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| New International Employee Hires (Tenure/Tenure-Track) |
| **AFTER Faculty Advising: New H1B, TN, E-3, O-1 eForm group has been initiated** |



Dept. Contact Initiates the Permanent Residency process by submitting the **Faculty Advising: PERM/Special Handling Request** eForm Group/Checklist

W/in 24 hours of submission of the **Submit: Special Handling Request** eForm

– iStart will Send Email to Employee directing him/her to Login into iStart as Limited User and Access the **Faculty Advising: PERM/Special Handling Request**

eForm Group and complete her/her portion

Dept. Contact Accesses eForm Group/Checklist in iStart via the **Faculty Advising: PERM/Special Handling RequesteForm**

**Dept. Special Handling Questionnaire**

Second Approver is College Dean (if applicable)

**Employee Information/Documentation** eForm

**Dept. Permanent Residency Recruitment**

Second Approver is HR Strategic Partner

(Optional) **Dependent Information/Documentation** eForm

**Submit Special Handling Request**

**Employee Permanent Residency Special Handling Questionnaire**

eForm

**(submit within 4-6 months of Offer Date)**

**After Visa Sponsorship Completed - Non UP Campus:** Adviser will Email Employee to Complete Online Check- in eForm(s) AND Direct Campus Representative to Schedule I-9 Appointment with Employee

Case assigned to an Adviser within 2-3 business days

**Online Document Check-in/I-9** eForm

(Optional) **Online Spouse/ Dependent Check-in** eForm

Dept./Campus/HR Service Center

Employee

International Faculty Advising

Second Approver

**Department Special Handling Questionnaire eForm (submit within 4-6 months of Offer Date)**

Once Everything has been Received - Adviser Review within 5-10

Business Days

**Department Permanent Residency Recruitment eForm (submit within 4-6 months of Offer Date)**

Department / Campus Contact Submits **Faculty Advising: I-9 Update** eForm

After Visa Sponsorship Completed - UP Campus: Adviser will Email Employee within 1-2 Business Days to Direct Employee to Complete **Online Document Check-in** eForm(s) AND Complete Page #1 of I-9 in Equifax prior to I-9 Appointment

Adviser Meets with Employee and/or Updates I-9 Information in iStart, Equifax and Workday