Submitting an H-1B Application for a New Employee using eOISS Online Services

The following steps will allow you to submit an H-1B Application for a New 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.
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**

Click the **Department Access** button.

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

***If you are unable to login, click here or visit [https://www.unh.edu/it/loginhelp](https://www.unh.edu/it/loginhelp).***
Step 2: Creating a New Record

Note: If the employee already has a UNH ID, skip to Step 3.

To create a new employee record, click on Departmental Services in the menu bar, then Add New Person.

Then fill out the Add New Person Form, and then click Add New Person.
A new **TEMP ID** will be assigned to the employee until a UNH ID is issued. Use this ID when starting the application.

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**Work on an Application**

Name: Stark Tony  
University ID: **TEMP569626**  
Date of Birth: 12/01/1990

You may click on an application e-form group to work on for this individual.

--- New Applications ---

**Application for a New Exchange Visitor**

**H-1B Application for a New Employee**

--- Continue an Application in Progress ---

There are no previously submitted applications.
Step 3: Starting the Application

To start an application, click on **Departmental Services** in the menu bar. If the employee has a **TEMP or UNH ID**, click **H-1B Application**.

Fill out the **form**, then click **Find Record** to start a new application.
Step 4: Granting the Employee Access to the Application

The last 6 sections of the application need to be filled out by the employee.

To grant the employee access, click on any of the 6 employee sections of the application, and then click the GIVE THE CLIENT ACCESS link at the top.
You will be asked to supply the employee’s **email address** to send instructions, then click **Send Email**.

***You will receive a copy of the email sent to the employee.***
Step 5: 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.

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 6: 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.
When the section has been submitted, the approver will receive an email with a [link](#) and [login](#).

**H-1B Compliance Certification (Department Chair)**

Dear Prof./Dr. Goser Goserian:

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

Please follow the link below:

**H-1B Compliance Certification (Department Chair)**

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.

### Forms To Be Completed By The Department

- **REQUIRED**
  - Information about the Position
- **SUBMITTED**
  - Dept of Labor Actual Wage Requirement
- **SUBMITTED**
  - Export Control Attestation
- **REQUIRED**
  - H-1B Compliance Certification (Faculty Sponsor)
- **REQUIRED**
  - H-1B Compliance Certification (Department Chair)
- **REQUIRED**
  - H-1B Compliance Certification (Dean)

**NOT YET AVAILABLE**

Submit H-1B Application
Once you have entered the information needed on the form, click Submit.

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 6: Submitting the Application.

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

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- NOT YET AVAILABLE
  - Submit H-1B 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.advisor@unh.edu.