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 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>NO - I AM A NEWLY ADMITTED STUDENT</td>
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<tr>
<td>NO - I AM A NEW SCHOLAR OR EMPLOYEE</td>
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Department Access
Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Login**.

***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 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.
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.

TEMP348873 SMITH BOB

FORMS TO BE COMPLETED BY THE DEPARTMENT

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

FORMS TO BE COMPLETED BY THE FOREIGN NATIONAL

☐ H-1B Applicant Information
☐ Educational and Professional History and Credentials
☐ H-1B Applicant Immigration History
  ☑ Dependent Spouse Information
  ☑ Dependent Child Information
☐ Notify UNH Department of Form Completion

View/Save/Print E-Form Group
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 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.

Dear Prof./Dr. Test Tester:

You are receiving this notification from the Office of International Students and Scholars (OISS) because the department contact has initiated an Exchange Visitor Application for a Visiting Scholar. We need your approval in order to proceed.

Please follow the link below:

H-1B Compliance Certification (Department Chair)

Client Name: Nada None
Client ID Number: ******2854
Your Login ID: nada.none@unh.edu
Your Password: 56AB14C-7E

Durham Campus
Tel +1 (603) 862-1288
oiss@unh.edu

Manchester Campus
Tel +1 (603) 862-1288
oiss@unh.edu

Concord Campus
Tel +1 (603) 513-5197
oiss@unh.edu
The login information should automatically fill in, and the approver can simply hit **Login** to proceed to the form.

***You will receive an email when the approver has completed the form.***
When your application is ready for Departmental Certification, please fill out the forms provided.

**FORMS TO BE COMPLETED BY THE DEPARTMENT**

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

- 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**.

***When you submit the application, an email will be sent to UNH’s Sponsored Programs 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.