

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"

Welcome to the iStart Services Login Page

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none">1. View and update information on file2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.3. Access alerts and notes on file that require action in order to maintain legal status <p><input type="button" value="LOGIN"/></p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none">1. Limited student services like registration for orientation or SEVIS transfer-in.2. Limited initial intake forms for J-1 scholars or H-1B employees. <p>These services will NOT provide all the functionality of the full client services.</p> <p><input type="button" value="Limited Services"/></p>

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)

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

 **iSTART** Serving International Students, Scholars and Staff at the University of Illinois

 Secure Online Session

[iSTART Home Page](#)
[Logout of iSTART](#)

Login to iStart - Limited Services

[» LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS «](#)

This access will provided limited services. If you have an institutional network ID and password then you can log into the full services.

Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

University Identification Number *

Date of Birth *

Limited Access PIN *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

* required fields

[E-mail me my Limited Access PIN](#)

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://iss.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!