Information Required to Complete an H-1B Employee E-Form through iStart

Login Information
• University ID Number (Obtain by initiating an “Add New Person e-Doc” request)
• Applicant’s Date of Birth
• Campus Where Work Will Be Performed

H-1B Applicant Information
• Applicant’s First (Given), Middle, and Last (Family) Names as they appear on the passport
• Applicant’s Alternate Names
• Applicant’s Gender
• Date, Province, Country of Birth
• Country of Citizenship
• Applicant’s Social Security Number
• Applicant’s SEVIS Number (if applicable)
• Applicant’s Employment Authorization Card Number (if applicable)
• Applicant’s DHS A Number (if applicable)
• Applicant’s Email Address
• Passport Number, Issue Date, and Expiration Date
• Periods of Prior H Status in the US (H-1B and/or H-4)

Answer the Following Questions:
• If the applicant is in exclusion or deportation proceedings then please explain
• If the applicant has ever been denied a petition for H-1 status then please explain
• If a Labor Certification, Form I-140, or Form I-485 has been filed on behalf of the applicant please explain
• Has the applicant or any of their dependents ever been in the U.S. as a J-1 or J-2?
• Is the applicant subject to the 2-Year Home Residency Requirement?
• Has the applicant applied for a waiver of the 2-Year Home Residency Requirement?
• Are there dependents in the U.S. that will be applying for a change of status to H-4 or an extension of their current H-4 status?
  • If yes, how many H-4 dependents will be filed with this petition?

For Applicants Currently in the US
• Is the applicant currently in the US?
• Date of Last Arrival in the US
• I-94 Number
• Current Immigration Status in the US
• If current immigration status is F-1: Has the applicant applied for Optional Practical Training?
• If current immigration status is F-1: Is the applicant currently engaged in Optional Practical Training?
• If current immigration status is J-1: Is the applicant currently engaged in Academic Training?
• Expiration Date of Current Immigration Status
• Current Residential Address and Phone Number
• Dates and Locations of Travel Outside the US, if planned, during the next six months

For Applicants Outside of the US
• City and Country of US Consulate where Applicant will Apply for an H-1B Visa Stamp
• Applicant’s Foreign Address and Phone Number

NOTE: Departments may opt to ask the applicant to complete the above section. Within the H-1B Applicant Information screen, simply click “Give the Applicant Access to Complete this Section” and the applicant will be automatically sent an email requesting that he/she complete the H-1B Applicant Information section. The applicant’s email address is required.
Information about the University Position

- Position Number and Title
- If the position is a Staff position, copy of the position’s PAQ
- Salary Plan and Grade Code
- University Offered Salary Amount
- Position % FTE
- Number of Hours Overtime the Employee Will Work
- Employee's Hourly Work Schedule
- Requested H-1B Start and End Dates
- Brief (non-technical) description of the position’s duties
- Whether travel will be required in order to perform the job duties: yes or no
- Campus where work will be performed
- Name of hiring unit
- Address(es) where the H-1B employee will work
- Job title and name of H-1B Employee’s immediate supervisor
- Number of non-student full-time employees that the H-1B Employee will supervise
- Minimum degree required (including field) for the position as required in the position description
- Additional required prior job experience as listed in job description
  - Minimum number of years/months and position title for prior job experience
- Additional required on the job training listed in job description
  - Minimum number of years/months and type of training

Answer the Following Questions:

- Will the H-1B applicant be participating in any research for which publication of the research results is restricted (for example, publication requires prior approval by the sponsor)?
  - If yes, please describe the research, the sponsor, and the nature of the restrictions.
- Will the H-1B applicant have access to confidential information or proprietary technology or technical data received from a third party -- for example, information covered by a non-disclosure agreement between IU and an outside research sponsor or other outside entity)?
  - If yes, please describe the information/technology/technical data and what the H-1B applicant will be doing with this information/technology/technical data.
- Will the H-1B applicant have access to or work on any military or space items or with technologies or technical data involving items specifically designed or modified for military or space use?
  - If yes, please describe the items/technology/technical data and what the H-1B applicant will be doing with these items/technology/technical data.
- Will the H-1B applicant work on any research sponsored by the Department of Defense, a homeland security agency, or a law enforcement or intelligence gathering agency?
  - If yes, please describe.
- Will the H-1B applicant have access to, or use, software that is not publicly available?
  - If yes, please describe the software and what the beneficiary will be doing with the software.
- Will the H-1B applicant have access to, or use, encryption technology?
  - If yes, please describe the encryption technology and what the H-1B applicant will be doing with the encryption technology.
Is it currently anticipated that the H-1B applicant will be working for any units other than the department or unit completing the present visa application?
  - If yes, please describe other work or provide contact information for someone from that department who can complete this questionnaire.
- Do you have any other reason to believe that the H-1B applicant will have access to any other military or dual use (civilian and military) technologies or technical data for which the beneficiary needs a license under the Export Administration Regulations or International Trafficking in Arms Regulations?
  - If yes, please describe.

Actual Wage List Information

The following comparison information is required from four similarly employed workers: department name, job title, salary, rank code, account number(s). Compare positions of same job title and rank code if possible.

Example:

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Salary</th>
<th>Rank Code</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Int'l Programs</td>
<td>Financial Manager</td>
<td>$28,000</td>
<td>PA 11</td>
<td>22-000-00</td>
</tr>
</tbody>
</table>

Updated August 2013
Wage Justification Information
This section justifies differences between the salary of an international employee and others on the Actual Wage List. Compare the H-1B employee to the employees whose information was provided for the Actual Wage List. Answer the following questions:

- **Experience**: Does the H-1B have more or less applicable work experience than the others listed on the Actual Wage List?
- **Qualifications**: How do the H-1B’s professional qualifications compare with the others listed on the Actual Wage List?
- **Education**: How does the degree (area of specialization and level) of the H-1B compare with that of the other individuals listed on the Actual Wage List?
- **Job Responsibility and Function**: Does the H-1B have more or less responsibility than the others listed on the Actual Wage List?
- **Specialized knowledge**: Does the H-1B bring any specialized knowledge to the position that would differentiate him or her from other colleagues?

Departmental H-1B Compliance Certification
Name, title, and e-mail address of Department/Division Head. After the above steps have been completed, this person will receive an automated email requesting an e-signature confirming the department’s desire to retain the scholar. This is the last screen of the e-form.

Once all sections have been submitted, you may logout of iStart. You will receive an email regarding your request within 3 business days.