

# User Guide for Completing the H-1B and J-1 Visa Worksheets via Visual Compliance

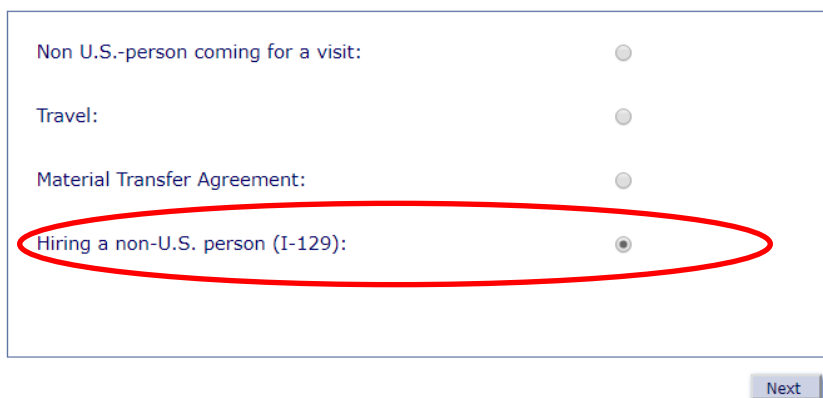
1. Log into Visual Compliance ([https://www1.visualcompliance.com/vtsp/vt\\_logon.cfm](https://www1.visualcompliance.com/vtsp/vt_logon.cfm)) by entering your institutional email address. Click "Log In". \*(New requestors will be prompted to create an account at the first login by providing their first name, last name, and division (Denver, Central, or AMC)).



2. Choose the Form to complete ("Hiring a non-U.S. Person (I-129)").



**What form would you like to submit?**



3. Choose the worksheet for the Visa type-either H-1B or J-1.

The screenshot shows the 'CREATE CASE' form. At the top, there is a header with the 'VISUAL Compliance' logo, the title 'TECHNOLOGY TRANSFER CONTROL WORKFLOW', and the 'eCustoms' logo. Below the header is a navigation bar with buttons: 'New Request', 'Previous Requests', 'Administration', 'Help', 'VC Home', and 'Logout'. The main form area has a title bar 'CREATE CASE'. Below it, there is a dropdown menu for 'Event:'. The dropdown is open, showing two options: 'H-1B Visa Worksheet' (Deemed Export Review for H-1B Visa, Jul-3-2018, Type: W) and 'J-1 Visa Worksheet' (Screening worksheet for J-1 visa applicants, Jul-3-2018, Type: W). Below the dropdown is a pagination bar showing 'Page 1 of 1' and navigation icons. At the bottom of the page, there is a copyright notice: 'Copyright 2018 Visual Compliance TERMS OF USE Last Update: JUL 03 2018 E-MAIL US'.

4. Provide a **New** case name for the request. The Case Name should follow this naming function of "LASTNAME\_Firstname\_Admin Unit" ("Admin Unit" means a department, division, school or central administrative office). The other fields in the Submitter box are prepopulated.

The screenshot shows the 'NEW CASE' form. At the top, there is a header with the 'VISUAL Compliance' logo, the title 'TECHNOLOGY TRANSFER CONTROL WORKFLOW', and the 'eCustoms' logo. Below the header is a navigation bar with buttons: 'New Request', 'Previous Requests', 'Administration', 'Help', 'VC Home', and 'Logout'. The main form area has a title bar 'NEW CASE'. Below it, there is a dropdown menu for 'Event:'. The dropdown is open, showing 'H-1B Visa Worksheet'. Below the dropdown, there is a label 'Event Shown: H-1B Visa Worksheet'. Below this is a 'Submitter' section. It contains a 'New case name:' field, a 'Creation date:' field (prepopulated with '07/03/2018'), and a 'Submitter:' dropdown (prepopulated with 'SS VISUALCOMPLIANCE'). Below the 'Submitter:' dropdown are four fields: 'Last name:' (prepopulated with 'VISUALCOMPLIANCE'), 'First name:' (prepopulated with 'ISSS'), 'Job title/position:' (prepopulated with 'I-129 SCREENING TOOL'), and 'Phone:' (prepopulated with '303-315-2230'). Below these are two more fields: 'Division:' (prepopulated with 'CENTRAL OFFICE') and 'Manager:'. Below the 'Submitter' section is an 'Anticipated period of employment' section. It contains a 'From:' field (with a calendar icon) and a 'To:' field (with a calendar icon). Below this is a 'Related Persons:' section with a 'Manage Related Persons' button.

