

William & Mary and VIMS H-1B iStart Instructions (current employee)

1. Access the [Administrative Services](#) portion of iStart.
2. Get special iStart login approval. If this is your first time submitting an administrative request in iStart, complete a Departmental Access Request. You will receive an email from istart@wm.edu when this is approved. You should only have to do this **once**.

The screenshot shows the iStart interface for a Departmental Access Request Form. The page title is "iStart" with the subtitle "online services for international students, scholars & staff". The user is logged in as "Emily H Bailey" with Network ID "ehbailey". The left sidebar shows a menu with "Departmental Access Request" highlighted in red. The main content area is titled "Departmental Access Request Form" and contains the following fields: "Your Network ID", "Your Full Name", "Your University E-mail", "Campus", "Department", "Campus Phone Number", "Street", "City", "State", and "Zip Code". A checkbox is present with the text "I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf." A "Request Access" button is located at the bottom right. A note at the bottom left states "* required fields".

3. When you have the login approval, go back to [Administrative Services](#). Go to Departmental Services, and H-1B Request. Input the person's University ID (93XXXXXXX) and birth date.

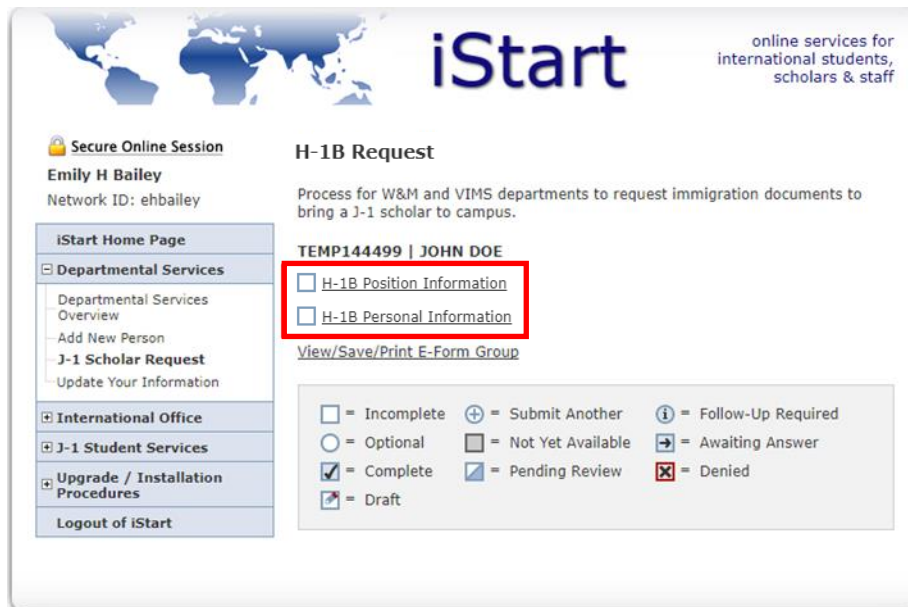
The screenshot shows the iStart interface for the "Lookup International Record" page. The user is logged in as "Emily H Bailey" with Network ID "ehbailey". The left sidebar shows a menu with "H-1B Request" highlighted in red. The main content area is titled "Lookup International Record" and contains the following fields: "University ID", "Date of Birth" (with dropdowns for Month, Day, and Year), and a "Find Record" button. A note at the bottom left states "* required fields".

4. Select "Start a New Request" under H-1B Request.



5. Complete all forms.

- Once you submit the **H-1B Position Information**, the department approver (typically the department chair) will receive an email with instructions for how to approve your request.
- Once you submit the **H-1B Personal Information**, the employee will receive an email with instructions for how to submit their personal details.



Once we have information from both the employee and the department, we will proceed with the H-1B process.

Questions? Please contact Emily Bailey (ehbailey@wm.edu, 757-221-3567).