HOW TO USE UC INTERNATIONAL SERVICES eFORMS

All requests for employment visas (E-3, H-1B, J-1, O-1, TN, etc.) or permanent residency petitions must be submitted using eForms through UC International Service's iBearcatGlobal database. Anyone working at UC who is not a U.S. citizen or permanent resident must be added to the iBearcatGlobal database and onboarded through UC International Services. This manual will explain how use iBearcatGlobal and submit eForm requests. It is recommended that departments identify a staff person who will submit all eForm requests on their behalf. This will enable one person (or, in larger departments, perhaps two people) to become skilled in using the iBearcatGlobal database.

Obtaining Access to Submit eForms

Departmental faculty/staff wishing to submit an eForm request must go to https://ibearcatsglobal.uc.edu and submit a "departmental access" request. Users should click the "Administrative Services for University Departments" link.

From here you will be prompted to enter your UC 6+2 username and password for the Central Login Service.

Next, you will be asked to enter your UC network ID, your full name and email address. Use the dropdown box to select your campus (UC Main Campus, unless you work at UC Blue Ash or Clermont College). Then put your department name and click the "request access" button. Your request will be processed promptly and you will receive an email confirmation once your access has been granted (see sample email below).

--- Departmental Access Granted ---
You have been approved to view and submit departmental requests. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions. Use the options on the left menu bar to access a given request type.

🔒 Secure Online Session
Ron Cushing
Campus: MAIN
Network ID: cushinrb

| iStart Home Page |
| ⊟ Departmental Services |
| Employee Biographical and Address Verification |
| Add New Person eDoc Process |
| H-1B Employee Application |
| H-1B Employee Extension |
| J-1 Scholar Application |
| J-1 Scholar Extension |
| Permanent Residency |
| **Departmental Access Request** |
| ⊞ iOffice Application |
| Logout of iStart |

Your Network ID — cushinrb
Your Full Name * — Ronald Cushing
Your University E-mail * — cushinrb@email.uc.edu
Campus * — UC Main Campus
Department * — International Services

☑ I confirm that I am an administrator for the given department who is authorized by the department to submit employee request forms. *

Last Updated — 05/20/2008 10:58 AM
* required fields

Request Access

Dear Ronald Cushing

Your request for departmental access to iBearcatGlobal for J-1, H-1B, and PR processing has been approved. You now have access to these services via OneStart - HRMS - Links - iBearcatGlobal (International).

iBearcatGlobal Departmental URL:
https://ibearcatsglobal.uc.edu/iBearcatGlobal/controllers/admin/AdminEngine.cfm

UC International Services
http://www.uc.edu/international/services

Obtaining a UC ID Number for eForm Submission

In order to submit an eForm request, the international visitor in question **MUST** have a UC ID number (M number) and have a record in UC International Service's iBearcatGlobal database. In general, international visitors fall into one of three groups in iBearcatGlobal: (1) those working for or being paid by the University; (2) those collaborating with, but who are not being paid by, the University; and (3) those enrolled for classes. For each group there is a different way to generate a UC ID number and to get the visitor entered into iBearcatGlobal.

Group 1 includes E-3, H-1B, J-1, TN, O-1 and other visitors who will be paid by UC. These individuals **MUST** be entered into UCFlex prior to submitting an eForm request. The individual must be added to iBearcatGlobal using the "Add New Person" eForm, discussed below, once the M number is obtained.

3

Group 2 is for visitors (most typically J-1 Exchange Visitors) who will NOT be paid by UC. These are individuals coming to participate in collaborative projects using personal funds, government scholarships, home institutional support, or other sponsorships. It also includes those being paid by affiliates such as Cincinnati Children's Hospital Medical Center. These individuals can have a UC ID number generated in two ways, depending upon how the sponsoring department wants them classified and what access to university facilities and systems they want given.

UC Flex should be used to create the M number in cases where the traditional hiring process is being followed in order to assign a University title to the individual and to grant them access to things like BOL accounts, Blackboard, etc. The individual must be added to iBearcatGlobal using the "Add New Person" eForm discussed below.

In cases where UC titles and access to certain services are not desired, the UC ID number can be generated in the GETit "create identity" system found at https://www.uc.edu/ucauthenticate/login.aspx?target=createidentity. When creating an ID using GETit, it is important to create the ID using a specific "badge type" and "title". The job "title" should be listed as "Visiting Scholar". "Special Programs" should be selected as the "badge type" if the visitor is coming to conduct research or engage in teaching. The "badge type" selected should be "Visiting Student" if the visitor is a graduate student overseas who is coming to UC to conduct research and will not be enrolled in classes. Once the M number is generated, use the "Add New Person" eForm discussed below to add the individual to iBearcatGlobal.

Create Identity - Microsoft Internet Explorer provided by University of Cincinnati

File   Edit   View   Favorites   Tools   Help

Back

Address https://www.uc.edu/UCAuthenticate/CreateIdentity.aspx   Go   Links

Search Web   Upgrade your Toolbar Now   Google   Go   Settings

Create Identity

Central Login Service

UNIVERSITY OF Cincinnati

Log Out

Create Identity

Create Identity

Please fill out all required information to create an identity. All fields should be entered in proper case (not all caps).

An asterisk * denotes a required field

*First Name

Middle Initial

*Last Name

*Date of Birth

ex. 01/01/2006

SSN

Not providing SSN may cause a delay in the identity creation process.

Sponsor   cushinrb

Expiration Date

ex. 01/01/2006

Expiration date may not be greater than two years from today.

Done   Trusted sites

Create Identity - Windows Internet Explorer provided by University of Cincinnati

https://www.uc.edu/UCAuthenticate/CreateIdentity.aspx   Bing

File   Edit   View   Favorites   Tools   Help

bing   News   Entertainment   Video   Sports   Money   Autos   Lifestyle   52°F   Sign in

Favorites   Create Identity   Page   Safety   Tools

ex. 01/01/2006

SSN

Not providing SSN may cause a delay in the identity creation process.

Sponsor   cushinrb

Expiration Date

ex. 01/01/2006

Expiration date may not be greater than two years from today.

*Department   International Services

Filter List by Department Name

International Services   Search

*Title/Program   Visiting Scholar

*Badge Type   Special Programs

☑ **This is a badge request**

Continue

it's all UC

Copyright Information © University of Cincinnati

Internet   100%

After you click "Continue," you will be asked to verify the information you have entered. You will then be notified by email when the ID number is generated. Please make note of the 6+2 username that is generated and add that to the iBearcatGlobal system when creating the record.

Group 3 is for students who will be enrolled at UC, including exchange students. Degree students have an iBearcatGlobal record created upon application to UC through an interface with UniverSIS. Exchange students must have a Basic Data Form processed by the Registrar's Office. The M number will be sent to iBearcatGlobal electronically within 24 hours. Make sure that the country of birth/citizenship fields are completed on the Basic Data Form or else the M number won't come over to iBearcatGlobal. Questions about the Basic Data Form process for exchange students should be directed to Ryan Meyer in UC International Programs at 556-0395.
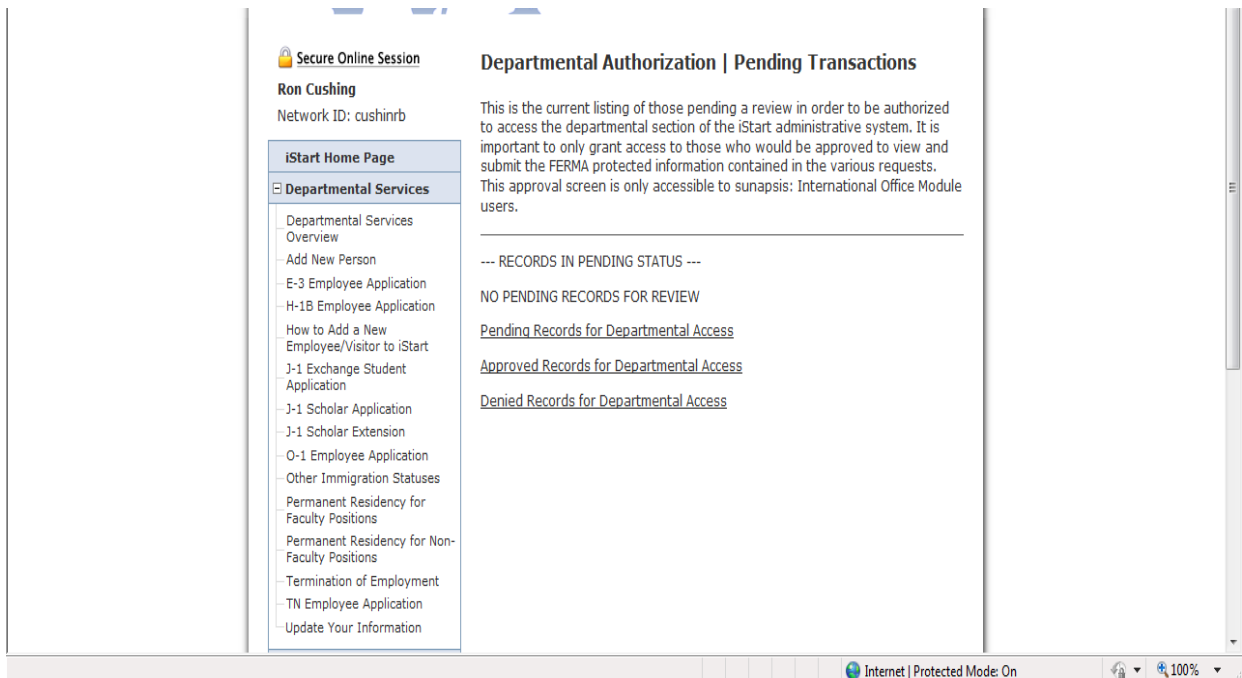
Once a UC ID has been created and the individual's basic information is in iBearcatGlobal, the department can then submit the appropriate eForm.

<u>Temporary ID's</u>

In time sensitive cases the iBearcatGlobal record can be created using a system generated "TEMP" ID. When completing the "Add new Person" eForm, just answer "No" to the questions "do you have an institutional university ID for this new profile?" You **<u>must</u>** send an email to international.students@uc.edu once the M number has been generated so the iBearcatGlobal record can be updated with the correct ID.

<div align="center">

CREATING AN iBearcatGlobal RECORD FOR VISITORS

</div>

Once authorized as a user and an UC ID has been generated for the visitor, departmental staff can then go to the "Departmental Services" link, click on the plus (+) sign to expand the eForm options, and select the "Add New Person" link.

🔒 Secure Online Session

Ron Cushing

Network ID: cushinrb

iStart Home Page

⊟ **Departmental Services**

- Departmental Services Overview
- Add New Person
- E-3 Employee Application
- H-1B Employee Application
- How to Add a New Employee/Visitor to iStart
- J-1 Exchange Student Application
- J-1 Scholar Application
- J-1 Scholar Extension
- O-1 Employee Application
- Other Immigration Statuses
- Permanent Residency for Faculty Positions
- Permanent Residency for Non-Faculty Positions
- Termination of Employment
- TN Employee Application
- Update Your Information

Departmental Authorization | Pending Transactions

This is the current listing of those pending a review in order to be authorized to access the departmental section of the iStart administrative system. It is important to only grant access to those who would be approved to view and submit the FERMA protected information contained in the various requests. This approval screen is only accessible to sunapsis: International Office Module users.

