Scholar Check-In Instructions For Department Contacts

H-1B Employees

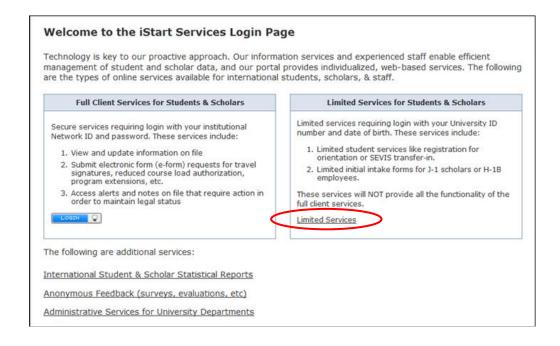
H-1B employees must complete the **departmental HR process** before checking in with ISSS.

It is very important that all H-1B employees complete check-in. They will be given documents that will be needed for future visas.

Please locate the iStart Login Credentials sheet that was given to you during your H-1 appointment. If you didn't receive this or no longer have it, our office can provide you with the campus ID associated with the scholar.

Step 1

- Log into iStart (https://sunapsis.illinois.edu)
- Click on "Limited Services"



Step 2

- Refer to the iStart Login Credentials sheet you were given during your H-1 appointment (with the ISSS advisor)
- Enter the University Identification Number found on that sheet (this may be a TEMP ID or a UIN)
- Enter the individual's date of birth
- Click "E-mail me my Limited Access PIN"
 - This will send a message (including the PIN) to the email address entered when you added the person to iStart



Step 3

- Instruct the individual to enter Limited Services in iStart to complete the Pre Check-In information
 - They will need the University Identification Number, Date of Birth, and PIN

Step 4

- Complete the Scholar Check-In Sheet found under "Resources", "Forms", "Scholar Forms" on the ISSS website
 - http://isss.illinois.edu/publications/forms/scholarforms.html
 - After you hit "submit," a copy of the Check-In Sheet will be e-mailed to you. Print it and provide it to the scholar
- Make sure the visitor has completed the iStart Pre Check-In
- Required documentation for check-in can be found at https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf
- Send the visitor to ISSS during the designated check-in hours (Monday, Wednesday, Friday from 9-11)

Any H-1 who arrives without the Scholar Check-In Sheet or required immigration documents will be sent back to the department to collect them. Thank you!