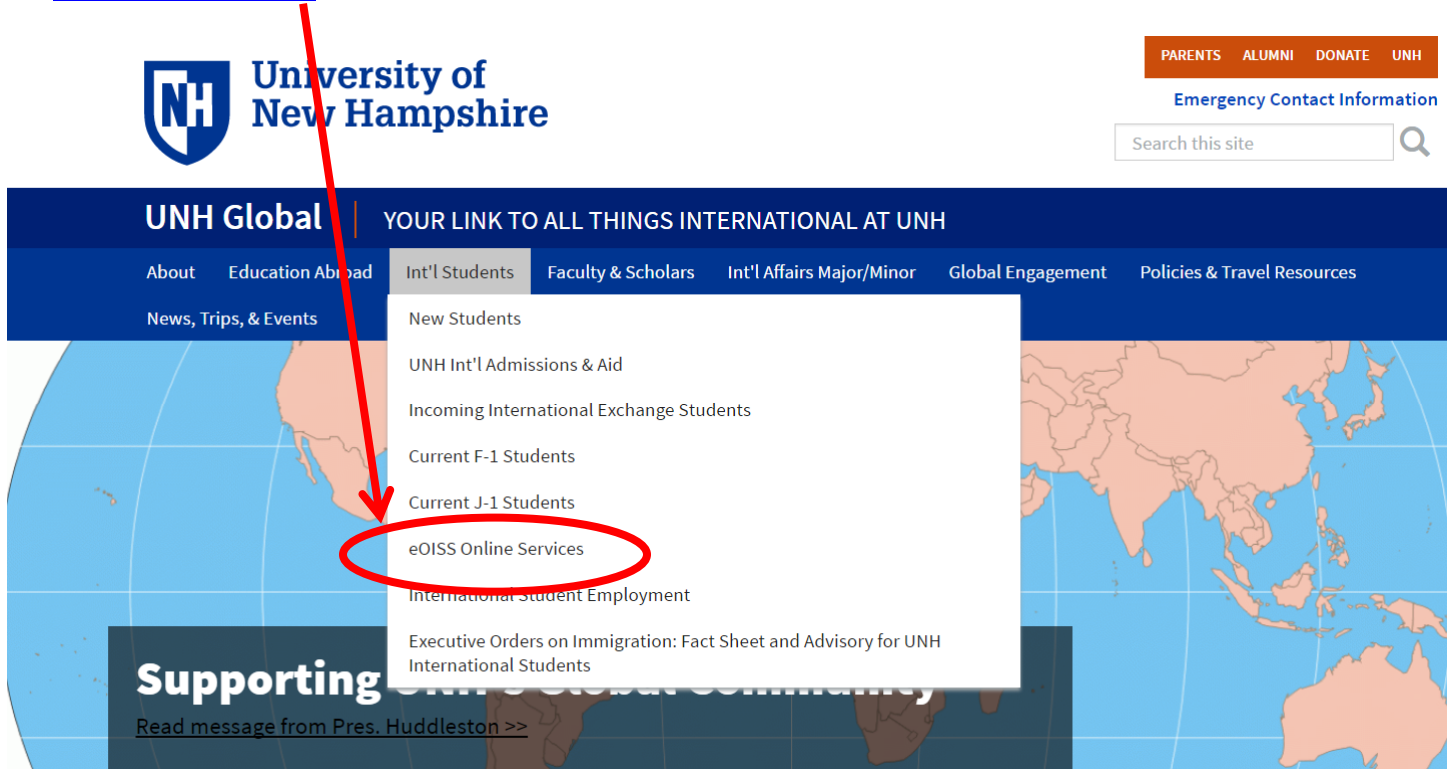


Submitting an H-1B Extension for an Employee using eOISS Online Services

The following steps will allow you to submit an H-1B Extension for an Employee using eOISS Online Services. You will need a myUNH username and password to access these services. If you do not have a myUNH username, or if you have forgotten your password, please visit <https://www.unh.edu/it/loginhelp>.

Step 1: Logging into eOISS Online Services

To login to eOISS Online Services, visit the UNH Global website (www.unh.edu/global). Under “Int’l Students”, click on the [eOISS Online Services](#) link.