--- RECORDS IN PENDING STATUS ---

NO PENDING RECORDS FOR REVIEW

Pending Records for Departmental Access

Approved Records for Departmental Access

Denied Records for Departmental Access

Internet | Protected Mode: On   100%

Here, you will add the personal information for the visitor including: name; date of birth; gender; email address; campus (Main Campus, Clermont, etc.), the UC ID, and the network ID. Always add the network ID when it's known. If you obtain the UC ID through GETit, you will be sent the network ID in an email.   Once all the information is added, click the "Add New Person" button. This enters the visitor into iBearcatGlobal. Once entered, go back to the "Departmental Services" menu and click the appropriate eForm you wish to submit.

🔒 Secure Online Session

Ron Cushing

Network ID: cushinrb

iStart Home Page

⊟ **Departmental Services**

- Departmental Services Overview
- **Add New Person**
- E-3 Employee Application
- H-1B Employee Application
- How to Add a New Employee/Visitor to iStart
- J-1 Exchange Student Application
- J-1 Scholar Application
- J-1 Scholar Extension
- O-1 Employee Application
- Other Immigration Statuses
- Permanent Residency for Faculty Positions
- Permanent Residency for Non-Faculty Positions
- Termination of Employment
- TN Employee Application

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Last Name *

First Name *

Middle Name

Date of Birth *   Month   Day   Year

Gender *

Email Address *

Campus *

Do you have an institutional university ID for this new profile? *   ○ YES   ○ NO

Do you have a network ID for this new profile? *   ○ YES   ○ NO

* required fields   [Add New Person]

Done   Internet | Protected Mode: On   100%

7

SUBMITTING SPECIFIC eFORM REQUESTS

Once you have obtained a UC ID number and the individual's basic information is in iBearcatGlobal, you are ready to submit an eForm request. You have options to submit visa-specific eForms including ones for : E-3 workers (for Australians), H-1B Specialty Workers, J-1 Exchange Visitors, O-1 Aliens of Extraordinary Ability, TN workers (for Canadians) or permanent resident petitions. There is also an eForm called "Other Immigration Statuses" that can be used for any international visitor authorized work in a status not listed above (students on Optional Practical Training from other schools, individuals with Employment Authorization Documents from Homeland Security, etc.). To submit an eForm request, you will go to the iBearcatGlobal home page at https://ibearcatsglobal.uc.edu. Click on the "Departmental Services" link and then select the eForm you wish to submit.
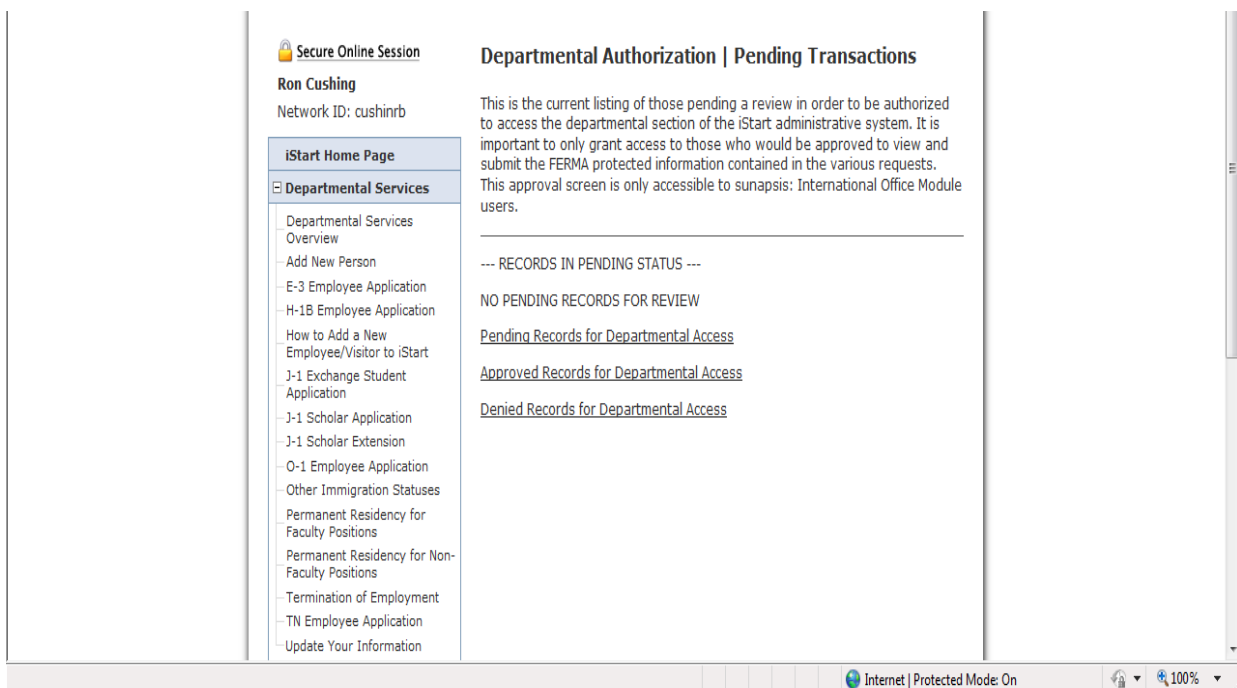
EMPLOYMENT VISAS

There are five specific immigration statuses that will apply to most UC international employees. Each of them will require processing of an immigration petition with the Department of Homeland Security or Department of State. H-1B specialty worker is the most common employment status and is designed for jobs that require a bachelor's degree or higher in a specific field of study. E-3 and TN status are similar to H-1B status but are designed specifically for Australian (E-3) and Canadian (TN) nationals, respectively. J-1 status can be used for individuals coming in both paid and non-paid status. O-1 status is designed for individuals with high stature in their field.

E-3, H-1B, O-1 and TN eForms

To submit an eForm for one of these statuses, you will first click on the "Employee Application" link appropriate for the status you are requesting. Each status will have its own employee link (E-3 Employee Application, H-1B Employee Application, J-1 Scholar Application, O-1 Application).
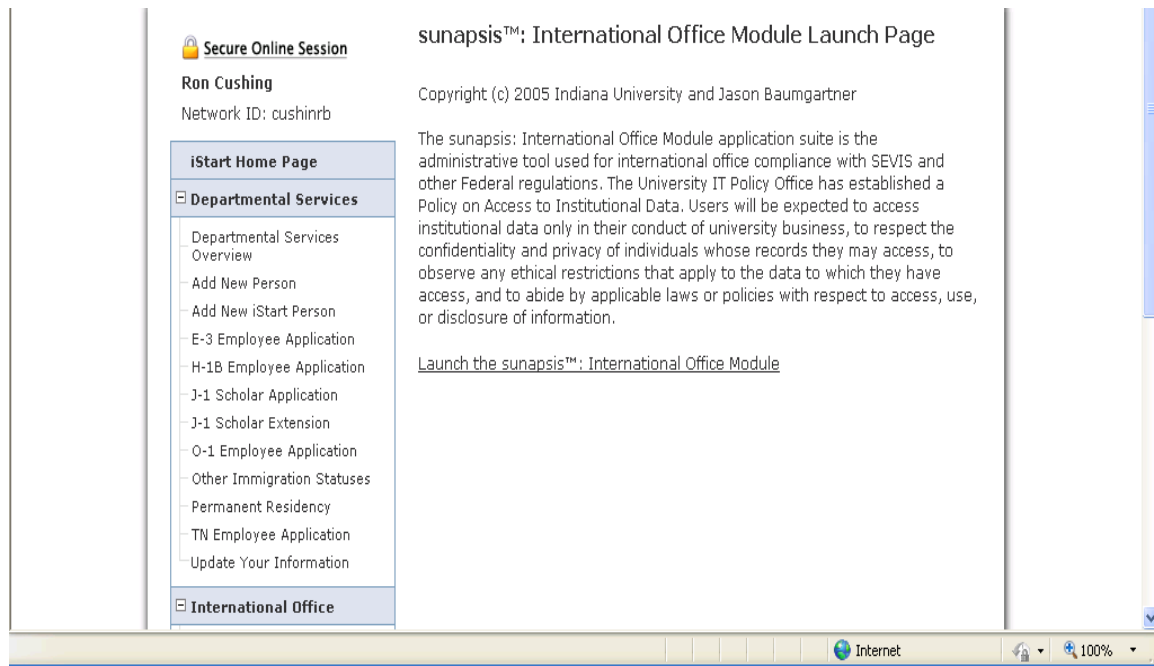
Next, you will be asked to enter the applicant's UC ID number and date of birth and click the "Find Record" button.
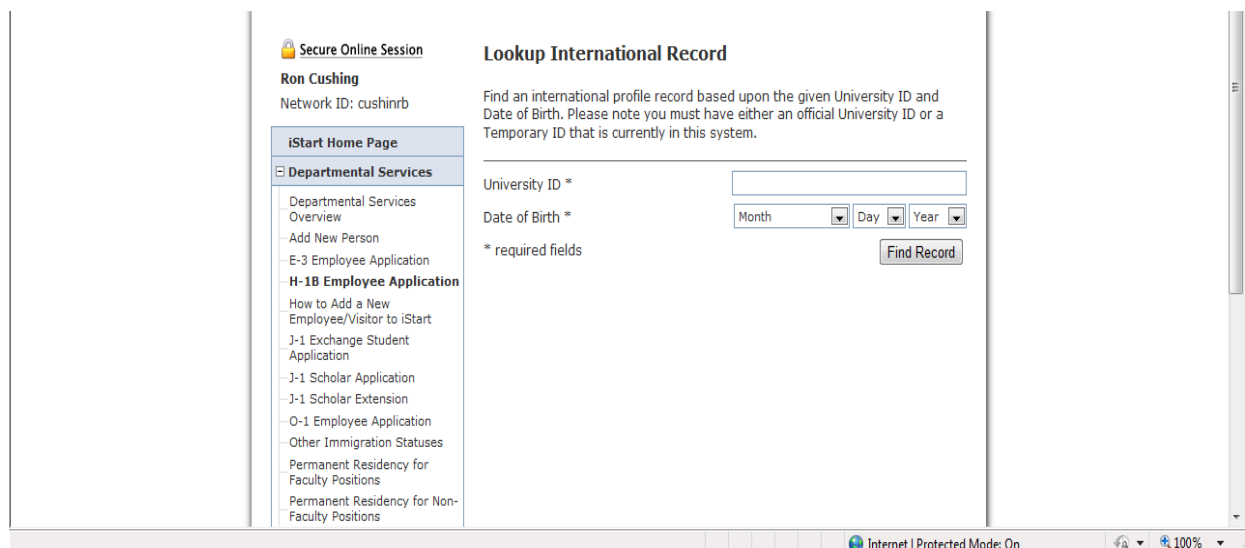
You will then be brought to a screen that will tell you the sections that must be completed in order to fully submit the request. H-1B and E-3 applications have five (5) sections to complete while O-1 and TN applications have four (4) sections. H-1B and E-3 applications have an additional "Actual Wage List" section because these statuses require that UC pay the employee at least the average of all similarly-employed workers.

