

# Directions For Requesting an H-1B/J-1 Scholar With The ISO

## Step 1: Requesting a UR Guest ID

- If the Scholar/Employee does not have a past relationship with UR, you will need to request a Guest ID here: <https://myidentity.rochester.edu/guest/LoginServlet>
- If you are having issues, please consult this walkthrough: [URcompass Department Guides - Guest Account Request](#)
- Please ensure that you complete this step first before continuing in the process, as this will allow for a smoother process
- If the Scholar/Employee has a past relationship with UR, please reach out to [University IT](#) to reactivate their Active Directory Account before continuing to the next steps

## Step 2: Add New Person in URCompass

- If you are not yet a departmental user in URCompass, please reach out to [iso@rochester.edu](mailto:iso@rochester.edu) so we can initiate the process of getting you access before continuing
- Please go to the Add New Person page in URCompass here: [Add New Person](#)
- Complete all of the required fields
- Where the form asks for a network ID, please duplicate the URID that was created with their GuestID. Do NOT put the NetID in this field.
- If you have further issues, please consult the instructions here: [URCompass Department Guides - Guest Account Request](#)

## Step 3: Initiate the H-1B/J-1 Application

- Please ensure that you have all necessary documentation ready at the time of starting the application, so ISO is able to process the request in a timely manner. The resources can be found here: [Department Resources for URCompass - International Services Office - University of Rochester](#)
- Once the documentation is ready, please go to URCompass: [Departmental Services](#) and start the process.