? What is the new Job description?

instrumentation tech designs new musical instruments

3969 characters remaining

Is salary changing?

Yes No

What is the new salary? Per (unit of time)

200000 Year

Is the worksite location changing?

Yes No

Document upload

Please attach relevant documents

Drop files here /

Link Previous Documents

USCIS Forms

Other


NOTE: if an amendment is requested only because Customs shortened the H-1B end date, 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.

Scholar Portal Access : Open



Parton, Dolly

[H-1BAmendment status](#) Request for sponsorship
Superstar, Computer Science
Dept Admin : Tollefson, Katie

📅 Start date : 08/19/2019
📄 Classification : New Employment

DOB: 01/31/1983

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://terraddotta.wisc.edu/?go=hiringunit1bchecklist>
 - H-1B Scholar Document Checklist: <https://terraddotta.wisc.edu/?go=employeeh1bchecklist>