



GW International Services Office

International Employee Application


Submission Process

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

The graphic features a dark blue background with a light blue diagonal banner at the bottom right containing the text 'Submission Process'. The right side of the graphic is decorated with a vertical stack of colorful geometric patterns in shades of blue, yellow, and white.

Getting Started – Accessing ISOGateway

- Go to isogateway.gwu.edu



THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

ISOGateWay

Welcome to the ISOGateWay Services Login Page

The International Services Office at the George Washington University facilitates international educational exchange through its services and programs. It serves as the primary administrative, programming, and advising office for the GW international community.

- Monday through Friday: 9:00 AM - 5:00 PM and 10:00 AM - 4:00 PM during GW breaks
- Closed on Saturdays, Sundays, and [GW designated holidays](#).

Questions?

If you have a question for the International Services Office, International Student Advisors, the following options are available:

GW International Services Office
Int'l Employee

The screenshot shows the ISOGateWay login page with a white background and a blue header. It includes the university logo, the title 'ISOGateWay', a welcome message, office hours, and a 'Questions?' section.

Getting Started – Accessing ISOGateway

- **Scroll to the bottom**


Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none"> 1. View and update information on file 2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc. 3. Access alerts and notes on file that require action in order to maintain legal status <p>Login</p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none"> 1. Limited student services like registration for orientation or SEVIS transfer-in. 2. Limited initial intake forms for J-1 scholars or H-1B employees. <p>These services will NOT provide all the functionality of the full client services.</p> <p>Limited Services</p>

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)



Getting Started – Accessing ISOGateway

- **Log-in Using GW NetID and Password**

Administrative Services Login

Username:

Password:

Getting Started – Accessing ISOGateway

- Click on “Departmental Services”

ISOGateWay

Secure Online Session

sunapsis@: International Office Module Launch Page

Copyright © 2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Launch the sunapsis@: International Office Module](#)

[Download Java](#)

ISOGateWay Home Page

Departmental Services

Departmental Access Request

International Office

Getting Started – Accessing ISOGateway

- Click on “Departmental Access Request”

ISOGateWay

Secure Online Session

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

Your Network ID

Your ID

Your Full Name *

Your University E-mail *

Campus *

Department *

Campus Phone Number

Street

City

State

Zip Code

George Washington

geowashington@geu.edu

Main Campus

History

(202) 994-5555

800 21st Street NW

Washington

District of Columbia

20052

I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf.

* required fields

[Request Access](#)

ISOGateWay Home Page

Departmental Services

Departmental Access Request



International Office


Upgrade / Installation Procedures

Logout of ISOGateWay

Getting Started – Accessing ISOGateway

- Wait for ISO to grant access

APPROVED: iStart Departmental Access  Personal/User Access Information 

 iso@gwu.edu

to Your Email

Dear Your Name

Your request for departmental access to iStart for J-1, H-1B, and PR processing has been approved.

iStart Departmental URL: <https://isogateway.gwu.edu/istart/controllers/admin/AdminEngine.cfm>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and

Getting Started – Initiating an Application

- Return to isogateway.gwu.edu



 THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

ISOGateWay

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- Closed on Saturdays, Sundays, and [GW designated holidays](#).

Getting Started – Initiating an Application

- **Scroll to the bottom**


Full Client Services for Students & Scholars	Limited Services for Students & Scholars
<p>Secure services requiring login with your institutional Network ID and password. These services include:</p> <ol style="list-style-type: none"> 1. View and update information on file 2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc. 3. Access alerts and notes on file that require action in order to maintain legal status <p>LOGIN</p>	<p>Limited services requiring login with your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none"> 1. Limited student services like registration for orientation or SEVIS transfer-in. 2. Limited initial intake forms for J-1 scholars or H-1B employees. <p>These services will NOT provide all the functionality of the full client services.</p> <p>Limited Services</p>

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)



Getting Started – Initiating an Application

- **Log-in Using GW NetID and Password**

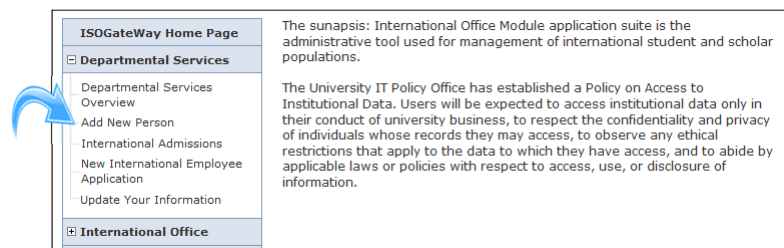
Administrative Services Login

Username:

Password:

Getting Started – Initiating an Application

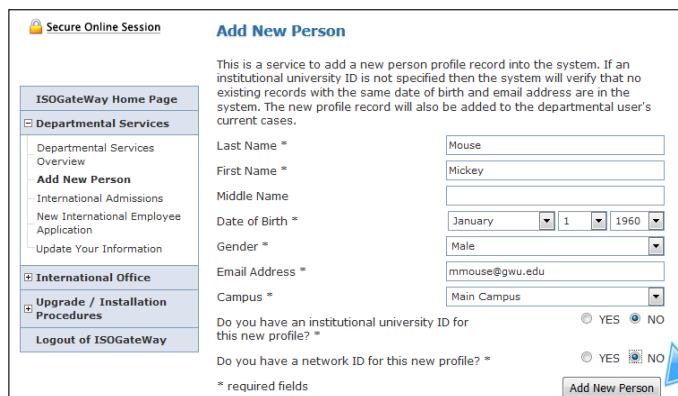
- Click “Add a New Person”



The screenshot shows the ISOGateWay Home Page. On the left, there is a navigation menu with the following items: ISOGateWay Home Page, Departmental Services (expanded), Departmental Services Overview, Add New Person (highlighted with a blue arrow), International Admissions, New International Employee Application, and Update Your Information. Below this is the International Office section with Upgrade / Installation Procedures and Logout of ISOGateWay. On the right, there is a text area with two paragraphs: 'The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.' and 'The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.'

Getting Started – Initiating an Application

- Complete the form and submit



The screenshot shows the 'Add New Person' form. The form is titled 'Add New Person' and includes a 'Secure Online Session' icon. The form contains the following fields and options:

- Last Name *: Mouse
- First Name *: Mickey
- Middle Name: (empty)
- Date of Birth *: January 1, 1960
- Gender *: Male
- Email Address *: mmouse@gwu.edu
- Campus *: Main Campus
- Do you have an institutional university ID for this new profile? *: YES NO
- Do you have a network ID for this new profile? *: YES NO

* required fields

At the bottom right of the form is an 'Add New Person' button, which is highlighted with a blue arrow.

Getting Started – Initiating an Application

Secure Online Session

Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

ISOGateWay Home Page

- Departmental Services
 - Departmental Services Overview
 - Add New Person
 - International Admissions
 - New International Employee Application
 - Update Your Information
- International Office
- Upgrade / Installation Procedures
- Logout of ISOGateWay

Current Cases

Mickey Mouse

Past Cases

† Case has been updated in the past week
(Individual has filled out client accessible e form)

Case Information Display

Mickey Mouse
TEMP679416
January 01, 1960

There are no case updates from the international office.

[International Admissions](#)
[New International Employee Application](#)

Getting Started – Initiating an Application

Secure Online Session

New International Employee Application

Use this application for any employment based visa sponsorship requests to include H-1B, TN, and E visa sponsorship. Note, the ISO can provide limited resources for O visa sponsorship.

ISOGateWay Home Page

- Departmental Services
 - Departmental Services Overview
 - Add New Person
 - International Admissions
 - New International Employee Application**
 - Update Your Information
- International Office
- Upgrade / Installation Procedures
- Logout of ISOGateWay

The H-1B classification is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three (3) years can be requested at one time.

The TN classification is an employment status for individuals from Canada or Mexico as part of the North American Free Trade Agreement (NAFTA). NAFTA was created for special economic and trade relationships and allows Canadian and Mexican citizens to work in the U.S. on prearranged business activities for either U.S. employers or international employers with offices in the U.S. The original TN application can be for a period of three (3) years and renewed for three year increments.

The E-1/E-2 classification is an employment visa for citizens of other countries who have treaties of commerce and navigation with the United States. Applicants must come from a participating Treaty Country. This classification enables visitors to engage in substantial trade such as trade of services or technology, or develop and direct the operations of an enterprise in which the international applicant has invested a substantial amount of capital. The original E application can be for a period of two (2) years and extended to a maximum of five (5) years.

The O-1 classification is handled exclusively by outside counsel (McCandlish Holton). If you are interested in O-1 visa sponsorship, please email Jennifer Donaghy at iso@gwu.edu.