Once you complete each section and submit it, a check mark will appear indicating that the section is complete.

Applicant Information

The first section of any employment eForm is the "Applicant Information" section. The hiring department can complete this section or can grant access to the employee to complete the section. This is done by clicking the "Give the Applicant Access to Update This General Information" link. At this link, the applicant must enter the campus (Main, Raymond Walters, Clermont), his/her email address, and a departmental email address.

H-1B Applicant Information

MAIN PAGE | M00000000 | JOSEPH BEARCAT

Secure Online Session
Ron Cushing
Campus: MAIN
Network ID: cushinrb

iStart Home Page

⊟ Departmental Services

Add New iOffice Person
H-1B Employee Application
J-1 Scholar Application
J-1 Scholar Extension
Permanent Residency
Departmental Access Request

⊞ iOffice Application

Logout of iStart

H-1B specialty workers are employed in many positions at the University of Cincinnati including: Professors (tenure track or adjuncts); post doctoral research assistants; medical residents; and many other positions. The position MUST require at least a bachelor's degree in a SPECIFIC field of study. Jobs that don't require a degree in a specific field (i.e. Liberal Arts or a wide range of fields), do not qualify for H-IB specialty worker status.

The application process for hiring an international visitor on H-1B specialty worker status is a cooperative effort between the hiring department, UC International Services and the H-1B beneficiary. This section covering general H-1B applicant information can be completed by either the department or the applicant. If the department wishes the applicant to complete this section then please use the following link to give the applicant access to this section and send them an email.

General information about H-1B regulations including job and wage requirements, application fees, processing times, etc. can be found on our web site at the link below. We encourage all departments and prospective H-1B employee's to read this information prior to submitting a request for H-1B status.

GIVE THE APPLICANT ACCESS TO UPDATE THIS GENERAL INFORMATION

Done — Trusted sites

Applicant Access to Update Biographical / General Information

MAIN PAGE | M00000000 | JOSEPH BEARCAT

Secure Online Session
Ron Cushing
Campus: MAIN
Network ID: cushinrb

iStart Home Page

⊟ Departmental Services

Employee Biographical and Address Verification
Add New Person eDoc Process
H-1B Employee Application
H-1B Employee Extension
J-1 Scholar Application
J-1 Scholar Extension
Permanent Residency
Departmental Access Request

⊞ iOffice Application

Logout of iStart

This will send an email to the applicant in order to give them access to update the H-1B Applicant Information section of the H-1B application. Please provide the applicant's current email address and an email address so that a copy of the message can be sent to the department.

Campus *
Applicant's Email Address *
Departmental Email Address *

* required fields

Send E-mail

Trusted sites

The visitor will be sent an email (sample below) with instructions on how to access the database and log in.

```
From: international.students@uc.edu [international.students@uc.edu]
Sent: Tuesday, December 02, 2011 2:47 PM
```

11

```
To: cushinrb@email.uc.edu
Subject: Request for H-1B Application Materials

Dear Joseph  Bearcat

A department at the university has requested the processing of an H-1B
application for you. You will need to provide biographical and general
information to complete the application process. Please login and
complete this information.

Your University ID Number: M00000000

Link to Update Information:
https://ibearcatsglobal.uc.edu/iBearcatGlobal/controllers/admission/Adm
issionEngine.cfm

Steps for the applicant: (a) login with University ID and date of
birth, (b) go to Departmental Services – H-1B Applicant Information,
and (c) complete the application form.

UC International Services
```

All fields with an asterisk (*) must be completed. The "Biographical Information"
section asks for things like name, date of birth, country of birth, country of citizenship,
etc. These questions are self-explanatory.

iStart Home Page
⊟ **Departmental Services**
Departmental Services Overview
Add New Person
Add New iStart Person
H-1B Employee Application
J-1 Scholar Application
J-1 Scholar Extension
Permanent Residency
Update Your Information
⊞ **International Office**
Logout of iStart

MAIN PAGE | M03838124 | TOMMY BEARCAT

GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

H-1B specialty workers are employed in many positions at the University of Cincinnati including: Professors (tenure track or adjuncts); postdoctoral fellows; and many other positions. The position MUST require at least a bachelor's degree in a SPECIFIC field of study. Jobs that don't require a degree in a specific field (i.e. Liberal Arts or a wide range of fields), do not qualify for H-lB specialty worker status.

The application process for hiring an international visitor on H-1B specialty worker status is a cooperative effort between the hiring department, UC International Services and the H-1B beneficiary. This section covering general H-1B applicant information can be completed by either the department or the applicant. If the department wishes the applicant to complete this section then please use the following link to give the applicant access to this section and send them an email.

General information about H-1B regulations including job and wage requirements, application fees, processing times, etc. can be found on our website at the link below. We encourage all departments and prospective H-1B employee's to read this information prior to submitting a request for H-1B status.

Supporting documents for an H-1B application should be scanned and uploaded as part of the H-1B request. If the worker has dependents in the U.S., the I-539 form is required to request or extend H-4 status for dependents and supporting documents (evidence of current status, including USCIS approval notices, front and back of the current I-94 card, passport biographic page and extension page if applicable, current visa, marriage certficate for spouses and birth certificate for children, DS-2019's and waiver for curent or previous J status) should be sent in the PDF document with all other materials. The originally signed I-539 should be brought to the appointment with checks for the I-129 and I-539 application fees.

BIOGRAPHICAL INFORMATION

Last name (from Passport) *

First name (from Passport) *

Middle Name (if any from Passport)

All other names used, if any (include maiden name and names from all previous marriages)

Gender

Date of Birth * [Month ▾] [Day ▾] [Year ▾]

Province of Birth (put none if not applicable) *

Country of Birth *

Country of Citizenship *

Country of Permanent Residence *

Applicant's Foreign Address (include street, city, country and zip code) *

Social Security Number (SSN)

DHS A Number (if applicable)

Applicant's Email Address *

Done — Internet — 100%

The "General Information" section asks for information about travel plans, dependents, immigration documents (passports), past immigration statuses, etc.

GENERAL INFORMATION

Has the applicant held H-1B status in U.S. anytime during the previous 7 years? *   ○ YES ○ NO

If yes, please list any periods of prior H-1B status (mm/dd/yyyy - mm/dd/yyyy). Include only time spent in the U.S.

[   ]

Does the applicant have a valid passport? *   ○ YES ○ NO

Passport Number *   [   ]

Issue Date *   [Month ▾] [Day ▾] [Year ▾]

Expiration Date *   [Month ▾] [Day ▾] [Year ▾]

If the H-1B applicant is in exclusion or deportation proceedings then please explain.

[   ]

If the applicant has ever been denied H-1B status then please explain.

[   ]

Has the applicant or any of their dependents ever been in the U.S. as a J-1 or J-2? *   ○ YES ○ NO

Is the applicant subject to the 212(e) two year home residency requirement? (this requirement would apply only if the applicant holds J-1 or J-2 status currently or held one of these

Has the applicant or any of their dependents ever been in the U.S. as a J-1 or J-2? *   ○ YES ○ NO

Is the applicant subject to the 212(e) two year home residency requirement? (this requirement would apply only if the applicant holds J-1 or J-2 status currently or held one of these statuses in the past) *   ○ YES ○ NO

Has the applicant received a waiver of the 212(e) requirement? *   ○ YES ○ NO

Does the applicant plan to travel outside of the U.S. in the next six months?   ○ YES ○ NO

If yes, please list the date of departure   [Month ▾] [Day ▾] [Year ▾]

If yes, please list date of return to the U.S.   [Month ▾] [Day ▾] [Year ▾]

Has a Form I-140 been filed on behalf of the applicant? *   ○ YES ○ NO

If yes, please provide the filing date, status of petition and case number (i.e. 09/01/2008; approved; LIN081234567). If yes, please submit copies of the receipt/approval notices with the required documents to be submitted by the H-1B employee.   [   ]

Has a form I-485 been filed by the applicant?   ○ YES ○ NO

If yes, please provide the filing date, status of petition and case number (i.e. 09/01/2008; pending; LIN081234567). If yes, please submit copies of the receipt/approval notices with the required documents to be submitted by the H-1B employee.   [   ]

The "Dependent Information" section asks for information about any accompanying spouse or children who need dependent status.

DEPENDENT INFORMATION

Applicants who have dependents in the U.S. needing H-4 status need to complete this section. This section does not need to be completed if the dependents are outside the U.S. The applicant will need to use the link on the bottom of this page to download and complete the form I-539. A copy of the completed I-539 should be scanned and uploaded with all other supporting documents, but the original I-539 application and application fee ($300) will need to be brought to the final appointment.

Are there dependents in the U.S. that will be applying for a Change of Status (COS) to H-4 status or an extension of H-4 status? *   ○ YES   ○ NO

If yes, how many H-4 dependents will be included on the I-539?

If yes, please indicate the full name (first name and last name) as well as the dates spent in H-4 status for each dependent during the previous 7 years (i.e. Joseph Bearcat; 09/01/2006 - 08/31/2009; H-4)

DEGREE INFORMATION

Highest degree earned *

Date degree awarded *   Month   Day   Year

Degree field of study *

Has the applicant earned a master's degree or higher from a U.S. institution of higher education? *   ○ YES   ○ NO

The "Degree Information" fields ask for information about applicant's education, including: name and address of the school, highest degree earned, etc.

If yes, please indicate the full name (first name and last name) as well as the dates spent in H-4 status for each dependent during the previous 7 years (i.e. Joseph Bearcat; 09/01/2006 - 08/31/2009; H-4)

DEGREE INFORMATION

Highest degree earned *

Date degree awarded *   Month   Day   Year

Degree field of study *

Has the applicant earned a master's degree or higher from a U.S. institution of higher education? *   ○ YES   ○ NO

If yes, name of School

Address of U.S. school (street, city, state, zip code)

If degree was obtained from a school overseas, indicate the name of the school

APPLICANTS APPLYING FROM INSIDE THE U.S. SHOULD COMPLETE THIS SECTION

Date of Last Arrival in the U.S.   Month   Day   Year

The next section only needs to be completed for/by individuals currently in the U.S. This section can be skipped if the worker is outside the U.S. The information needed to complete this section includes address and other contact information for the applicant, current immigration status, etc.

The section for "Applicants Applying from Abroad" only needs to be completed for/by workers currently outside the U.S. Information necessary to complete this section includes foreign address, nearest embassy/consulate, etc.

The "Required Documents" section specifies what documents need to be supplied by the employee for the application. The applicant is required to scan and upload all the appropriate documents as a single PDF file or fax them to 513-556-2990. Required documents include:

Proof of highest degree earned
Curriculum Vitae
Copies of immigration documents (if in the U.S.)
Form I-539 and copies of immigration documents for dependents (if appropriate)
Proper documentation of medical licensure and USMLE/ECFMG certificates (if a medical doctor)

Those with access to a scanner should click the "Yes" button and upload the required documents. This is the preferred method.

Links to the I-539 form, applicant checklist, credential evaluations companies, etc. are found at the bottom of this section.

Once all of the required fields are completed, click the "submit section" button. If the department gave access to the individual to complete this section, the departmental staff member will then receive an email when the section has been completed. While this section is being completed by the applicant, the department can be completing and submitting the other required sections, except for the Departmental Certification section.