The screenshot displays the UNH Global website interface. At the top left is the UNH logo and the text "University of New Hampshire". To the right are links for "PARENTS", "ALUMNI", "DONATE", and "UNH", along with "Emergency Contact Information" and a search bar. The main navigation bar includes "UNH Global" and "YOUR LINK TO ALL THINGS INTERNATIONAL AT UNH". Below this, a menu lists "About", "Education Abroad", "Int'l Students", "Faculty & Scholars", "Int'l Affairs Major/Minor", "Global Engagement", and "Policies & Travel Resources". The "Int'l Students" menu is open, showing options like "New Students", "UNH Int'l Admissions & Aid", "Incoming International Exchange Students", "Current F-1 Students", "Current J-1 Students", "eOISS Online Services" (circled in red), "International Student Employment", and "Executive Orders on Immigration: Fact Sheet and Advisory for UNH International Students". A red arrow points from the text in the previous block to the "eOISS Online Services" link. At the bottom, there is a banner for "Supporting UNH's Global Community" and a link to "Read message from Pres. Huddleston >>".

Next, click the **Department Access** link.

eOISS Online Services

Do you have a myUNH account?

YES - I HAVE A MYUNH ACCOUNT

NO - I AM A NEWLY ADMITTED STUDENT

NO - I AM A NEW SCHOLAR OR EMPLOYEE

Department Access

Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**.

University of New Hampshire

Sunapsis - Test

Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your username and password below and click 'Submit' to access the system.

This is a public computer

This is a private computer

Username:
Username

Password:
Password

Submit

[Need Assistance?](#)

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• Durham, NH 03824 • UNH IT Service Desk (6 3) 862-4242 •
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

***If you are unable to login, click here or visit <https://www.unh.edu/it/loginhelp>.

Step 2: Starting the Application

To start an application, click on **Departmental Services** in the menu bar. Then click on **H-1B Extension for an Employee**.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Launch Application, Departmental Services (highlighted with a red arrow), International Office, Server Administration, and Tech Support. The main content area is titled "Departmental Services" and is divided into two sections: "Lists" and "Tasks".

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Add New Person
- Update Your Information
- H-1B Extension for an Employee (highlighted with a red arrow)
- J-1 Extension for an Exchange Visitor
- H-1B Application for a New Employee
- Application for a New Exchange Visitor

Fill out the **form**, then click **Find Record** to start a new application.

- Launch Application
- Departmental Services
- International Office
- Server Administration
- Tech Support

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) Information Required

University ID*

Date of Birth*

Find Record

Step 3: Filling Out the Application

To fill out the application, simply click the section you wish to fill out, and enter the information on the **form**.

- Launch Application
- Departmental Services
- International Office
- Server Administration
- Tech Support

Contact Information

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(*) Information Required

H-1B Employee's Living Address:

CLIENT RECORD: TONY STARK | TEMP569626

Street 1*

Street 2

City*

State*

Zip Code*

H-1B Employee's Phone Number*



You can save your progress at any time using the **Save Draft** button.

Please Note: Uploaded supporting documents will be corrupted during the save process and will need to be uploaded again before submission. Please wait to upload supporting documents until you are ready to submit the section.

When you have completed a section click **Submit**.

Step 4: Second Approval and Departmental/Unit Certification

If a section requires second approval (ex. H-1B Compliance Certification), fields will be provided to enter the approver's contact information.

- [Launch Application](#)
- [Departmental Services](#)
- [International Office](#)
- [Server Administration](#)
- [Tech Support](#)

H-1B Compliance Certification (Dean/Director)

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(*) Information Required

FORM GUIDANCE

Institutions wishing to sponsor H-1B employees assume numerous legal responsibilities.

By submitting this form, you are agreeing to provide the Office of International Students and Scholars with information required for UNH to comply with federal law.

There are three H-1B Compliance Certifications: one for the department/unit sponsor, one for the department chair/unit head, and one for the dean/director.

DEAN/DIRECTOR CONTACT INFORMATION

An automatic email will be sent to the person below with instructions for completing the certification.

CLIENT RECORD: TONY STARK | TEMP569626

Name:*

Email*

Re-type Email*

Phone Number*

When the section has been submitted, the approver will receive an email with a **link** and **login**.

