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 in to eOISS Online Services

To login to eOISS Online Services, visit the UNH Global website (**https://www.unh.edu/global/**). Click "International Students & Scholars",

Next, click on the **eOISS** link.
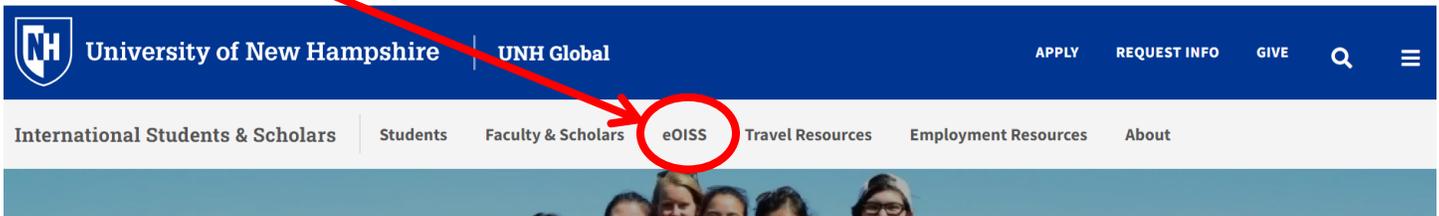
Next, click the **Department Access** link.
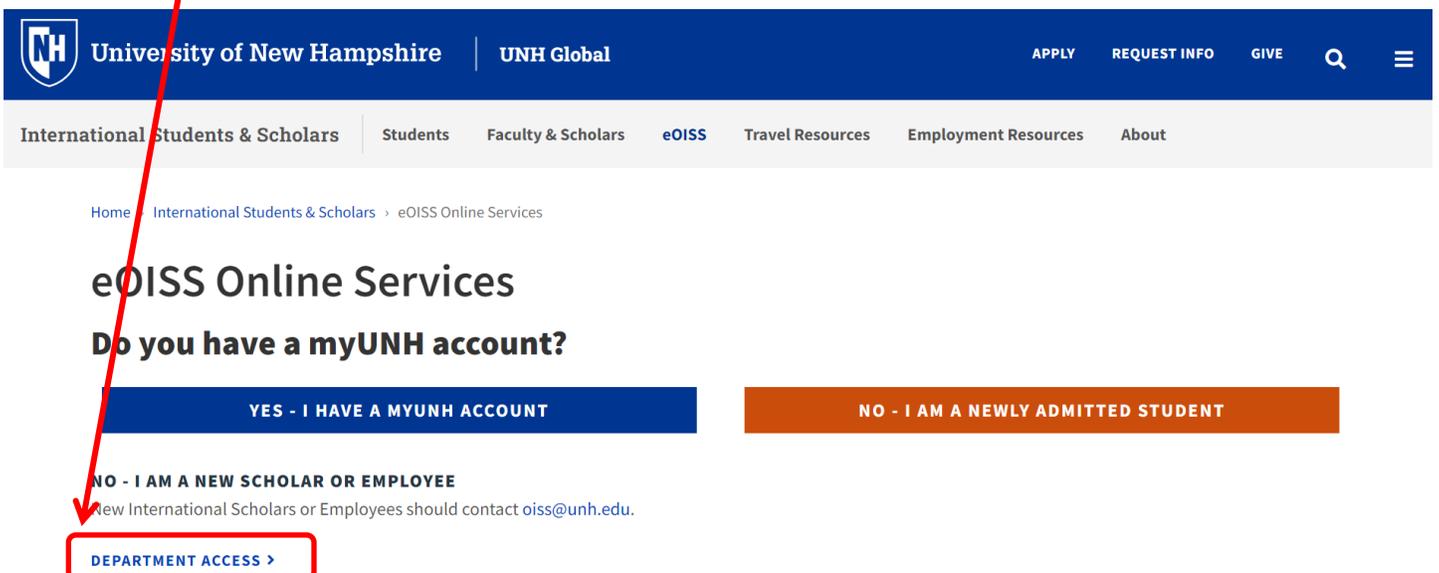
Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**. (**You may have to do this step again after logging into the Full Client eOISS – Online Services)

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?

© 2019 Information Technology • University of New Hampshire • Durham, NH 03824 • UNH IT Service Desk (603) 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.**

Click **Login** under Full Client Services for Current Students & Scholars

eOISS - Online Services

The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Current Students & Scholars

Secure services requiring login with your myUNH ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, program extensions, CPT / OPT / AT.
3. Access alerts and notes on file that require action in order to maintain legal status

[Login]

A Network ID and password are required.

Limited Services for New Students & Scholars

Limited services requiring login with your UNH ID number and date of birth. These services include:

1. Registration for orientation, request initial I-20, or SEVIS transfer-in, etc.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

New Student/Scholar Login

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**.

Launch Application
Departmental Services
International Office
Server Administration
Tech Support

Departmental Services

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

	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*

📅 [MM/DD/YYYY]

[**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)

******5217

Your Login ID*

nada.none@unh.edu

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. ---

Login

***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**.

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**.

***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@unh.edu.**