Departmental Contact

A departmental contact person needs to be identified for each application. Click the "Departmental Contact for the Applicant" link. Indicate the name, title, mail location, phone number, fax number and email address for the contact. Also indicate whether premium processing will be requested. Then click the "Submit Section" button.

Position Information

The "Information about the University Position" section contains all of the critical information about the job being offered including title, salary, start date and end date,

duties, etc. This section also includes information about the educational and experience requirements.

The section begins with a series of questions to determine the type of petition that is being submitted. Departments must indicate if the petition is for someone who:

- Does not currently hold the immigration status being requested or work at UC;
- Currently holds the immigration status for another employer and wants to transfer to UC;
- Currently holds the immigration status for another employer and wants to concurrently work for UC and the current employer;
- Is a current UC employee who holds the immigration status and who will be continuing in the same job;
- Is a current UC employee who holds the immigration status and who is changing jobs or departments; or,
- Is a current UC employee who currently holds the immigration status who is taking on additional duties (like a research associate who now wants to teach a class, etc.).

2) Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.

3) An explaination of why this candidate was selected for the job. The explanation should include items such as education, experience, special knowledge, background, etc. which justify hiring him/her over other candidates.

4) Cerrtification that the department: a) agrees to comply with all terms of the LCA until the end date; and b) agrees to furnish return trip airfare home if the employee's employment is terminated before the end date on the I-129 application.

NOTE: Sample letter is linked below.

TYPE OF APPLICATION

Please select the type of H-1B application you are requesting.

Is this application for a prospective employee who does not currently hold H-1B immigration status or work at UC? *   ○ YES ○ NO

Is this application for a prospective employee that currently holds H-1B immigration status for another employer and wants to transfer to UC? *   ○ YES ○ NO

Is this application for a prospective employee that currently holds H-1B immigration status for another employer and wants to concurrently work for UC and the current employer? *   ○ YES ○ NO

Is this application an extension for a current UC employee who holds H-1B status who will be continuing in the same job? *   ○ YES ○ NO

Is this application for a current UC employee who holds H-1B status who is changing jobs or departments? *   ○ YES ○ NO

Is this application for a current UC employee who currently holds H-1B status who is taking on additional duties (like a research associate who now wants to teach a class, etc.)? *   ○ YES ○ NO

PREMIUM PROCESSING

Next, the department must indicate if premium processing is being requested for the petition. If premium processing is necessary for business reasons, the hiring department must pay the fee. If it's required for personal reasons, the applicant can pay the fee.

https://ioffice.uc.edu/istart/controllers/eform-preview/PreviewEngine.cfm?serviceid=EFormInformationabouttheUniversityPosition0ServiceProvide

🖨 Print

to concurrently work for UC and the current employer? *

Is this application an extension for a current UC employee who holds H-1B status who will be continuing in the same job? *   ○ YES   ○ NO

Is this application for a current UC employee who holds H-1B status who is changing jobs or departments? *   ○ YES   ○ NO

Is this application for a current UC employee who currently holds H-1B status who is taking on additional duties (like a research associate who now wants to teach a class, etc.)? *   ○ YES   ○ NO

PREMIUM PROCESSING

To request premium processing of an H-1B petition an additional fee of $1,000 (payable to the Department of Homeland Security) is required. Paying the premium processing fee will ensure a 15 processing time once the petition is submitted to Homeland Security. The H-1B employee can not pay this fee unless the expedited approval is necessary for personal reasons (i.e. travel, etc.). If the expedited approval is necessary for business reasons (i.e. you want the employee to begin work quickly) the hiring department must pay this fee. Premium processing is not necessary in cases where the employee already holds H-1B status in the U.S. These individuals can start working once a receipt is received from Homeland Security for the UC position.

Will you be requesting premium processing of this application? *   ○ YES   ○ NO

POSITION INFORMATION

SAP Position Title *   _____

SAP Position number *   _____

University Offered Salary *   _____

FTE Percentage *   _____

Is the position covered by a Union agreement (i.e. AAUP)? *   ○ YES   ○ NO

Requested Employment Start Date *   [Month ▾] [Day ▾] [Year ▾]

The "Position Information" section asks for information about the job title, classification, duties, salary, experience and education required, etc. As part of this section, the hiring department will be required to write an offer specific to the H-1B or E-3 employment period and upload the letter as part of the request. In addition, the "Checklist for Export Control Issues for Hiring International Workers" form must be completed and uploaded as part of the request. Please remember that **both** the visitor's supervisor and the Department Head must attest to the given answers' accuracy by signing the form. The checklist is linked at the bottom of the eForm.

Information about the University Position - Windows Internet Explorer provided by University of Cincinnati

https://ioffice.uc.edu/istart/controllers/admin/AdminEngine.cfm?serviceid=EFormInformationabouttheUniversityPosition0ServiceProvider&ii

Convert   Select

McAfee

Favorites   Suggested Sites   Upgrade Your Browser   Free AOL & Unlimited Int...   Free Hotmail

Information about the University Position   Page   Safety   Tools

POSITION INFORMATION

SAP Position Title *

SAP Position number *

University Offered Salary *

FTE Percentage *

Is the position covered by a Union agreement (i.e. AAUP)? *   ○ YES   ○ NO

Requested Employment Start Date *   Month ▾   Day ▾   Year ▾

Requested Employment End Date
(should not exceed three years total or
the amount of time remaining for the   Month ▾   Day ▾   Year ▾
worker to reach 6 years total as an H-
1B) *

Brief (non-technical) description of the position's duties as listed on position
description *

Have you completed the Checklist for Export Control Issues for   ○ YES   ○ NO
Hiring International Workers form? You must complete this form
and scan and upload it as part of this request. *

**FURTHER INFORMATION ABOUT EXPORT AND INTERNATIONAL TRAFFIC
REGULATIONS CAN BE FOUND AT
HTTP://WWW.UC.EDU/INFOSEC/EXPORT/**

HIRING UNIT INFORMATION

College (if not affiliated with a specific
College put "None") *

Name of the Hiring Department *

Address where the H-1B employee will work (street address, including zip
code, for the work location) *

Additional work location addresses (if applicable)

Name of Immediate Supervisor *

Job Title of H-1B's Immediate
Supervisor *

Email Address of Immediate Supervisor
*

Number of non-student, full-time
employees the worker will supervise
(i.e. has control over daily activities). If
none put "0". *

EDUCATION / EXPERIENCE INFORMATION

Information about the University Position - Windows Internet Explorer provided by University of Cincinnati

https://ioffice.uc.edu/istart/controllers/admin/AdminEngine.cfm?serviceid=EFormInformationabouttheUniversityPosition0ServiceProvider&ii

Convert | Select

McAfee

Favorites | Suggested Sites | Upgrade Your Browser | Free AOL & Unlimited Int... | Free Hotmail

Information about the University Position

Page | Safety | Tools

EDUCATION / EXPERIENCE INFORMATION

Minimum Degree Level Requirement (as required in the position description) *

Academic Degree Field/Major Required for Position *

If work experience (exclusive of the degree) is required for this position, as included in position description, then indicate the MINIMUM number of years and/or months of required experience, the job titles previously held by the individual, as well as the type of experience if not in the job offered. If no experience is required above the degree put "None". *

If additional training (exclusive of the degree) is required to perform this job outside of the degree training, as included in the position description, then list the MINIMUM number of years, months, and type of training required.

Are there other requirements for the position not listed above (i.e. required license / certification, knowledge of a type of equipment, software, etc). If yes, please explain.

How much experience does the H-1B applicant have in positions similar to the one he/she is being hired to do at UC? (put years and months) *

ADDITIONAL INFORMATION FOR MEDICAL DOCTORS

Is this a clinical faculty position with employment by both UC and your departmental practice group? * ○ YES ○ NO

If yes, name of the practice group or pay source

REQUIRED SUPPORT LETTER

A composite letter from the hiring department must be submitted as detailed below. A copy of the letter must be scanned and uploaded or faxed as part of this request. The original letter will need to be brought to the final appointment for processing of the petition.

The Composite Letter should be signed by the Department Head and should include:

1) A statement asking UC International Services to begin paperwork for the H-1B petition.

2) Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.

3) An explaination of why this candidate was selected for the job. The explanation should include items such as education, experience, special knowledge, background, etc. which justify hiring him/her over other candidates.

4) Cerrtification that the department: a) agrees to comply with all terms of the LCA until the end date; and b) agrees to furnish return trip airfare home if the employee's employment is terminated before the end date on the I-129 application.

The links at the bottom of this section will give departments a sample letter to follow as well as a link to the Checklist for Export Control Issues. You will also be able to link to the list of required documents that the hiring department must supply. Once completed, click the "Submit Section" button. All required documents will need to be scanned and uploaded or faxed to 513-556-2990 when submitting this section. All documents should be scanned into one PDF document (not multiple documents). The only thing that shouldn't be scanned and uploaded is a copy of the check.

Actual Wage Information

Next, if the application is for H-1B or E-3 status, you must establish that the employee will be paid the higher of the Prevailing Wage or the Actual Wage. UC International Services will obtain the Prevailing Wage Determination for the U.S. Department of Labor. The hiring department must provide information on all similarly employed individuals in the department. Please use the "Actual Wage Determination" eForm to enter the required information. If you have more than four similarly employed workers in the same department, use the link at the bottom of the eForm to access an additional "Actual Wage Determination Form". Use as many forms as is necessary. Additional forms should be scanned and emailed or faxed to UC International Services (513-556-2990) with the other required documents. Note: this section will not appear on J-1, O-1 or TN eForms.

Actual Wage Determination Information

Please complete the information below for workers who are similarly employed to the H-1B applicant. Similarly employed means individuals who have similar skills, qualifications and job duties (not necessarily the same job title).

Under the terms set out by the U.S. Department of Labor, we are required to show that the H-1B worker will be paid the higher of either:

The prevailing wage for the occupation in the area of employment as determined by the state DOL (see below) OR the actual wage currently being paid by the employer for the occupation at the place of employment.

UC International Services will obtain prevailing wage documentation by sending a formal request to the Ohio Department of Job and Family Services (ODJFS) or the DOL for the state of intended employment if outside of Ohio. The prevailing wage is determined by ODJFS by taking into consideration the geographic location of the work site, the required degree-level and experience, nature of the employee's work, special skills and supervisory responsibilities, etc.

In order to establish the actual wage, we will require the hiring department's assistance by completing the following information for each similarly employed worker in your department.

The following factors can be used to differentiate an H-1B worker's wage with respect to their similarly employed colleagues: work experience; qualifications; education; job responsibilities; specialized knowledge; other legitimate business factors.

Please direct any concerns or questions related to this form, to UC International Services. We would be happy to assist you further.

Preview E-Form   ▢ ▢ ✕

https://ioffice.uc.edu/istart/controllers/eform-preview/PreviewEngine.cfm?serviceid=EFormActualWageListInformation0ServiceProvider   🖨 Print

(1) WAGE INFORMATION-This section only needs to be completed if there are others in the department conducting similar activities (same job title and/or same duties) with the same qualifications.

