

How to initiate an H-1B extension



When and why would you do this?

- Your H-1B scholar's status ends in 180 days or less, and
- You want to continue this scholar's employment at the UW, and
- There have been no significant changes to the H-1B scholar's employment, including but not limited to work location(s), title series, job duties, salary, etc.

NOTE: Promotions within a title series are generally ok, as well as merit increases and promotion increases (within reason). If you're unsure if the changes in the job are significant or not, please request an Amendment instead so that IFSS can review the totality of the changes.

Depart Admin and active H-1B scholars will receive an automatic email **180 days** before their H-1B status expires to start the H-1B extension process. Under federal law, we cannot file an H-1B extension more than 6 months (180 days) before the current H-1B expiration date.

Steps:

1. It is the Hiring Unit's responsibility to discuss with the H-1B scholar's supervisor if they would like to request an H-1B extension. Additionally, touch base with your scholar to find out if the scholar has changed status to permanent residency (AKA: PR or "green card").
 - If they have received PR, then an H-1B extension is not needed; IFSS needs a copy of the PR card.
2. Login to the [Scholar Portal](#). Find your H-1B scholar's active H-1B card in TDS under the Active tab on your dashboard. You will know that you can apply for an H-1B extension when you see the orange triangle in the upper-right hand corner of the H-1B card. If you hover over the triangle, it will say "Extension Eligible". Click anywhere on the card to open it. (see screenshot on next page)
 - NOTE: For H-1Bs, there is a card per petition, not person. Therefore, if we have filed an H-1B twice for someone, there will be two cards in Active. Make sure you are requesting an extension on the most current H-1B card. To easily see which is the most recent card, switch to List view in the upper right-hand corner (default is Grid view). List view contains the H-1B petition end date. List view does not show the orange triangle though to show you which card is expiring.



+ New Sponsorship Request 🔍 Search by Name

Sponsorship Requests Pending Records **Active Records** All

Sort By ▾



DOB: 10/12/1981

Bing, Chandler

H-1B status : USCIS Petition
Computer Science
Dept Admin : Brady, Jan
Start date : 02/08/2020
Classification : New Employment

Scholar Portal Access : Close 


3. In the lower right-hand corner (on any tab), click on the “Apply H-1B Extension” button.

ing Documents Requests

 Phone

Complete Campus Address

 11 main street, madison wi 55555

 **Apply H-1B Extension**

- You will then see a pop up, asking you what new H-1B end date you would like (you can request up to 3 years at a time). If you aren't sure if your scholar has H-1B time left (there is a 6 year max on H-1Bs, with some exceptions for scholars who are at a certain point in the permanent residency process), email your IFSS contact and we can check first. When you've entered the requested end date, click submit.



The screenshot shows a red header bar with the text "H-1B Extension" and a close button (X) in the top right corner. Below the header is a light gray input field with a calendar icon on the left and the text "Program End Date (MM/DD/YYYY) *". At the bottom right of the form are two buttons: "Cancel" and "Submit" (with a right-pointing arrow).

- TDS will automatically create an H-1B Extension card on your Pending tab and take you directly into the card after you hit submit. It is recommended that you wait until IFSS has moved the card to "approved" status before you start updating, saving or uploading documents. IFSS will do that as soon as possible (we will get a notification in TDS, as well) to quickly facilitate the extension process.



The screenshot shows a red header bar with a menu icon on the left and the text "H-1B Request" on the right. Below the header, there is a profile card for "Bing, Chandler" with the text "H-1B Extension", "Start date: 02/08/2020", and "Classification: New Employment". To the right of the profile card is a light blue card with the text "Request for sponsorship Pending on 02/08/2020". A blue arrow points from the text in step 5 to this card.

- Once IFSS has updated the H-1B extension card to approved, reach out to your H-1B scholar to go into TDS to complete their part of the extension process.
 - NOTE: If your H-1B scholar has never logged into TDS before, IFSS will send them an invitation email to the Scholar Portal (that email will include a KB to let them know what to do in TDS and how to login). Please follow up with the scholar to ensure they have received the email and know what to expect.
- As the Department Admin, you are still required to fill out the normal tabs in TDS and upload documents. This is the same as a new H-1B. **Make sure you are updating information and uploading into the new H-1B extension card that is in your Pending tab on your dashboard. Do not upload into the H-1B card on the Active tab.**