

A low-angle, upward-looking photograph of several tall, slender trees in a forest. The trunks are dark and textured, and the canopy is a dense layer of bright green leaves, with some sunlight filtering through. The perspective creates a sense of height and reaching towards the sky.

H-1B Application Request

Division of Global Engagement



UC SANTA CRUZ

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



UNIVERSITY OF CALIFORNIA, SANTA CRUZ

iGlobal

Welcome to iGlobal Services Login Page

iGlobal provides a variety of online services for UCSC's international students, scholars, and employees -- as well as the staff that support them. Please log in using one of the options below to view information or to make a request.

Current Students, Faculty, or Staff

For access to your iGlobal account, please log in.

Login

A CruzID and Gold password are required.

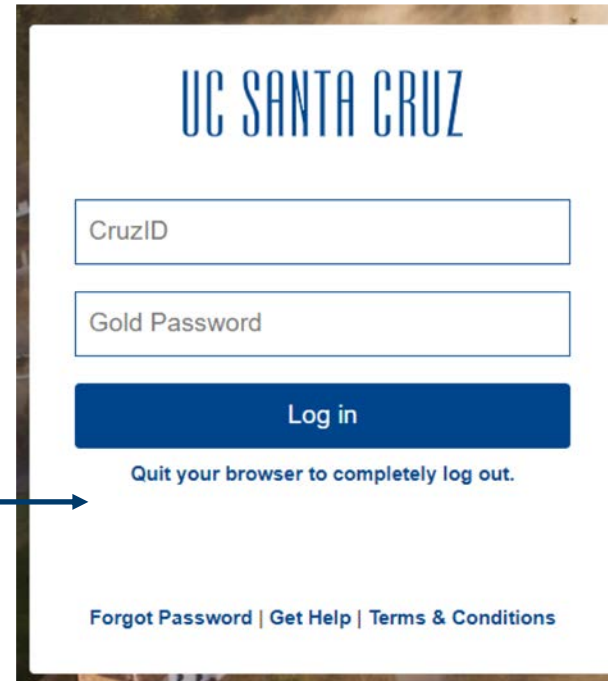
Don't Have a Cruz ID?
New and future students and scholars can log in with their Temporary ID or Campus ID number, PIN, and date of birth. [New Student/Scholar Login](#)



Departmental Users

How to Login to iGlobal:

- Go to: <https://iglobal.ucsc.edu>
- Click on the yellow Login button
- You will then be redirected to authenticate with your Cruz ID and Gold Password



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CruzID

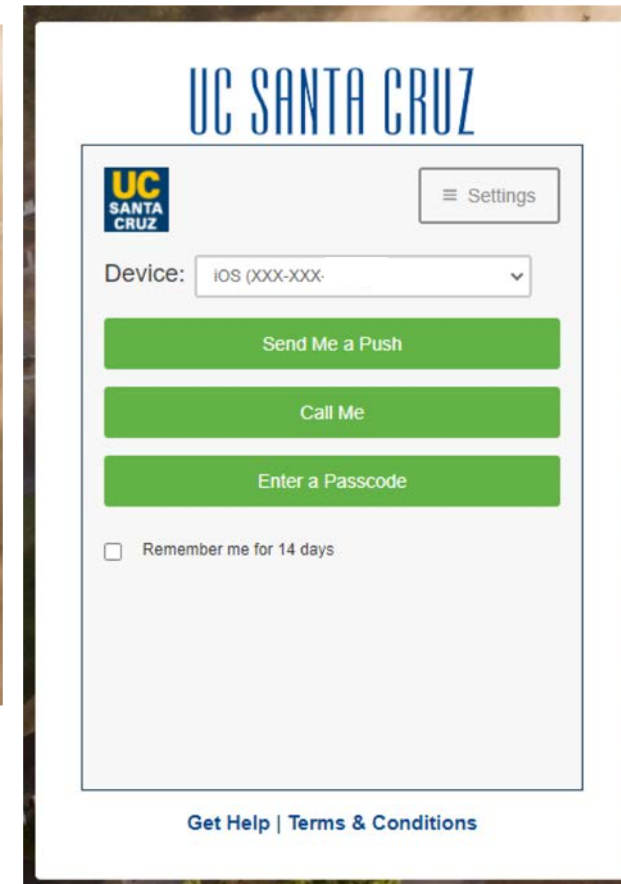
Gold Password

Log in


Quit your browser to completely log out.