Are there similarly employed individuals currenlty working in the department? If yes, complete the section below and use the link at the bottom if there are more than 4 similarly employed individuals working in the department. If no, click the submit button. *   ⚪ YES ⚪ NO

Name of Employee	
Job Title	
Years of experience	
Salary	
Reason for variance from salary offered to H-1B employee	

(2) WAGE INFORMATION

Name of Employee	
Job Title	
Years of experience	
Salary	
Reason for variance from salary offered to H-1B employee	

(3) WAGE INFORMATION

Name of Employee	
Job Title	
Years of experience	
Salary	
Reason for variance from salary offered to H-1B employee	

Job Title

Years of experience

Salary

Reason for variance from salary offered
to H-1B employee

(4) WAGE INFORMATION

Name of Employee

Job Title

Years of Experience

Salary

Reason for variance from salary offered
to H-1B employee

If unable to provide four wages for comparison, then please explain why. If
there are more than 4 similarly employed individuals, fill in the first four
employees and add the remaining employees on a seperate actual wage
determination form using the link provided below. You will need to scan and
email this additional information with the other required H-1B documents.

* required fields   Submit Request

Actual Wage Determination Form

Contact Us | University of Cincinnati | 2600 Clifton Ave., Cincinnati, Ohio 45221
Undergraduate Admission: 513-556-1100 | Graduate Admission: 513-556-4335
University Information: 513-556-6000 | Copyright Information © 2006

it's all uc

Once this section is complete, you should click the "Submit Section" button.

Departmental Certification

All requests for processing of an employment petition MUST be certified by the Department/Division Head. Enter the required information about the Head and click the "Submit Section" button. The Department/Division Head will receive and email asking him/her to review the request and certify departmental compliance with Department of Labor regulations. The Head must review and certify the record using the link and login information provided, before the petition will be processed.

The H-1B regulations require the employer to assume numerous legal responsibilities in order to be approved to hire an H-1B employee. UC International Services has responsibility for ensuring institutional compliance with these regulations, but hiring departments must agree to follow established University procedures in order to ensure compliance. This request must be eletronically certified by an administrative person at the level of Department Head or higher, to acknowledge the division/department's willingness to comply with all federal and University H-1B requirements.

College *

Department / Division *

Name of Department/Division Head *

Title *

Email *

Re-type Email *

☐ I understand that all additional materials required by the applicant and the sponsoring department must be received by UC International Services in order to complete this application. *

☐ I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the employee may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Office of Research Compliance to ensure that all applicable requirements are met. *

☐ I understand that the department is required to pay all application fees for this H-1B petition except those fees assoicated with accompanying dependents or premium processing if the H-1B applicant needs a quick approval for personal reasons (travel, etc.) and that the appropriate checks have been obtained/requested. *

Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. This request is currently under review by the international office staff. You will be notified once the request is processed. There is no need to submit another Departmental H-1B Compliance Certification until this one is processed. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.
Request: Departmental H-1B Compliance Certification

Client Name: Joseph Bearcat
Client ID: M00000000
Your Login ID: cushinrb@email.uc.edu
Your Password: CF1F0DD-49

Comment / Review Information at:
https://ibearcatsglobal.uc.edu/review.cfm?index=CF1F0DD-49!108441&logout=yes

UC International Services

Once all sections are received in iBearcatGlobal and the appropriate attachments are received via scan/fax, the request will be processed by UC International Services. You will know that a section has been submitted when a checkmark appears next to it.

J-1 Exchange Visitor eForms

To submit an eForm for a J-1 Exchange Visitor, you will go to the iBearcatGlobal home page (https://ibearcatsglobal.uc.edu) and click on the "Departmental Services" link. Then click on the "J-1 Scholar Application" link. You will then enter the exchange visitor's UC ID number and date of birth. Then hit the "Find Record" button.

Applicant Information

The "J-1 Applicant Information" section (Biographical Information, General Information and Dependent Information screens) can be completed by the sponsoring department or the prospective J-1 exchange visitor. If the department wants the exchange visitor to complete this section, you click the "give the applicant access to this general information" link. The visitor will be sent an email with a link to access the section. He/she will click on the "Departmental Services" link and then the "J-1 Applicant Information" link. Enter all required information and click on the "Submit Section" button. Once completed, the department will receive an email (see example below) that the section has been submitted and you will see a checkmark next to the section on "Departmental Services".

```
From: international.students@uc.edu [international.students@uc.edu]
Sent: Tuesday, December 02, 2008 2:47 PM
To: cushinrb@email.uc.edu
Subject: Request for J-1 Application Materials

Dear Joseph  Bearcat

A department at the university has requested the processing of an J-1
application for you. You will need to provide biographical and general
information to complete the application process. Please login and
complete this information.

Your University ID Number: M00000000
```

```
Link to Update Information:
https://ibearcatsglobal.uc.edu/iBearcatGlobal/controllers/admission/Adm
issionEngine.cfm

Steps for the applicant: (a) login with University ID and date of
birth, (b) go to Departmental Services - J-1 Application Information,
and (c) complete the application form.

UC International Services
```

Biographical Information

Biographical information includes name, date of birth, gender, city of birth, country of birth, country of citizenship, country of permanent residence, address, etc.

| **iStart Home Page** |
| ⊟ **Departmental Services** |
| Add New iOffice Person |
| H-1B Employee Application |
| **J-1 Scholar Application** |
| J-1 Scholar Extension |
| Permanent Residency |
| Departmental Access Request |
| ⊞ **iOffice Application** |
| **Logout of iStart** |

J-1 Applicant Information

MAIN PAGE | M00000000 | JOSEPH BEARCAT

This section covering general J-1 applicant information can be completed by the sponsoring department or the applicant. If the department wishes the applicant to complete this section access can be emailed to the visitor. To do this you will need provide the applicant with their UC ID number and have them go to www.ioffice.uc.edu. There they should click on the "Limited iStart Services" link and enter his/her UC ID number and date of birth. Then he/she should click the "Departmental Services" link, and then the "J-1 Application Information" link.

GIVE THE APPLICANT ACCESS TO UPDATE THIS GENERAL INFORMATION

CLIENT RECORD: JOSEPH BEARCAT | M00000000

--- BIOGRAPHICAL INFORMATION ---

Passport - Last Name *	
Passport - First Name *	
Passport - Middle Name *	
Date of Birth *	
Gender *	
City of Birth *	
Marital Status *	

🔒 ✅ Trusted sites

30

Dependent Information

Exchange visitors are permitted to bring dependents to the U.S. with them. Dependents can be a spouse or unmarried children under the age of 21. The "J-2 SEVIS Dependent" request form must be completed for each dependent a J-1 exchange visitor wishes to bring to the U.S. The sponsoring department or the J-1 exchange visitor can complete this part of the request. The required information for each dependent will include name,

date of birth, gender, city of birth, country of birth, country of citizenship, country of permanent residence and relationship to the J-1 primary.

Program Information

The sponsoring department must complete the "J-1 Program Information" section. Please make sure that you read the instructions for selecting the proper category for the exchange visitor. When selecting the specific field/subject area, use the dropdown box and find the field that most closely matches the project for which the visitor is coming to participate.

This section will also require information about the site of activity, medical insurance and supervisor. There is also a section for Export Controls that requires completion and submission of the "Checklist for Export Control Issues for Sponsoring/Hiring International Workers." The checklist needs to be completed and uploaded as part of the request. The checklist is linked at the bottom of the eForm.

Ron Cushing

Network ID: cushinrb

iStart Home Page
⊟ **Departmental Services**
Departmental Services Overview
Add New Person
E-3 Employee Application
H-1B Employee Application
How to Add a New Employee/Visitor to iStart
J-1 Exchange Student Application
J-1 Scholar Application
J-1 Scholar Extension
O-1 Employee Application
Other Immigration Statuses
Permanent Residency for Faculty Positions
Permanent Residency for Non-Faculty Positions
Termination of Employment
TN Employee Application

J-1 Program Information (Visiting Scholar)

MAIN PAGE | M99999999 | JANE WANG

This section covers information about the J-1 program, site of activity, and the hosting department. Departments must submit to UC International Services a letter of invitation detailing the activities, dates of the program, and salary (if applicable). The letter of invitation must be attached with any other financial documents to the "J-1 Financial Information" eform. The J-1 request will not be processed unless a letter of invitation is submitted.

If the Exchange Visitor is a student at an overseas school coming to do research (i.e. not register for classes), the "Non-Degree Student" category should be selected and a letter from the overseas school indicating the status of the student in the program and applicability of the research at UC to that program of study is required. The letter must be attached to "J-1 Financial Information" eform, along with any financial documents. The J-1 request for Non-Degree Students conducting research will not be processed without this letter.

When hiring a J-1 exchange visitor as an employee, UC is required to certify that we have reviewed various export control regulations to determine whether an Export License is required before controlled technology or technical data is released to a foreign national during the course of their employment. All departments will need to complete the Checklist for Export Controls Issues for Hiring International Workers form linked at the bottom if the J-1 exchange visitor coming will be a paid employee of UC. The form should be scanned and uploaded or faxed to 513-556-2990 as part of this request.

Logout of iStart

PROGRAM INFORMATION

When selecting the appropriate category for your Exchange Visitor, please keep the following category descriptions in mind:

Non-Degree Student --An international visitor coming to the U.S. to enroll in courses as part of an exchange agreement between UC and an institution overseas, or an international visitor coming to the U.S. to engage in research as part of a program or a prescribed course of study at an overseas institution. There is a 2 year maximum for Non-Degree Students.

Professor --An international visitor coming to the U.S. primarily to teach/lecture (5 year maximum).

Research Scholar --An international visitor coming to the U.S. to engage primarily in research, observe or consult in conjunction with a research scholar (5 year maximum).

Short-Term Scholar --An international visitor coming to the U.S. for the purpose of lecturing, observing, consulting, training or demonstrating special skills for a period not to exceed 6 months.

Specialist --An international visitor who is an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills (one year maximum). Do not select this category without first consulting UC International Services.

Primary Activity or Exchange Visitor Category *   [▾]

Specific Field / Subject Area *   [▾]

In one or two brief sentences, please describe the nature of the work, project, or program of study (i.e. study as part of an exchange program; teaching mathematics; research on nano electronic devices) *

Will the exchange visitor be located at Cincinnati Children's Hospital Medical Center? If no, you will need to complete the Checklist for Export Control Issues for Hiring International Workers form and scan and upload it as part of this request. *   ○ YES   ○ NO

FURTHER INFORMATION ABOUT EXPORT AND INTERNATIONAL TRAFFIC REGULATIONS CAN BE FOUND AT HTTP://WWW.UC.EDU/INFOSEC/EXPORT/

Program Start Date--Please be realistic in selecting a start date. Most visitors will require at least 30 days to get a visa and arrive, and in many cases, 60 to 90 days is a more reasonable start date. *   [Month ▼] [Day ▼] [Year ▼]

Program End Date *   [Month ▼] [Day ▼] [Year ▼]

Is the Exchange Visitor going to be paid by UC? *   ○ YES   ○ NO

If "yes", please indicate the title the individual will be given in UC FLEX (i.e. postdoctoral fellow; research assistant; adjunct instructor; visiting scholar)   [_____]

Is the Exchange Visitor going to enroll in courses as part of an exchange agreement between UC and an institution overseas? *   ○ YES   ○ NO

If yes, please list the name of the overseas institution   [_____]

Please enter the UC network ID (6+2 username)   [_____]

SITE OF ACTIVITY

Site Location (i.e. Department / College) *   [_____]

Street Address -1 *   [_____]

Street Address -2   [_____]

City *   [_____]

State *   [_____ ▼]

Postal Code *   [_____]

Postal Routing Code   [_____]

MEDICAL INSURANCE

All J-1 scholars and their J-2 dependents are required to have medical insurance that meets specific requirements set forth by the U.S. Department of State. Exchange Visitors receiving University medical benefits will have insurance that meets the Federal requirement. Those who do not have University benefits will be required to purchase the appropriate insurance upon being issued the DS-2019 and will be required to produce evidence of the insurance upon arrival in Cincinnati. Exchange students enrolled for courses will be required to purchase the University Student Health Insurance policy. This policy meets the insurance regulation. Exchange visitors receiving medical benefits from Cincinnati Children's Hospital will be required to purchase a policy that covers medical evacuation and repatriation of remains. Please indicate your understanding of how this requirement will be met:

Mailing Instructions

Select the method of mailing for the DS-2019. Departments who wish to express mail the DS-2019 should use the EshipGlobal site to make an express mail reservation or select the box to have the department called to pick up the documents. To use EshipGlobal, go to https://study.eshipglobal.com. A credit card and the UC ID of the visitor is needed to use EshipGlobal. UC International Services will be notified when a reservation is created.

