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Reference Guide for Initiating Visa-Related Processes
with International Faculty Advising (H-1B, TN, E-3, O-1, Permanent Residency Sponsorship)

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## For NEW Hires

- ❑ Initiate Hire in Workday
  - Note in Comments Section: "International Hire: Requesting DOB, PSU ID#, official offer letter and initiate background check"

- ❑ If you do not already have Administrative access to iStart, please email FacultyAdvising@psu.edu for instructions

- ❑ Go to iStart: **http://istart.gp.psu.edu/**

- ❑ Click on **PSU Department Contacts Click Here** (at the bottom of the screen/page)

- ❑ Click on **Departmental Services**

- ❑ Select and Complete - **Add New Person** eForm *(only if employee is NEW to PSU or has No Profile in iStart)*
  - Choose **"Scholars"** for campus location
  - No Spaces or Dashes in PSU ID#

- ❑ Select and Complete **Faculty Advising: Visa Inquiry/New Offer Notification** eForm
  - You can use this eForm as a means of securing a visa recommendation and timeline even if offer has not yet been made
    - While you can submit this eForm without an official offer letter, we will need a basic draft of what the offer letter would include: title, salary, proposed duties, etc.
    - We will permit you to use a TEMP ID# assigned by iStart for this eForm ONLY - we will require an official offer letter and PSU ID# in order to initiate the visa sponsorship/work authorization process
  - *Non-Tenure/Tenure-Track Positions:* Initiate/Submit when offer is accepted OR at least 6 months before employment/visa start date
  - *Tenure/Tenure-Track Positions:* Initiate/Submit when offer is accepted OR within 60 days of the date on the initial offer letter

- ❑ Documentation to be Uploaded in PDF format:
  - Department: C.V., EJMS Job Posting, and a Copy of one of the National Ads (if PR sponsorship is/will be offered)
  - H-1B Applicant: Will be contacted directly by the system to upload documentation - see Applicant Checklist

- ❑ **STOP** and await further instructions from International Faculty Advising
  - Adviser assigned to the case will review and respond with next steps within 5-10 business days

## For CURRENT Employees Changing Visa Status (e.g., F-1 OPT to H-1B)

- ❑ Go to iStart: **http://istart.gp.psu.edu/**

- ❑ Click on **PSU Department Contacts Click Here** (at the bottom of the screen/page)

- ❑ Click on **Departmental Services**

- ❑ Select and Complete **Faculty Advising: Visa Inquiry/New Offer Notification** eForm
  - *Non-Tenure/Tenure-Track Positions***:** Initiate/Submit when offer is accepted OR at least 6 months before employment/visa start date
  - *Tenure/Tenure-Track Positions***:** Initiate/Submit when offer is accepted OR within 60 days of the date on the initial offer letter
- ❑ Documentation to be Uploaded in PDF format:
  - Department: C.V., EJMS Job Posting, and a Copy of one of the National Ads (if PR sponsorship is now being offered)
  - H-1B Applicant: Will be contacted directly by the system to upload documentation - see Applicant Checklist

- ❑ **STOP** and await further instructions from International Faculty Advising
  - Adviser assigned to the case will review and respond with next steps within 1-2 weeks

## For EXTENSIONS (e.g., Current Penn State Employee on Penn State Sponsored H-1B Visa)

- ❑ Go to iStart: **http://istart.gp.psu.edu/**

- ❑ Click on **PSU Department Contacts Click Here** (at the bottom of the screen/page)

- ❑ Click on **Departmental Services**

- ❑ Select and Complete **Faculty Advising: Extend / Amend H1B, TN, E3, O1** eForm
  - Initiate/Submit 4-6 months prior to the end of the current visa status (e.g., H-1B end date)

- ❑ Documentation to be uploaded in PDF format:
  - Department: C.V., Extension Letter/USCIS Letter of Support, EJMS Job Posting, and Initial Offer Letter and Copy of one of the National Ads (if PR sponsorship is now being offered when it was not initially)
  - Employee: Will be contacted directly by the system to upload documentation- see Applicant Checklist