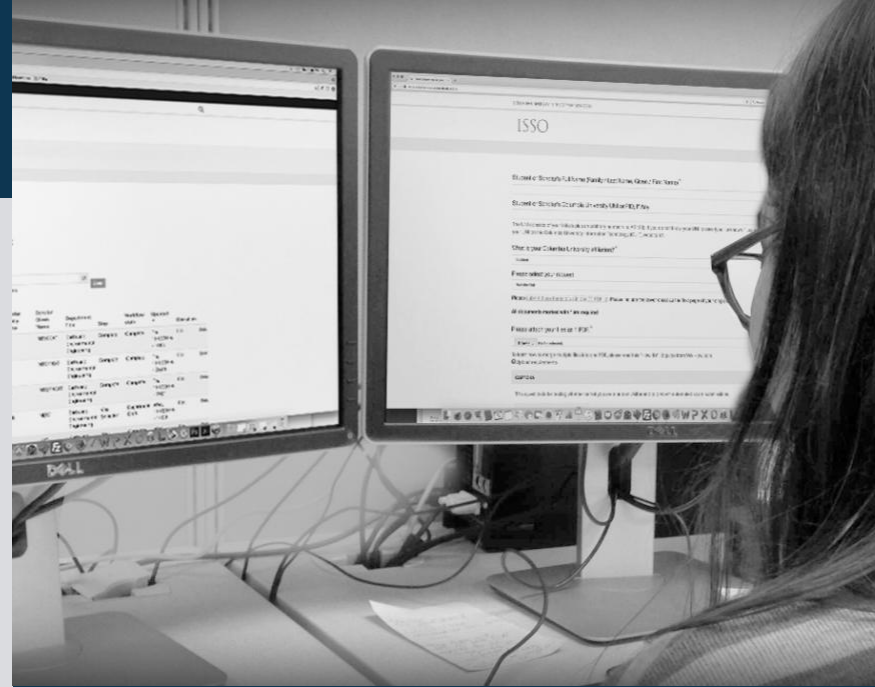


# Overview of H-1B Sponsorship Workflow Enhancements for Department Administrators



**International Students and Scholars Office  
(ISSO)  
Faculty and Scholar Services  
March 2026**

# Agenda

- Overview of H-1B Regulatory Landscape for 2026
- Purpose of Workflow Enhancements
- Features of New H-1B Workflow
  - Single Document Upload Feature in Scholar Sponsorship Portal (SSP)
  - Revised, Single Cover Sheet for H-1B Documentation
  - New Templates for H-1B Sponsorship Letters
- Review of Other Key H-1B Sponsorship Steps
  - Completing Actual and Prevailing Wage Form
- Q&A Opportunity

# H-1B Regulatory Landscape in 2026

## Recent Regulatory Changes Impacting H-1B Sponsorship

- \$100K H-1B fee for new consular processing cases
- In-person visa interviews and limited visa appointment availability at certain consular posts

## Nationality-based Limitations

- Travel bans, pauses on government processing and adjudications, visa reciprocity

## Heightened Scrutiny and Enforcement throughout Immigration System

- Requests for Evidence (RFEs), USCIS: FDNS Site Visits, DOL: Project Firewall
- Government reviews of Specialty Occupations and Wage Levels

# Purpose of Workflow Enhancements

## Given these:

- Recent Regulatory Changes
- Nationality-based Limitations
- Heightened Scrutiny Measures and Enforcement

## These new enhancements aim to:

- Streamline the H-1B sponsorship process
- Identify and address issues of concern earlier in the sponsorship process
- Prompt departments to initiate H-1B cases ASAP (up to 6-months in advance)
  - To preserve uninterrupted employment authorization
  - To facilitate international travel to the extent possible

# Features of New H-1B Workflow Enhancements

## Single Document Upload Feature in Scholar Sponsorship Portal (SSP)

Combining the 2-Step documentation submission to ISSO into a single, comprehensive SSP upload. Hand-delivery no longer required.

