

William & Mary and VIMS H-1B iStart Instructions (new hire)

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. On the left, a navigation menu includes 'iStart Home Page', 'Departmental Services', 'Departmental Access Request' (highlighted with a red box), and 'Logout of iStart'. The main content area is titled '--- Departmental Access Request Form ---' and contains a form with the following fields: 'Your Network ID', 'Your Full Name *', 'Your University E-mail *', 'Campus *' (a dropdown menu), 'Department *', 'Campus Phone Number', 'Street', 'City', 'State' (a dropdown menu), and 'Zip Code'. Below the form is a checkbox 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. *'. At the bottom left, there is a note '* required fields' and at the bottom right, a 'Request Access' button.

3. When you have the login approval, add the person to iStart by selecting "Add New Person."

The screenshot shows the iStart interface for adding a new person. On the left, a navigation menu includes 'iStart Home Page', 'Departmental Services Overview', 'Add New Person' (highlighted with a red box), 'J-1 Scholar Request', 'Update Your Information', 'International Office', 'J-1 Student Services', 'Upgrade / Installation Procedures', and 'Logout of iStart'. The main content area is titled 'Add New Person' and contains a form with the following fields: 'Last Name *', 'First Name *', 'Middle Name', 'Date of Birth *' (with dropdowns for Month, Day, and Year), 'Gender *' (a dropdown menu), 'Email Address *', and 'Campus *' (a dropdown menu). Below the form are two radio button questions: 'Do you have an institutional university ID for this new profile? *' (with YES and NO options) and 'Do you have a network ID for this new profile? *' (with YES and NO options). At the bottom left, there is a note '* required fields' and at the bottom right, an 'Add New Person' button.

4. Go to Departmental Services Overview, select the person, and select H-1B Request.

iStart online services for international students, scholars & staff

Secure Online Session
Emily H Bailey
Network ID: ehbailey

Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Current Cases
John Doe

Case Information Display
There are no case updates from the international office.

Past Cases
H-1B Request

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form

5. Complete all forms.

- a. 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.
- b. Once you submit the **H-1B Personal Information**, the employee will receive an email with instructions for how to submit their personal details.

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H-1B Request

Process for W&M and VIMS departments to request immigration documents to bring a J-1 scholar to campus.

TEMP144499 | JOHN DOE

H-1B Position Information
 H-1B Personal Information

View/Save/Print E-Form Group

= Incomplete ⊕ = Submit Another ⓘ = Follow-Up Required
 = Optional □ = Not Yet Available ⇨ = Awaiting Answer
 = Complete ⏳ = Pending Review ❌ = Denied
 = Draft

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).