[Start a New Request](#)

Getting Started – Initiating an Application

TEMP679416 | MICKEY MOUSE

- [Departmental Declaration of Understanding](#)
 - [Instructions for Filing Fees](#)
 - [Departmental FedEx Information](#)
 - [Departmental Questionnaire - International Employee](#)
 - [PAF - Actual Wage Statement](#)
 - [Employee Questionnaire - International Employee](#)
 - [Dependent Data](#)
 - [PAF - Departmental Posting Notice](#)
 - [PAF - Statement of Wage Rate](#)
 - [PAF - Employee Verification - Receipt of LCA](#)
- [View/Save/Print E-Form Group](#)

- | | | |
|--|---|---|
| <input type="checkbox"/> = Incomplete | <input type="button" value="⊕"/> = Submit Another | <input type="button" value="i"/> = Follow-Up Required |
| <input type="radio"/> = Optional | <input type="checkbox"/> = Not Yet Available | <input type="button" value="⌂"/> = Awaiting Answer |
| <input checked="" type="checkbox"/> = Complete | <input type="checkbox"/> = Pending Review | <input checked="" type="checkbox"/> = Denied |
| <input type="checkbox"/> = Draft | | |

Go Back to an Application

Secure Online Session

ISOGateWay Home Page

- Departmental Services**
- Departmental Services Overview**
- Add New Person
- International Admissions
- New International Employee Application
- Update Your Information
- International Office**
- Upgrade / Installation Procedures**
- Logout of ISOGateWay**

Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Current Cases	Case Information Display
<p>Mickey Mouse</p>	<p>Please select a case from the list on the left to see detailed information in this box.</p>
<p>Past Cases</p>	

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form

Go Back to an Application

- You will need the TEMPID, which was issued when you created the profile, as well as the candidate's birth date

Secure Online Session

ISOGateway Home Page

- Departmental Services
 - Departmental Services Overview
 - Add New Person
 - International Admissions
 - New International Employee Application**
 - Update Your Information
- International Office
- Upgrade / Installation Procedures
- Logout of ISOGateway

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

University ID *

Date of Birth * Month Day Year

* required fields

Go Back to an Application

- Always choose the dated, numbered application
- Clicking "Start a New Request" will create a whole new application

The **H-1B classification** is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three (3) years can be requested at one time.

The **TN classification** is an employment status for individuals from Canada or Mexico as part of the North American Free Trade Agreement (NAFTA). NAFTA was created for special economic and trade relationships and allows Canadian and Mexican citizens to work in the U.S. on prearranged business activities for either U.S. employers or international employers with offices in the U.S. The original TN application can be for a period of three (3) years and renewed for three year increments.

The **E-1/E-2 classification** is an employment visa for citizens of other countries who have treaties of commerce and navigation with the United States. Applicants must come from a participating [Treaty Country](#). This classification enables visitors to engage in substantial trade such as trade of services or technology, or develop and direct the operations of an enterprise in which the international applicant has invested a substantial amount of capital. The original E application can be for a period of two (2) years and extended to a maximum of five (5) years.

The **O-1 classification** is handled exclusively by outside counsel (McCandlish Holton). If you are interested in O-1 visa sponsorship, please email Jennifer Donaghue at iso@owu.edu.

 [Start a New Request](#)
03/29/2018 [14343] New International Employee Application

New Application

- Each stage or phase of the application will communicate with you
- Easily track the progress of completed forms and remaining requirements

03/28/2018 [14293] New International Employee Application

***** Application Initiated *****

The International Employee Application for this candidate has been initiated. Please complete and submit all forms with detailed, accurate information.

If the applicant needs to complete a form, please invite them to the form by clicking **"GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION"** at the top of the form (i.e. Employee Questionnaire). Email any questions to Jennifer Donaghue at iso@gsu.edu.

Use this application for any employment-based visa sponsorship requests to include H-1B, TN, and E visa sponsorship. Note, the ISO can provide limited resources for O visa sponsorship.

The **H-1B classification** is an employment status for individuals who will perform services in a "Specialty Occupation," defined as a position that requires at least a bachelor's degree (or its equivalent) as a minimum requirement. A maximum of three (3) years can be requested at one time.

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TEMP679416 | MICKEY MOUSE

Departmental Declaration of Understanding

Instructions for Filing Fees

Departmental FedEx Information

Departmental Questionnaire - International Employee

International Services Office
Int'l Employee

New Application

- Invite your applicant to complete certain forms, such as the Employee Questionnaire, Dependent Data, and PAF – Employee Verification

Employee Questionnaire - International Employee

[MAIN PAGE | TEMP824345 |](#)
[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

Dependent Data

[MAIN PAGE | TEMP824345 |](#)
[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

PAF - Employee Verification - Receipt of LCA

[MAIN PAGE | TEMP824345 |](#)
[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

International Services Office
Int'l Employee