Financial Support

J-1 Exchange Visitors must demonstrate financial support of at least $15,000 per year, in order to be issued a DS-2019. An additional $4,000 per year is necessary for a spouse and $2,000 for each child. Proof of financial support must be uploaded in PDF file format as part of the request. An offer letter on UC letterhead is sufficient in cases where University support is being offered. In other cases, the financial support should be obtained from the Exchange Visitor prior to submitting this section.

Funding by the University of Cincinnati would include an employee paycheck, money for food or lodging, or support for benefits (health insurance; tuition remission, etc.).

Financial documentation (please scan and upload proof of financial support for the exchange visitor) *   [ ] Browse…

University of Cincinnati (including grants from external sources) ($ U.S. Dollars)   [0]

U.S. Government Agency   [▼]

U.S. Government Amount ($ U.S. Dollars)   [0]

International Organization   [▼]

International Organization Amount ($ U.S. Dollars)   [0]

Exchange Visitor's Government ($ U.S. Dollars)   [0]

Binational Commission ($ U.S. Dollars)   [0]

All other organizations providing support (name of institution providing support)   [ ]

All Other Organizations ($ U.S. Dollars)   [0]

Personal Funds ($ U.S. Dollars)   [0]

* required fields   Submit Request

Departmental Certification

The Department/Division Head must certify the department's willingness to comply with all federal and University requirements for hosting a J-1 Exchange Visitor. The Head will receive an email asking him/her to review the request. The DS-2019 will not be processed until the certification is received.

Departmental J-1 Compliance Certification
MAIN PAGE | M00000000 | JOSEPH BEARCAT

🔒 Secure Online Session
Ron Cushing
Campus: MAIN
Network ID: cushinrb

| iStart Home Page |
| ⊟ Departmental Services |

Employee Biographical and Address Verification
Add New Person eDoc Process
H-1B Employee Application
J-1 Scholar Application
J-1 Scholar Extension
Permanent Residency
Departmental Access Request

| ⊞ iOffice Application |
| Logout of iStart |

*** PENDING STATUS ***

This request is currently under review by the international office staff. You will be notified once the request is processed. There is no need to submit another Departmental J-1 Compliance Certification until this one is processed.

This section of the request has been queued for review by the UC International Services once the entire application has been finalized and submitted by the department.

The J-1 regulations require the institution to assume numerous legal responsibilities in order to be approved to sponsor a J-1 exchange visitor. UC International Services has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance. This request must be eletronically certified by an administrative person at the level of Department/Division Head or higher, to acknowledge the department's willingness to comply with all federal and University J-1 requirements.

CLIENT RECORD: JOSEPH BEARCAT | M00000000

Campus * [UC Main Campus ▼]

Campus * [▼]
Department / Division * [   ]
Name of Department/Division Head * [   ]
Title * [   ]
Email * [   ]

☐ I understand that all additional materials required by the applicant and the sponsoring department must be received by UC International Services in order to complete this application. *

☐ I understand that federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the employee may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Director of Research Compliance and Regulatory Affairs to ensure that all applicable requirements are met. *

☐ I understand that I am to have the J-1 exchange visitor report to UC International Services for check-in and orientation within one week of arrival or the 30th day following the start date indicated on the DS 2019, which ever is earlier. *

* required fields

Submit Request

🔲 Done   🔒 ✅ Trusted sites

Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment on the following request submitted to our office. If you have any questions please contact MAIN and ask to speak to an advisor. Thank you for your time and attention to this matter.

Request: Departmental J-1 Compliance Certification

Client Name: Joseph Bearcat
Client ID: M00000000
Your Login ID: cushinrb@email.uc.edu
Your Password: 06E50F3-40

```
Comment / Review Information at:
https://ibearcatsglobal.uc.edu/review.cfm?index=06E50F3-
40!108441&logout=yes

UC International Services
```


The Department/Division Head will login to iBearcatGlobal, review the documents and click the certification boxes. His/her client ID and password to login are part of the email that is sent to the Department/Division Head.

Departmental J-1 Compliance Certification - Microsoft Internet Explorer provided by University of Cincinnati

File Edit View Favorites Tools Help

Back Search Favorites

Address https://ioffice.uc.edu/istart/controllers/eform-review/EFormReviewEngine.cfm?serviceid=LoginProvider&index=06 Go Links msn

Y! Search Web Google Go Settings

Departmental J-1 Com...

🔒 Secure Online Session

Joseph Bearcat

Campus: MAIN

REVIEW / COMMENT ON AN E-FORM REQUEST

Please comment / review on the request you received via an email from our system that was generated by an online request from an international student or scholar, or by a department.

Logout in order to re-login to view other requests.

Logout of iStart Services

Departmental J-1 Compliance Certification

The following links provide you with information submitted as part of the e-form request tied to the following client record: JOSEPH BEARCAT. Please review this information and submit the form below.

(1) Departmental J-1 Compliance Certification

(2) J-1 Applicant Information

(3) J-1 Financial Information

(4) J-1 Program Information

CLIENT NAME & ID NUMBER: JOSEPH BEARCAT | M00000000

COMMENTS / REVIEW FOR DEPARTMENTAL J-1 COMPLIANCE CERTIFICATION

☑ I understand that I am to have the J-1 exchange visitor report to UC International Services for check-in immediately upon arrival. *

☑ I understand that I am to notify UC International Services if the J-1 exchange visitor's program is delayed, if there is a significant change in the program, if the program ends early, or if termination of the program becomes necessary. *

Last Updated   10/19/2008 07:55 PM

* required fields

Submit

Trusted sites

J-1 Program Extensions

J-1 Exchange Visitors have specific limits on the amount of time they can remain in the U.S. on Exchange Visitor status. Professor and Research Scholars have a five-year maximum stay. Non-degree students have a two-year maximum stay. Short-term scholars have a six-month maximum stay and specialists have a one-year maximum stay. Requests for extensions must be submitted at least 5 business days prior to the expiration of the current DS-2019. The department must click on the "J-1 Program Extension" link under "Departmental Services." You will be asked to verify the current biographical and address information on file for the visitor, select a new program end date, and indicate if the Exchange Visitor will be traveling, etc. The proof of continued funding will also need to be uploaded and forwarded to UC International Services as a PDF document. Next, click the "Submit Request" button.

The Exchange Visitor will be notified when the extension is processed. If the Exchange Visitor is being paid by UC, then he/she will need to have his/her I-9 revised, which may require an appointment with a UC International Services Advisor.

J-1 Scholar Program Extension/Change in Department Request

The host department should fill out this form to request a new DS-2019 to extend the program for a J-1 Exchange Visitor. This form can also be used to request a change in the sponsoring department. Note that the maximum length of time permitted for J-1 Exchange Visitors varies by category. Make sure you do not request more time than the Exchange Visitor has remaining. If the Exchange Visitor is changing departments the work in the new department must be related to the work that was being done in the original department.

Non-degree student--2 year maximum stay
Professor --5 year maximum stay
Research Scholar--5 year maximum stay
Short-Term Scholar--6 month maximum stay
Specialist--one year maximum stay

Proof of financial support and medical insurance must be scanned and uploaded with this request. If financial support is being provided by UC upload a copy of the offer letter to the exchange visitor. Collect all other sources of support and health insurance from the exchange visitor prior to submitting this request. Funding by the University of Cincinnati would include an employee paycheck, money for food or lodging, or support for benefits (health insurance; tuition remission, etc.).

This request must be eletronically certified by an administrative person at the level of Department/Division Head or higher, to acknowledge the department's willingness to comply with all federal and University J-1 requirements.

The request must be received at least 5 business days before the expiration of the current DS-2019 or the start of duties in the new department.

VERIFY BIOGRAPHICAL INFORMATION

Passport - Last Name *
Passport - First Name *
Passport - Middle Name
UC ID Number *
Email Address *

VERIFY CURRENT U.S. RESIDENTIAL ADDRESS

Street 1 *
Street 2
City *
State *
Postal Code *
Phone Number *

NEW DS-2019 DOCUMENT REQUEST

This request is for a program extension *   ○ YES ○ NO
This request is for a change in sponsoring department *   ○ YES ○ NO

If this request is for a change in sponsoring department, please indicate the name and address of the new department

41

Requested New Program End Date *   Month ▾   Day ▾   Year ▾

Briefly summarize the reason(s) for requesting an extension *

Has the J-1 scholar been granted a waiver of the 2-year home residency requirement (212e)? (you will need to ask the exchange visitor this question) *   ○ YES   ○ NO

Is the scholar traveling outside the U.S.? *   ○ YES   ○ NO

If Yes, Departure Date   Month ▾   Day ▾   Year ▾

If Yes, Re-entry Date   Month ▾   Day ▾   Year ▾

Passport Expiration Date   Month ▾   Day ▾   Year ▾

If the scholar has dependents will they travel with the scholar?   ○ YES   ○ NO

SOURCE OF FUNDING

In boxes with the $U.S. Dollars notation put total amounts only. Do not put commas, $ signs, names of support providers or per year or per month notations. For example, if someone is getting $25,000 per year for three years, put 75000, not $25,000 per year. Use the drop down boxes or text fields to indicate the sources of support where appropriate. Whatever source of support, documentation of the support must be scanned and uploaded with this request.

University of Cincinnati (including grants from external sources) ($ U.S. Dollars)

U.S. Government Agency   ▾

U.S. Government Amount ($ U.S. Dollars)

International Organization   ▾

International Organization Amount ($ U.S. Dollars)

Exchange Visitor's Government ($ U.S. Dollars)

Binational Commission ($ U.S. Dollars)

All Other Organizations ($ U.S. Dollars)

Personal Funds ($ U.S. Dollars)

Financial documentation (please scan and upload the proof of financial support for this exchange visitor). If support is coming from UC upload a PDF file of the offer letter. *   [Browse…]

Health Insurance (please scan and upload proof of medical insurance for the exchange visitor) *   [Browse…]

--DEPARTMENTAL CERTIFICATION--The department head must review and certify this request before it can processed. Please complete the fields below.