[Forgot Password](#) | [Get Help](#) | [Terms & Conditions](#)

A blue arrow points from the text 'Click on the yellow Login button' to the 'Log in' button.



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 Settings

Device: ios (xxx-xxx) ▾

Send Me a Push

Call Me

Enter a Passcode

Remember me for 14 days

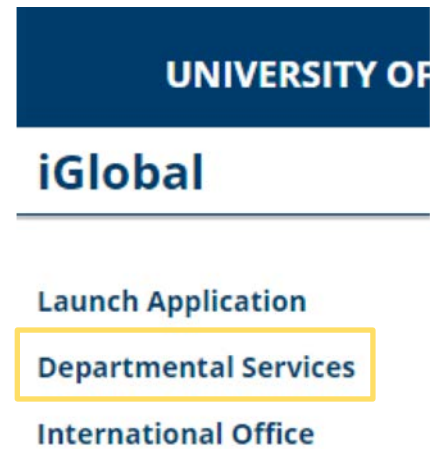
[Get Help](#) | [Terms & Conditions](#)



Departmental Users

How to Login to iGlobal:

- Go to: <https://iglobal.ucsc.edu>
- Click on the yellow Login button
- You will then be redirected to authenticate with your Cruz ID and Gold Password
- Select 'Departmental Services'



Departmental Users

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iGlobal

Launch Application
Departmental Services
International Office

Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Add New Person
- Update Your Information
- H-1B Application Request
- ISRP Application (Nominator)
- ISRP Application (Student)

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'

Add New Person

This is a service to add a new person profile record into the system. If an institutional university verify that no existing records with the same date of birth and email address are in the system to the departmental user's current cases.

(*) Information Required

Last Name*

First Name*

Middle Name

Date of Birth*

Gender*

Email Address*

Campus*

Do you have an institutional university ID for this new profile?*

Yes No

Do you have a network ID for this new profile?*

Yes No

Add A New Person



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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



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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'

H-1B Application Request

[View/Save/Print E-Form Group](#)

E-Forms

REQUIRED
[H-1B Initial Request](#)

Add A New Person



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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.

H-1B Initial Request

(*) Information Required

Instructions

This electronic form (e-form) is used to obtain information and documents for an H-1B applicant.

Please complete the fields below and upload a scanned .pdf copy of the H-1B Application.

Departmental Information

CLIENT RECORD: PATRICIA TEST FARNEL | TEMP362162

Sponsoring Department*

Division*

Departmental Contact Name*

Department Contact Email*

Departmental Contact Title*

Department Address

Street Address 1*

Street Address 2

City*

Santa Cruz

State*

California

Zip Code*

95064

Document Upload

Please visit the [ISSS website](#) to view the H-1B Document Checklist and links to required documents to ensure all materials are included in the packet

Please upload a PDF copy of the H-1B Application Packet. *

Select File

Save Defaults

Save Draft

Submit



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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'



Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must enter a Temporary ID that is currently in this system.

(*) Information Required

University ID*

Date of Birth*

Find Record

Update an Existing Person



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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.

H-1B Initial Request

(*) Information Required

Instructions

This electronic form (e-form) is used to obtain information and documents for an H-1B applicant.

Please complete the fields below and upload a scanned .pdf copy of the H-1B Application.

Departmental Information

CLIENT RECORD: PATRICIA TEST FARNEL | TEMP362162

Sponsoring Department*

Division*

Departmental Contact Name*

Department Contact Email*

Departmental Contact Title*

Department Address

Street Address 1*

Street Address 2

City*

Santa Cruz

State*

California

Zip Code*

95064

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Please upload a PDF copy of the H-1B Application Packet. *

Select File

Save Defaults

Save Draft

Submit

Update an Existing Person



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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