## Revised, Single Cover Sheet for H-1B Documentation

Key feature to ensure \*all\* documentation is uploaded as a single pdf

## New Templates for H-1B Sponsorship Letters

Revisions will incorporate and address key USCIS concerns

## I-539 Documentation for Dependent Family is Collected Concurrently

While I-539 is a separate and personal application, this avoids filing delays

# Single PDF Document Upload in SSP

Log in to Scholar Sponsorship Portal (SSP) to initiate H-1B sponsorship

Enter scholar's name and the full name(s) of any institution(s) abroad with which the scholar is affiliated for Visual Compliance Screening

The single PDF of supporting documentation must be uploaded in the SSP application after the Final Review page

Hand-delivery no longer required

To avoid a \$500 Late Fee,

all documentation must reach ISSO more than 60 days prior to requested start date.

### Document Upload

Select your request and upload the documents as 1 single PDF file.

Please select your request\*

H-1B Sponsorship (Initial Request)

Please submit these items to us in one (1) PDF [🔗](#). Please include the cover sheet as the first page of your single PDF.

Please attach your files as 1 PDF.\*

To learn how to merge multiple files into one PDF, please read this "How-To" [🔗](#) guide from WikiHow.com.

[🔗](#) Upload requirements

No file chosen

# Revised, Single 2-Page H-1B Cover Sheet

## Includes items from the department:

- **Official job description (ARS) / Interfolio**
- **Offer Letter**
- **Combined Prevailing Wage & Actual Wage Form**
- **Release of Controlled Technology Certification**
- **H-1B Sponsor Letter (New Template)**
- **Form G-1450 for each USCIS Fee**

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**H-1B Sponsorship Supporting Documents Cover Sheet**

# Revised, Single 2-Page H-1B Cover Sheet

## Items from the current/prospective employee:

- **CV** (updated)
- **Data Sheet** - Current with international travel plans indicated
- **Diploma awarded in specialized field**
- **Final transcript**
- **Certified Translation of Diploma**
- **Degree Evaluation**
- **ID Page of passport**
- **All current/prior J-related and H-1B documentation**
- **If in the US: I-94, Copy of current immigration documents and 3 recent pay statements** (if employed)

# Revised, Single 2-Page H-1B Cover Sheet

Items from the current/prospective employee's dependent family, if seeking to obtain/extend H-4 status inside the U.S.:

- Completed Form I-539 (with I-539A, if applicable)
- Form G-1450 (this can reach ISSO directly)
- ID page of passport(s) and I-94(s)
- Any current/prior H-4 and J-1/J-2 documentation
- Marriage certificate (spouse)
- Birth certificate (child)

# Revised H-1B Sponsorship Letter Templates

## Letter templates will be revised this week:

- to be proactive regarding future regulatory changes
- to be brief and concise
- to target specific H-1B eligibility components clearly
  - specialty occupation, beneficiary qualifications
  - aiming to prevent unwarranted wage-level concerns
- to minimize errors
  - ISSO recommends using templates directly, not repurposing prior H-1B sponsor letters for other H-1B employees

# Tips for Combined Prevailing/Actual Wage Form

Each question on the form **\*must\*** be completed and is asked purposefully

University Employment Title	Title in PAC per Faculty Handbook
Is this a union position?	Impacts the DOL posting method
Is this tenure-track?	Impacts ISSO adviser due to PR
Are there instructional duties?	Could researcher teach a course?
Supervisory duties?	Impacts H-1B wage level
Degree fields req'd	To determine if a specialty occupation
Description of job duties	To determine if a specialty occupation
Wage Information	To determine if salary is DOL compliant
Worksite/Remote location(s)	Impacts wage level, DOL compliance, FDNS

*It is important not to leave any question unanswered!*

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Actual Wage Determination & Prevailing Wage Request Form Page 1 of 2

**Position Information**

University Employment Title: \_\_\_\_\_ Is this a Union position?  Yes  No

Full Period of Employment requested for this position: From: \_\_\_\_\_ (Start Date) to \_\_\_\_\_ (End Date)

Is this Tenure Track?  Yes  No

If this is an Officer of Research, are there additional instructional duties?  Yes  No

If yes, explain: \_\_\_\_\_

Number of non-student employees applicant will supervise, if any: \_\_\_\_\_

Titles of non-student employees applicant will supervise, if any: \_\_\_\_\_

Which degree field(s) is required for the job duties of the position: \_\_\_\_\_

Description of Job Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wage Information**

Salary Offered: \_\_\_\_\_ Will Employee Receive Benefits e.g., Health Insurance?  Yes  No

# Staying Informed



ISSO  
Webinars,  
Presentations  
and Events



ISSO News,  
Website and  
Announcements



ISSO Newsletter  
for Department  
Administrators

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