

iStart Quick Guide for Global Human Resources

Departmental Administrators*	If you need to...	Complete the appropriate form in iStart under the Hiring & Hosting Foreign Nationals category.
	Hire a foreign national employee	Hiring & Hosting Eligibility Determination
	Host a foreign national affiliate or visitor	Hiring & Hosting Eligibility Determination
	Extend the status of an E-3, H-1B, TN or O-1	Nonimmigrant Petitions for Faculty & Researchers
	Start the green card process for a faculty or researcher	Permanent Residency for Faculty & Researchers
	Report a change in employment for an E-3, F-1 (OPT), H-1B, TN or O-1	Nonimmigrant Employment Updates
	Report the resignation or termination of an E-3, F-1 (OPT), H-1B, TN or O-1	Nonimmigrant Employment Updates

Employees	If you need to...	Complete the appropriate form in iStart in the Foreign National Employees category.
	Report a change in your immigration status	Immigration Document Update
	Report an extension of your immigration status	Immigration Document Update
	Obtain information for Form I-983	STEM OPT Extensions for GT Employees
	Get the E-Verify number for Form I-765	STEM OPT Extensions for GT Employees
	Submit a Supplement J for your I-485	I-485 Supplement J

Visit <http://istart.gatech.edu> to get started. Visit <http://ohr.gatech.edu/globalhr> for more information.

*Does not include J-1 Scholar Process. Please see [OIE](#) for information.