H-1B Compliance Certification (Dean/Director)

Dear Dean/Director Goser Goserian:

You are receiving this notification from the Office of International Students and Scholars (OISS) because the department/unit contact has initiated an H-1B Extension for an Employee. We need your approval in order to proceed.

Please follow the link below:

[H-1B Compliance Certification \(Dean/Director\)](#)

Client Name: Peter Vankman

Client ID Number: *****5217

Your Login ID: nada.none@unh.edu

Your Password: 6693E3D-5E

The login information should automatically fill in, and the approver can simply hit **Login** to proceed to the form.

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(* Information Required

Client ID Number

(Student - Employee University ID)

Your Login ID*

Your Password *

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

*****You will receive an email when the approver has completed the form.**

When your application is ready for Departmental/Unit Certification, please fill out the **forms** provided.

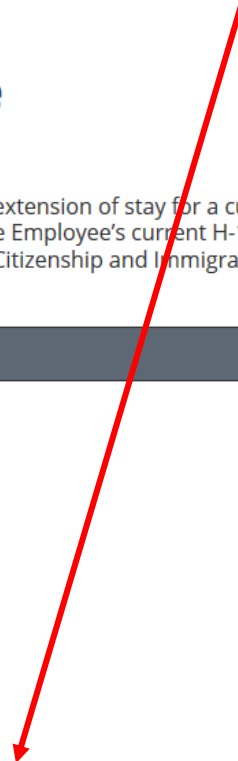
H-1B Extension for an Employee

[View/Save/Print E-Form Group](#)

This form is to be completed by the UNH Department/Unit requesting an extension of stay for a current H-1B employee. All information must be received at least 120 days prior to the end date of the Employee's current H-1B work authorization to allow sufficient time for processing by OISS, U.S. Department of Labor and U.S. Citizenship and Immigration Services.

E-Forms

- REQUIRED**
[Contact Information](#)
 - REQUIRED**
[Position Information](#)
 - REQUIRED**
[Dept of Labor Actual Wage Requirement](#)
 - REQUIRED**
[Export Control Attestation](#)
 - REQUIRED**
[H-1B Compliance Certification \(Department/Unit Sponsor\)](#)
 - REQUIRED**
[H-1B Compliance Certification \(Department Chair/Unit Head\)](#)
 - REQUIRED**
[H-1B Compliance Certification \(Dean/Director\)](#)
-  **NOT YET AVAILABLE**
[Submit H-1B Extension](#)



Once you have entered the **information** needed on the form, click **Submit**.

- Launch Application
- Departmental Services
- International Office
- Server Administration
- Tech Support

H-1B Compliance Certification (Dean/Director)

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(*) *Information Required*

FORM GUIDANCE

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DEAN/DIRECTOR CONTACT INFORMATION

An automatic email will be sent to the person below with instructions for completing the certification.

CLIENT RECORD: TONY STARK | TEMP569626

Name:*

Email*

Re-type Email*

Phone Number*

An email will be sent to the approver with a link and login (see above) to certify the application.

*****The 3 Certification sections can be done in any order. You will receive an email when an approver certifies the application.**

Step 5: Submitting the Application.

Once all sections have been submitted, and the certifications completed you will be able to **Submit the Application**.

H-1B Extension for an Employee

[View/Save/Print E-Form Group](#)

This form is to be completed by the UNH Department/Unit requesting an extension of stay for a current H-1B employee. All information must be received at least 120 days prior to the end date of the Employee's current H-1B work authorization to allow sufficient time for processing by OISS, U.S. Department of Labor and U.S. Citizenship and Immigration Services.

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- REQUIRED
[H-1B Compliance Certification \(Dean/Director\)](#)
- NOT YET AVAILABLE
[Submit H-1B Extension](#)

***When you submit the application, an email will be sent to UNH's Sponsored Program Administration (Export Control) for final approval.

That's it! You will receive an email from OISS within 5 business days regarding your request.

Final Notes:

- Logout of eOISS when you have finished.
- If you have trouble accessing eOISS Online Services, please contact oiss.advisor@unh.edu.