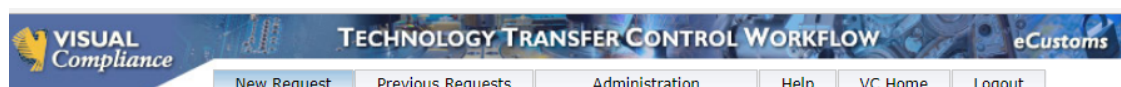# User Guide for Completing the H-1B and J-1 Visa Worksheets via Visual Compliance
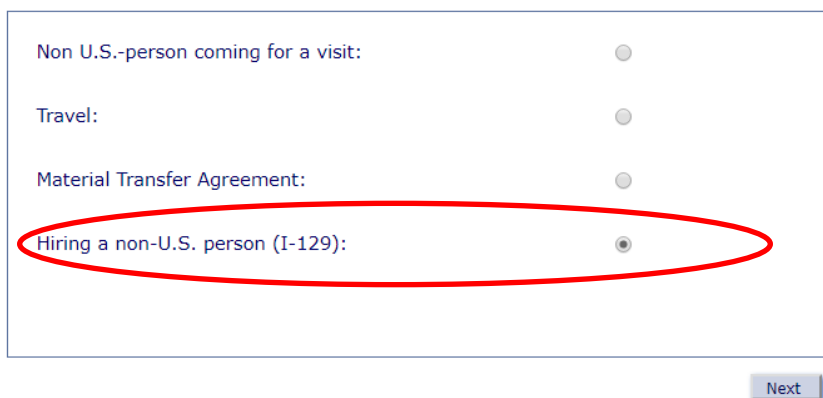
1. Log into Visual Compliance (https://www1.visualcompliance.com/vtsp/vt_logon.cfm) by entering your institutional email address. Click "Log In". *(New requestors will be prompted to create an account at the first login by providing their first name, last name, and division (Denver, Central, or AMC)).

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

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

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.

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".

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.

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.

QUESTIONS? Contact Christine Ahearn in the Office of Regulatory Compliance, 303-724-0245, christine.ahearn@cuanschutz.edu.