International Employee Application

Submission Process

Getting Started – Accessing ISOGateway

• Go to isogateway.gwu.edu
Getting Started – Accessing ISOGateway

• Scroll to the bottom

Getting Started – Accessing ISOGateway

• Log-in Using GW NetID and Password
Getting Started – Accessing ISOGateway

• Click on “Departmental Services”

Getting Started – Accessing ISOGateway

• Click on “Departmental Access Request”
Getting Started – Accessing ISOGateway

• Wait for ISO to grant access

Getting Started – Initiating an Application

• Return to isogateway.gwu.edu
Getting Started – Initiating an Application

• Scroll to the bottom

Getting Started – Initiating an Application

• Log-in Using GW NetID and Password
Getting Started – Initiating an Application

• Click “Add a New Person”

Getting Started – Initiating an Application

• Complete the form and submit
Getting Started – Initiating an Application

ISO Intro with Contact

Getting Started – Initiating an Application

New International Employee Application

Use the application for key employment based visa sponsorship requests to include H-1B, L, and E visa sponsorships. Note, the ISS can process limited resources for O visa sponsorships.

The O classification is an employment-based visa 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 period of three (3) years may be requested at one time.

The E-1 classification is an employment-based visa for individuals from Canada or Mexico as part of the North American Free Trade Agreement (NAFTA). The E-1 visa permits the access and entry into the U.S. of Canadian and Mexican citizens to work in the U.S. in an international trade business with either U.S. employers or international employers with offices in the U.S.

The E-2 classification is an employment visa for citizens of a country with which the U.S. has signed an treaty allowing nationals of that country to enter the U.S. to develop a business or work in a business where they have invested a substantial amount of capital. The E-2 visa also allows for investor and employee status in a treaty country. The E-2 classification is for a period of two (2) years and extended for a maximum of five (5) years.

For a New Request
Getting Started – Initiating an Application

- Departmental Declaration of Understanding
- Instructions for Klin Pape
- Departmental FedEx Information
- Departmental Questionnaire - International Employee
- FAX - Actual Wage Statement
- Employee Questionnaire - International Employee
- Dependent Data
- FAX - Departmental Posting Notice
- FAX - Statement of Wage Data
- FAX - Employee Verification - Request of ICA

View/Save/Print E-Form Group

Go Back to an Application

Administrative and Departmental Services Overview

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

Secure Online Session

Case Information Display

Please select a case from the list on the left to see detailed information in this box.

Past Cases

- 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

Always choose the dated, numbered application

Clicking “Start a New Request” will create a whole new application.
New Application

• Each stage or phase of the application will communicate with you

• Easily track the progress of completed forms and remaining requirements

New Application

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