Frequently Asked Questions

Q: Why can't I start the compliance forms?

A: Most likely, one of the other forms in the request hasn't been completed by the client/supervisor. Check the boxes next to the Exchange Visitor (Js)/Employee Information (Hs) form and the Deemed Export Control form. If either of them display an arrow instead of a checkmark, the form has not been completed and the compliance process cannot begin.

Q: One of the boxes shows “Pending Review”. Is this why I can't start the compliance forms?

A: No. A form in “Pending Review” status will not hold up the request. It is more likely that one of the other forms has not been submitted by the scholar/supervisor.

In the request below, the compliance forms are not yet available because the scholar/employee has not yet completed their portion:

- (1) H-1B Employee Information
- (2) Information about the University Position
- (3) Deemed Export Control

COMPLIANCE PROCEDURE

- (4) H-1B Supervisor Signature
- (5) H-1B Chair Signature
- (6) H-1B Dean Signature

The next request shows a form where everything is complete and ready for the compliance process. Even though the “Information about the University Position” form has a “Pending Review” indicator, the first compliance form is still accessible.

- (1) H-1B Employee Information
- (2) Information about the University Position
- (3) Deemed Export Control

COMPLIANCE PROCEDURE

- (4) H-1B Supervisor Signature
- (5) H-1B Chair Signature
- (6) H-1B Dean Signature

Remember: if you can't move ahead, check for arrows.
Q: I started the form for the scholar/supervisor, but they never got the email. What happened and what should I do?

A: Occasionally, ISSS Link emails get caught in a spam filter. Contact our office; we can forward the email to the scholar/supervisor.

Q: The scholar/supervisor got the email with the link to complete the form, but it doesn’t work. What happened and what should I do?

A: This often occurs when a form is submitted, cancelled, and resubmitted. Only the most recent email sent to the scholar/supervisor will work. Contact our office; we can locate the correct email and forward it.

Q: Somebody else in my department started a request, but I need to finish it. How do I get access to the request?

A: No special permissions are required to access a request started by someone else in your department. Simply click on the type of request and enter the scholar’s ID and date of birth. If a request is in progress, you will be taken directly to it.

Checklist Indicators

There are several options that might display in the checklist boxes, and some of them are not always clear. Below are the ones that you will see most often.

- □ = Incomplete  The default state of a form; nothing has been entered or saved
- ▶ = Draft  A form has been started, but not submitted. Forms that remain in draft status do not move a request forward.
- ▶ = Routed to a 3rd Party  This displays next to forms that have been to either the scholar, for completion, or the supervisor/chair/dean, for approval. As long as the arrow is showing in the box, they have not completed their portion of the form and the request will not move forward.
- ✔ = Complete  The form is complete and no further action is needed.
- ✔ = Pending Review  This appears when a form has been submitted. No further action is needed; a form in Pending Review status will not keep a request from moving forward.
- □ = Not Yet Available  This appears for compliance forms. The compliance process cannot be initiated until the rest of the request is complete, and the forms must be done in the order shown on the checklist.