Name of Department/Division Head *

Email of Department/Division Head *

Re-type Email of Department/Division Head *

* required fields   [Submit Request]

OTHER IMMIGRATION STATUSES

Most international workers will require the submission of a specific eForm in order to notify UC International Services of the need to process a petition for attainment of an immigration status that will allow for employment.   However, there are some visitors who will be working for UC who will already have proper work authorization and will not need to have a specific immigration petition submitted on their behalf. Most typically, these will be individuals who, for various reasons, have an Employment Authorization Document issued by the Department of Homeland Security. It will also include F-1 students on Curricular Practical Training and J-1 students on Academic Training from other schools. These visitors will need to be onboarded prior to their first day of employment, and the information contained in the "Other Immigration Statuses" eForm will need to be submitted before onboarding can occur. This eForm also needs to be submitted for guest speakers requiring payment in the form of an honorarium.

Primary Purpose of Visit

The first section of this eForm asks the sponsoring department to indicate the primary purpose of the visit. How this question is answered is critical as it will determine the next steps for the visitor upon arrival. In most cases, the individual will be required to have an in-person check-in with UC International Services upon arrival in Cincinnati. However, some individuals coming in non-paid, non-enrolled statuses may only be required to supply documentation of their status and will not be required to have a formal check-in. Answer the yes/no questions as appropriate for the purpose of the visit.

Biographical Information

The "Biographical Information" section will ask for personal information about the employee, including: name, date of birth, country of birth, country of citizenship, country of permanent residence, gender, etc.

Immigration Information

The "Immigration Information" section will ask for details about the employee's current immigration documents, including: current status, status expiration, passport number, I-94 card number, the type of work authorization document possessed and its expiration date. Visitors currently in the U.S. will be required to supply the sponsoring department with copies of their current immigration documents, which should be scanned and uploaded as part of the request.

Position Information

The "Position Information" section will ask for details about the job being offered, including: job title, salary, FTE percentage, etc. The "Hiring Unit" section will ask for details about the college/department, supervisor, and departmental contact. It also includes completion of the "Checklist for Export Control Issues for Sponsoring/Paying International Workers". This form needs to be completed, scanned and uploaded as part of the request. The checklist is linked at the bottom of the eForm.

POSITION INFORMATION

If you indicated Yes to question #1 under the Primary Purpose for Visit section please complete this section. If you answered No to question #1 you can skip this section.

SAP Position Title

SAP Position number

University Offered Salary

FTE Percentage

Requested Employment Start Date

Does this individual now appear on the HR New Hire Checklist?   ○ YES   ○ NO

EXPORT CONTROLS CERTIFICATION

You are required to complete the Export Controls Certification Form as part of this request, even if the person is coming in a non-paid capacity.

Have you completed the Checklist for Export Control Issues for   ○ YES   ○ NO
Hiring International Workers form? You must complete this form
and scan and upload it or fax it as part of this request. The
form is linked at the bottom of this eForm. *

HIRING/SPONSORING UNIT INFORMATION

College (if not affiliated with a specific
College put "None") *

College (if not affiliated with a specific
College put "None") *

Name of the Hiring Department *

Name of Immediate Supervisor *

Job Title of Immediate Supervisor *

Email Address of Immediate Supervisor
*

Name of contact person for this
request *

Phone number for contact person *

Email address for contact person *

REQUIRED DOCUMENTS FOR SUBMISSION OF THIS EFORM

The Checklist for Export Control Issues for International Workers form must be submitted as part of this request. In addition, if the visitor is currently residing in the U.S. you are required to scan and upload or fax the documents below with this request :

(1) Copy of the biographic page from a valid passport reflecting issuance and expiration dates

(2) Copies of both sides of the I-94 card

(3) Copy of most recent visa stamp

(4) copies of all I-20s (if F-1) or DS-2019's (if J-1)

(5) Copy of Employment Authorization Document and/or I-797 approval notice (if applicable)

Required Documents

The final section of this eForm is the "Required Documents from the Applicant" section. Here you will be instructed as to the documents you will be required to scan and upload, or fax, to 513-556-2990 as part of the request. Required documents will include copies of all immigration documents (passport, visa stamp, I-94 card, USCIS approval notices, work permits, etc.) and the "Checklist for Export Control Issues" (see above).

Permanent Resident eForms

To submit a request for Permanent Residence, you will first click on the appropriate eForm. There is an eForm for "Permanent Residency for Faculty Positions" and one for "Permanent Residency for Non-Faculty Positions." The content for both eForms is similar with slight variations due to the advertising and selection criteria differences between faculty jobs and non-faculty jobs. Once you select the appropriate eForm, you will have to enter the applicant's UC ID and date of birth.

You will then be brought to a screen that will tell you the three (3) sections that must be completed in order to submit a request for permanent residency. These three sections are:

Labor Certification Applicant Information
University Position Information
Departmental Permanent Residency Compliance Certification
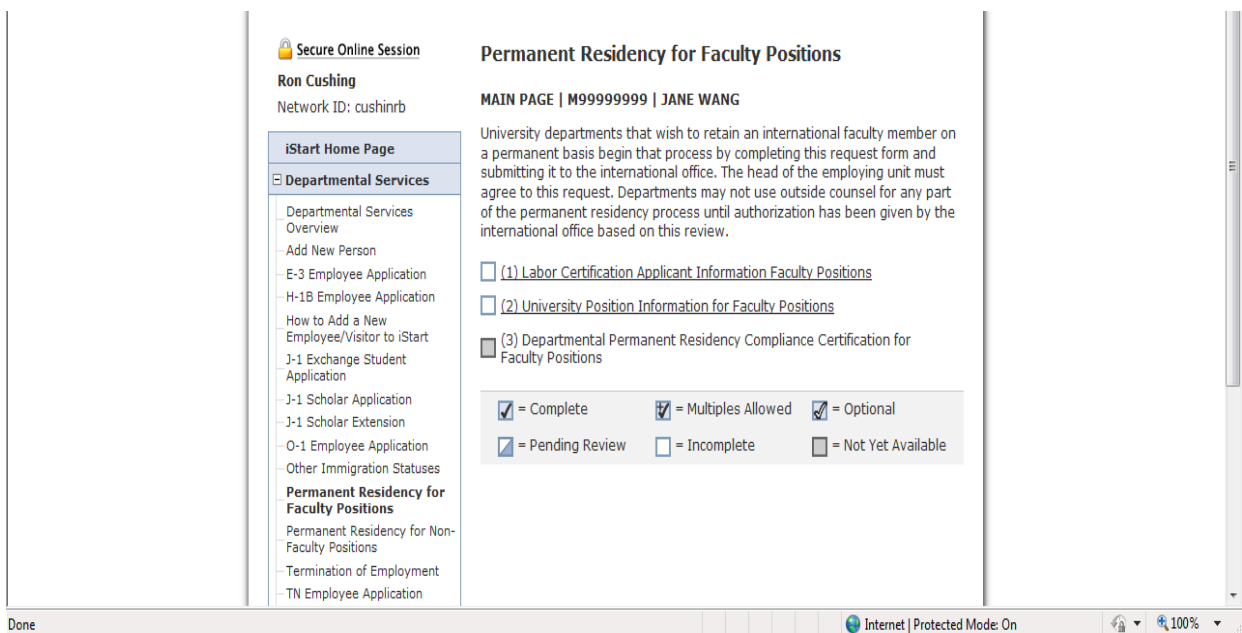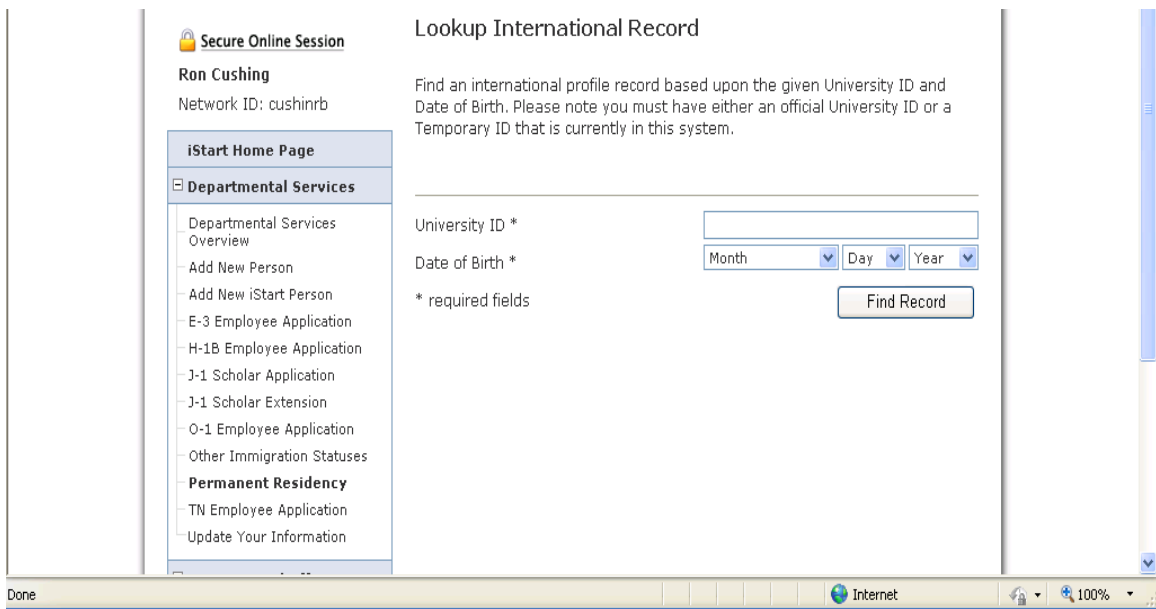
Applicant Information

The first section that needs to be completed in the Permanent Residency process is the "Labor Certification Applicant Information" section. This section should be completed by the applicant. The department should click the GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION link. The applicant will then be sent an email with instructions for completing the section.

The applicant will enter biographical information including name, country of citizenship, etc. The applicant will also enter his/her U.S. address, foreign address, educational information, information about any dependents, and the immigration and work history of the applicant. Supporting documents can be scanned and uploaded or faxed to UC International Services (513-556-2990). Employees will not need to have access to this eForm emailed to them. They will have access to it automatically as part of their UC status.

https://ioffice.uc.edu/istart/controllers/eform-preview/PreviewEngine.cfm?serviceid=EFormEmployeeBiographicalandAddressVerification0Servic 🖨 Print

Current non-immigrant status end date * | Month ▾ | Day ▾ | Year ▾

Email Address *

Date of Last Arrival in the U.S. * | Month ▾ | Day ▾ | Year ▾

I-94 Card Number (11 digits in the upper left hand corner of the card) *

DHS A # (if any)

Please indicate the status of all prior I-140 applications filed (if any)

CURRENT U.S. RESIDENTIAL ADDRESS

Street 1 *

Street 2

City *

State * ▾

Postal Code *

Phone Number

LAST PERMANENT ADDRESS ABROAD

include street, city, country and postal code *

U.S. Consulate or Embassy nearest to residence in home country * ▾

EDUCATIONAL INFORMATION

Please submit copies of degrees and transcripts in English

Highest degree earned * ▾

Field of study *

Date degree awarded * | Month ▾ | Day ▾ | Year ▾

Name of school *

Address of school *

INFORMATION ABOUT FOREIGN-BORN DEPENDENTS

Dependent 1 First Name and Family Name

Relationship (spouse, son, daughter) ▾

Date of Birth | Month ▾ | Day ▾ | Year ▾

Country of Birth

Dependent 2 First Name and Family Name

Relationship (spouse, son, daughter) ▾

Date of Birth | Month ▾ | Day ▾ | Year ▾

Country of Birth

50

Dependent 3 First Name and Family Name	
Relationship (spouse, son, daughter)	[dropdown]
Date of Birth	Month ⌄ Day ⌄ Year ⌄
Country of Birth	
Dependent 4 First Name and Family Name	
Relationship (spouse, son, daughter)	[dropdown]
Date of Birth	
Country of Birth	

PRIOR U.S. IMMIGRATION HISTORY

Please attach copies of all immigration documents for statuses you include below including passports, I-94 cards, visa stamps, certificates of eligibility (I-20 or DS-2019 forms) and I-797 approval notices.

