

Screen Shot – How to request a new H-1B visa –PDF–

- The IUPUI H-1B Applicant Information e-form can be sent directly to the scholar to complete. Open the form, on the second line, click “give the client access to complete this section” and enter the scholar’s e-mail address. This will automatically give the client access to upload forms marked as optional.
- The IUPUI H-1B Information about the University Position e-form will route to Export Control.
- Once all of the required e-forms are submitted and the two above have routed, the IUPUI Departmental H-1B Compliance Certification e-form will become available for you to complete. Once you complete this e-form and it routes to the Department/Division Head for approval, the case will route to OIA. That is when your case is received by OIA.

IUINA H-1B Employee E-Form

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

The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three years can be requested at one time, while a total of six years in H-1B status is possible. The Office of International Affairs will review, complete, and submit the H-1B petition to the United States Citizenship and Immigration Service (USCIS). To assist with this process, the sponsoring department will need to follow the steps below and submit the requested additional materials

E-Forms

- REQUIRED**
[IUPUI H-1B Applicant Information](#)
- REQUIRED**
[IUPUI H-1B Information about the University Position](#)
- REQUIRED**
[IUPUI H-1B Actual Wage List and Justification Information](#)
- REQUIRED**
[IUPUI H-1B Department Contact, Faculty Host and Other Department Information](#)
- REQUIRED**
[IUPUI H-1B Department Materials](#)
- REQUIRED**
[IUPUI H-1B Department Location](#)
- NOT YET AVAILABLE**
[IUPUI Departmental H-1B Compliance Certification](#)

The supplemental forms below can be submitted separately and will not block submission of the preceding forms:

- OPTIONAL**
[IUPUI H-1B Upload Passport / Immigration Documents \(Applicant\)](#)
- OPTIONAL**
[IUPUI Upload Curriculum Vitae \(Applicant\)](#)
- OPTIONAL**
[IUPUI Upload Diploma \(Applicant\)](#)
- OPTIONAL**
[IUPUI Upload Medical License and Other Physician Related Documents \(Applicant\)](#)
- OPTIONAL**
[IUPUI Upload H-1B Applicant's Dependent's Documents \(Applicant\)](#)