Contact OIA with hiring or hosting questions to sponsor a scholar



Generate an add new person edoc if scholar does not have a university id#



Complete H-1B E-Form set in iStart

(4-6 months prior to planned arrival)



Prepare Supporting Docs

Position Offer Letter

Duties and Responsibilities letter

Checks for DHS

OIA prepares H1-B Petition & Supporting paperwork for USCIS

Help Scholar with arrival

Airport Pickup / temporary housing if needed



Assist scholar as needed in enrolling in the following