Previous immigration status 1 held	[dropdown]
Previous immigration status 1 start date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 1 end date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 2 held	[dropdown]
Previous immigration status 2 start date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 2 end date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 3 held	[dropdown]
Previous immigration status 3 start date	Month ⌄ Day ⌄ Year ⌄

Previous immigration status 3 start date	Month ⌄ Day ⌄ Year ⌄
Previous immigrtion status 3 end date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 4 held	[dropdown]
Previous immigration status 4 start date	Month ⌄ Day ⌄ Year ⌄
Previous immigration status 4 end date	Month ⌄ Day ⌄ Year ⌄
Has an immigrant petition (I-140, I-130 or I-360) ever been filed on our behalf? *	○ YES ○ NO
If yes, please provide filing date	Month ⌄ Day ⌄ Year ⌄

If yes, please list the petitioner

If yes, indicate the status of petition (i.e. pending, approved, denied)

PRIOR WORK EXPERIENCE

Please use the link below to list all jobs held during the past three years. Also, list any other experience that qualifies you for the job opportunity for which your are seeking Labor Cerification. Copy and complete as many forms as necessary to list all employers and scan and upload the forms with the other required supporitng doucments.

REQUIRED DOCUMENTS FROM THE EMPLOYEE

The documents listed below are required for the employee. Please send these documents to UC International Services at mail location 0640.

https://ioffice.uc.edu/istart/controllers/eform-preview/PreviewEngine.cfm?serviceid=EFormEmployeeBiographicalandAddressVerification0Servic

Print

1) Copy of highest degree earned. A credential evaluation of the degree is required if the degree is from an overseas institution.

2) Current Curriculum vitae.

3) Copy of the biographic page from a valid passport reflecting issuance and expiration dates.

4) Copies of all documentation evidencing complete immigration history including: all I-20s (if F-1) or DS-2019???s (if J-1), I-797 approval notices (if H-1B, TN or O-1), both sides of I-94 card, visa stamps, other documents such as work permits (if F-1, J-2 or L-2).

5) If a medical doctor a copy of the license to practice medicine in Ohio and documentation of completion of one of the following: Federal Licensing Examination (FLEX); U.S. Medical Licensing Examination (USMLE) parts I, II and III; or National Boards of Medical Examiners Certifying Examinations, Parts I, II and III.

6) Completed Prior Work Experience sheet (linked below).

7) Employment verification letters if experience/training was required for the position.

☐ I declare under penalty of perjury that the information provided on the Basic Information About The Employee form is true and correct. I understand that to knowingly furnish false information to be included in the Labor Certification Application and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense punishable by a fine or imprisonment up to five years or both under 18 U.S.C. 2, 1001. Other penalties apply as well to fraud or misuse of ETA immigration documents and to perjury with respect to such documents under 18 U.S.C. 1546 and 1621. *

☐ In addition, I further declare under penalty of perjury that I intend to accept the position offered if a labor certification is approved and I am granted a visa or an adjustment of status based on this application. *

* required fields   Submit Request

Prior Work Experience Form

Position Information

The next section to be completed in the permanent residency process is the "University Position Information" section. This section should be completed by the hiring department. In this section, you will enter information about the hiring department, the job occupied by the employee, etc. There is specific information that needs to be provided based on whether the job includes teaching or not. You will also provide information detailing the advertising and recruitment process that was followed when initially hiring for the position. Linked to this section are the posting notices that need to be completed, posted accordingly, and sent to UC International Services. All supporting documents can be scanned and uploaded as part of the request, but should also be mailed in hard copy format to UC International Services at mail location 0640.

University Position Information for Faculty Positions

The position must be full-time. The position must be defined as permanent by the university. A permanent position is one that does not have a definite termination point defined either by a date or the completion of a project or assignment, is not seasonal or intermittent, and is not presently intended or contemplated by the employer to have some specified end date in the future. Please note that postdoctoral fellowships and visiting positions of any kind are not considered permanent by the university.

The hiring department will be required to scan and upload of fax all required supporting documentation with this request. Supporting documentation will include the Recruitment Report, copies of all advertising used in the search, a copy of the posting notice and the offer letter.

The position must have been advertised in a national professional journal. The journal can be print, electronic or web-based. However, if the journal is electronic or web-based the job listing MUST be viewable to the public without payment of subscription and/or membership fees. In addition, the job must be posted for at least 30 calendar days if the ad is posted electronically or on the web.

NOTE: Make sure the position upon which Labor Certification is based is the position the employee will hold at the time the green card is approved. Subsequent promotions can complicate the green card process if the I-485 has not been pending for at least 180 days. Consult UC International Services if a change in job duties may be a possibility.

UC department name *

UC departmental mailing address *

Name of departmental contact completing this request *

[   ]

Primary location where individual will work if different from department address (include street address)

[   ]

Position title *

[   ]

Position description *

[   ]

Specify type and number of months of experience required for the position (put "0" if no experience is required). *

[   ]

Is the position permanent? *   ○ YES   ○ NO

Is the position full-time? *   ○ YES   ○ NO

Salary for the position *

[   ]

Number of employees the foreign national will supervise, if any? (if none put "0") *

[   ]

Name of foreign national's immediate supervisor *

[   ]

Title of foreign national's immediate supervisor *

[   ]

Date of official offer letter from the university *

Month [▼] Day [▼] Year [▼]

Please indicate the course and number for each course the individual will teach

[   ]

Please list the date the union was notified about the intent to file the Labor Certification Application or the dates of posting if the position is not under the union. Submit the appropriate posting notice linked at the bottom with all other required documents.

Month [▼] Day [▼] Year [▼]

Minimum degree required for the position *

[▼]

Field of study required *

[   ]

Is there an alternate field of study that is acceptable? *   ○ YES   ○ NO

If yes, please list the alternate field of study

[   ]

Is a foreign educational equivalent acceptable? *   ○ YES   ○ NO

Is there an alternate combination of education and experience that is acceptable? *   ○ YES   ○ NO

If yes, please describe and list years of experience required

[   ]

Is knowledge of a foreign language required to perform the job duties? *   ○ YES   ○ NO

Does the job require the foreign national to live on campus? *   ○ YES   ○ NO

RECRUITMENT EFFORTS

The position must have been advertised in a national professional journal. The journal can be print, electronic or web-based. However, if the journal is electronic or web-based the job listing MUST be viewable to the public without payment of subscription and/or membership fees. In addition, the job must be posted for at least 30 calendar days if the ad is posted electronically or on the web. Documentation of the placement of the ad must include:

1) Copy of the advertisement as it appeared in the journal

2) The journal name and the date. If not on the ad page, a copy of the journal cover must be provided.

3) If the ad was placed electronically or on the web evidence of the start and end dates of the ad must be supplied. Hiring departments should collect clear copies of the ad showing the first day and the 30th day (end dates beyond 30 days should be used when the ads run longer than 30 days) the ad appeared.

For teaching positions, the Labor Certification application must be received by the U.S. DOL no later than 18 months from the date of offer and no sooner than 30 days after the end date of the stated advertisement timeframe.

Name of the national professional journal in which the advertisement appeared

[   ]

Start date for national professional journal advertisement   [Month ▼] [Day ▼] [Year ▼]

End date for national professional journal advertisement   [Month ▼] [Day ▼] [Year ▼]

Is the job going to be based in Cincinnati *   ○ YES ○ NO

Was the position advertised in additional publications, web sites (including UC), job fairs, trade journals, etc.? *   ○ YES ○ NO

If yes, please list the location of ads and the dates the ads ran

[   ]

REQUIRED SUPPORTING DOCUMENTS

The hiring department is required to provide UC International Services with all required supporting documentation. You should mail the original documents to UC International Services at mail location 0640. The original supporting

---

Preview E-Form

https://ioffice.uc.edu/istart/controllers/eform-preview/PreviewEngine.cfm?serviceid=EFormUniversityPositionInformation0ServiceProvider   🖨 Print

REQUIRED SUPPORTING DOCUMENTS

The hiring department is required to provide UC International Services with all required supporting documentation. You should mail the original documents to UC International Services at mail location 0640. The original supporting documentation must be sent to UC International Services after initial review and will include:

1) Copy or draft of the final Recruitment Report.

2) Copies of all advertising used in the search.

3) A copy of the appropriate posting notice

4) A copy of the orginal offer letter.

Do you have access to a scanner? If yes, please scan and upload copies of the required supporting documents for initial review. The original documents should be sent to UC International Services after review and approval. If you don't have acess to a scanner, please fax copies of the supporting documents to 513-556-2990. *   ○ YES ○ NO

* required fields   [Submit Request]

Posting notice for union teaching positions

Checklist for Requesting Labor Certification for Teaching Positions

Posting notice for non-union teaching positions

Departmental Certification

All requests for Permanent Residency MUST be certified by the Department/Division Head. Enter the required information about the Head and click the "Submit Button." The Department/Division Head will then receive an email asking him/her to review the request and certify departmental compliance with Department of Labor regulations. His/her password and employee ID number will be sent with the email notice.


```
Dear Ron Cushing:

The UC International Services (MAIN) requests that you review / comment
on the following request submitted to our office.  If you have any
questions please contact MAIN and ask to speak to an advisor. Thank you
for your time and attention to this matter.

Request: Departmental Permanent Residency Compliance Certification

Client Name: Joseph  Bearcat
Client ID: M00000000
Your Login ID: cushinrb@email.uc.edu
Your Password: 39D674E-E8
```

```
Comment / Review Information at:
https://ibearcatsglobal.uc.edu/review.cfm?index=39D674E-
E8!108441&logout=yes

UC International Services
```


Approvals and Processes

The Departmental Contact, the Department/Division Head, and the individual being hired will all be notified via email when an application has been processed. Applications are processed on a first-come, first-served basis. J-1 applications can typically be completed in 5 business days as are "Other Immigration Status" eForms. However, be advised that other employment petitions (H-1B, E-3, O-1, etc.) have multiple processes that must be completed that will take several months to finish, even if premium processing is requested. Permanent residency petitions take even longer to process. Departments should be prepared for this and please requests early.