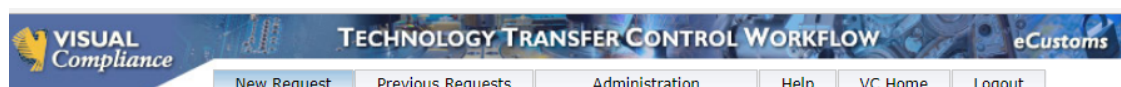


# User Guide for Completing the H-1B and J-1 Visa Worksheets via Visual Compliance

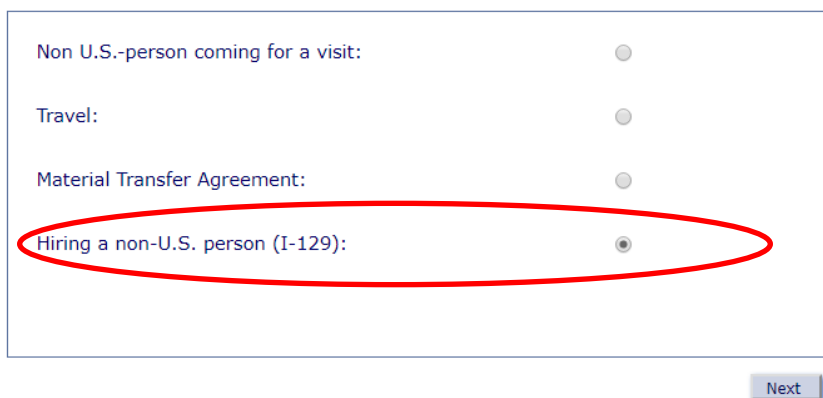
1. Log into Visual Compliance ([https://www1.visualcompliance.com/vtsp/vt\\_logon.cfm](https://www1.visualcompliance.com/vtsp/vt_logon.cfm)) by entering your institutional email address. Click “Log In”. \*(New requestors will be prompted to create an account at the first login by providing their first 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 navigation bar with 'VISUAL Compliance' logo, 'TECHNOLOGY TRANSFER CONTROL WORKFLOW' title, and 'eCustoms' logo. Below the navigation bar are buttons for 'New Request', 'Previous Requests', 'Administration', 'Help', 'VC Home', and 'Logout'. The main form area has a header 'CREATE CASE'. Below the header 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'.

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

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”.

The screenshot shows a web form for certification. The top right corner has a header: "Office of Regulatory Compliance | Web Development Test Site | University of Colorado Denver" and a URL: "www.ucdenver.edu/research/ORC/Pages/ORC.aspx". The form contains several sections with radio buttons for "Yes" and "No" answers. The "Attachments" section is circled in red, showing a "Choose File" button, "No file chosen" text, and an "Add" button. Below this is a "Certification document" section with a "CERTIFICATION DOCUMENT" header and a checkbox for accepting terms and conditions. At the bottom are buttons for "Cancel", "Save", "Save and Submit", and "Save Notes". The footer includes "Copyright 2016 Visual Compliance", "TERMS OF USE", "Last Update: JUN 17 2016", and "E-MAIL US".

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 is a closer view of the bottom of the form. The "Attachments" section is visible. The "Certification document" section is circled in red, showing the "CERTIFICATION DOCUMENT" header, a checkbox for accepting terms and conditions, and buttons for "Cancel", "Save", "Save and Submit", and "Save Notes". The footer text is also visible.

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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