H-1B Application Request

Division of Global Engagement
What is iGlobal?

- UCSC implemented iGlobal in March of 2020
- iGlobal (aka sunapsis) is an international case management software
- iGlobal provides comprehensive compliance management
- Customizable e-forms enables ISSS to gather and process information electronically, saving time and money.
- iGlobal is used by ISSS for international students, scholars and employees.
Departmental Users

How to Login to iGlobal:

• Go to: https://iglobal.ucsc.edu
• Click on the yellow Login button
Departmental Users

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- You will then be redirected to authenticate with your Cruz ID and Gold Password
Departmental Users

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- Select ‘Departmental Services’
What’s Next?

- Is this a request for a "New" H-1B employee or is this an update to an existing UCSC H-1B employee or J-1 scholar’s record?
- If this is a NEW person, select ‘Add a New Person’
- If this is an EXISTING UCSC H-1B employee or J-1 scholar, select ‘H-1B Application Request’
Departmental Users

ADD a NEW Person
• Enter the H-1B’s Last Name
• First Name
• Middle Name (If Applicable)
• Date of Birth
• Gender
• Email Address
• Campus (UC Santa Cruz)
• Do you have an institutional university ID for this new profile? (Most likely, No)
• Do you have a network ID for this new profile? (Most likely, No)
• Select, ‘Add New Person’
Departmental Users

- You will be redirected to ‘Work on an Application’
- The name of the person you just entered should appear here
- Next, select the ‘H-1B Application Request’

**Work on an Application**

Name: Farnel, Patricia  
University ID: TEMP362162  
Date of Birth: 01/05/2015

You may click on an application e-form group to work on for this individual.

--- New Applications ---

**H-1B Application Request**

--- Continue an Application in Progress ---

There are no previously submitted applications.

Add A New Person
Departmental Users

- Now you’re ready to begin the ‘H-1B Initial Request’
- You enter new data in the fields
- On this e-form, you will also be uploading the .pdf document
- Select ‘H-1B Initial Request’
Departmental Users

- Verify the client name on the record. This should be the person you just added.
- Complete the additional fields.
- To upload the .pdf copy of the H-1B application, choose ‘Select File’ and browse to the find the .pdf on your computer.
- Ready to submit? Select the ‘Submit’ button and your e-form is submitted.

Add A New Person
Departmental Users

Existing UCSC H-1B employee or J-1 scholar:
First you will need to find the client’s record:

- Enter the employee’s University ID
- Enter the employee’s DOB
- Select, ‘Find Record’
Departmental Users

- Verify the client name on the record. This should be the person you just added.
- Complete the additional fields.
- To upload the .pdf copy of the H-1B application, choose ‘Select File’ and browse to find the .pdf on your computer.
- Ready to submit? Select the ‘Submit’ button and your e-form is submitted.

Update an Existing Person
Departmental Users

That’s it! An ISSS advisor will be notified of the e-form submission. ISSS will reach out to you in 10 business days once we review the materials.

Any questions: You can reach Alexis Weisman at: abweisma@ucsc.edu or ischolar@ucsc.edu