5. Complete the fields on the worksheet. If an answer is not applicable, please enter “none” or “N/A”. Attach the prospective candidate’s CV and job description. To add attachments click “Choose File”, navigate to the document that is to be uploaded, then click “Add”.

**PLEASE NOTE:** File names of the CV and job description should not contain any special punctuation characters, as this will prevent the file from uploading. For example, use a simple naming structure such as “JCGJobDescription.pdf”.

This screenshot shows a web-based certification form. The form includes several sections: a top header with the University of Colorado Denver logo and URL; a main content area with various questions and input fields; a 'User transaction notes' section; an 'Attachments' section with a 'Choose File' button and an 'Add' button; a 'Certification document' section with a checkbox and a 'CERTIFICATION DOCUMENT' label; and a bottom section with 'Cancel', 'Save', 'Save and Submit', and 'Save Notes' buttons. The 'Attachments' section is highlighted with a red oval.

Will the candidate have access to any company/university owned technical data or technology? ☐ Yes ☐ No  
If Yes, Please Explain:   
Will the prospective employee be provided encryption source code as part of their planned activities? ☐ Yes ☐ No  
Will the prospective employee be involved in research activities having restricted publication rights? ☐ Yes ☐ No  
Will the Candidate be involved in any sponsored research projects? ☐ Yes ☐ No  
If Yes, Please list sponsors:   
Grant/program name for all projects the applicant will be working on:   
**Visa Questions:**  
Current Visa Type:   
Requested Visa Type:   
User transaction notes:   
User transaction log:   
Attachments:  No file chosen   
Certification document ☐ On submission I accept the terms and conditions of the certification document and certify that all of the information provided for this case application is accurate.  
     
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6. When all information is entered, check the certification box at the bottom of the page and choose the appropriate option (“Cancel” will cancel the worksheet, and save no information; “Save” allows the user to return to the form; “Save and Submit” allows the requestor to submit the worksheet for review). The requestor may also add notes in the “User transaction notes” field. **NOTE:** “Save Notes” is not an active link.

This screenshot shows the same web-based certification form as above, but with the 'Certification document' section highlighted by a red oval. The checkbox is checked, and the 'Save and Submit' button is visible.

Requested Visa Type:   
User transaction notes:   
User transaction log:   
Attachments:  No file chosen   
Certification document ☒ On submission I accept the terms and conditions of the certification document and certify that all of the information provided for this case application is accurate.  
     
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7. Following submission of the Deemed Export worksheet, the requestor will receive notice that the form has been submitted for approval. The form will be reviewed by ISSS staff. If there are any potential deemed export issues, ISSS will refer the request to the Office of Regulatory Compliance.

The screenshot shows a web application interface for 'Visual Compliance' with the title 'TECHNOLOGY TRANSFER CONTROL WORKFLOW'. The top navigation bar includes links for 'New Request', 'Previous Requests', 'Administration', 'Help', 'VC Home', and 'Logout'. The main content area displays a confirmation message: 'Your form has successfully submitted for approval. What would you like to do next?'. Below this message are four buttons: 'Submit another request', 'View previously submitted cases', 'Navigate to Visual Compliance', and 'Exit'. At the bottom of the page, there is a footer with the text: 'Copyright 2016 Visual Compliance TERMS OF USE Last Update: OCT 31 2016 E-MAIL US'.

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