Start here!

Is the individual currently in H-1B status?
- yes
  - Is the individual currently employed at UI?
    - yes
      - Has there been a significant change to the individual's job title, duties, salary, or department/location? (Contact ISSS with questions.)
    - no
      - Complete H-1 Extension Form; check "Amended Petition."
  - no
    - Does the individual plan to also work for another H-1 employer during his/her UI appointment? (This is very rare.)
      - no
        - Complete H-1 Request Form; check "New Concurrent Employment."
      - yes
        - Complete H-1 Request Form; check "New H-1 Employment."

You're done!
H-1 Request Form ($931 ISSS processing fee)

- New employment at UI (individual needs H-1B status to enter country to begin employment or is currently working in H-1B status elsewhere)
- Change of status to H-1B
- New concurrent employment (very rare!)

H-1 Extension Form ($931 ISSS processing fee)

- Continuation of previously approved employment
- Change in previously approved employment (minor change to job title, duties, salary, or location)
- Amendment (significant change to job title, duties, salary, or location)