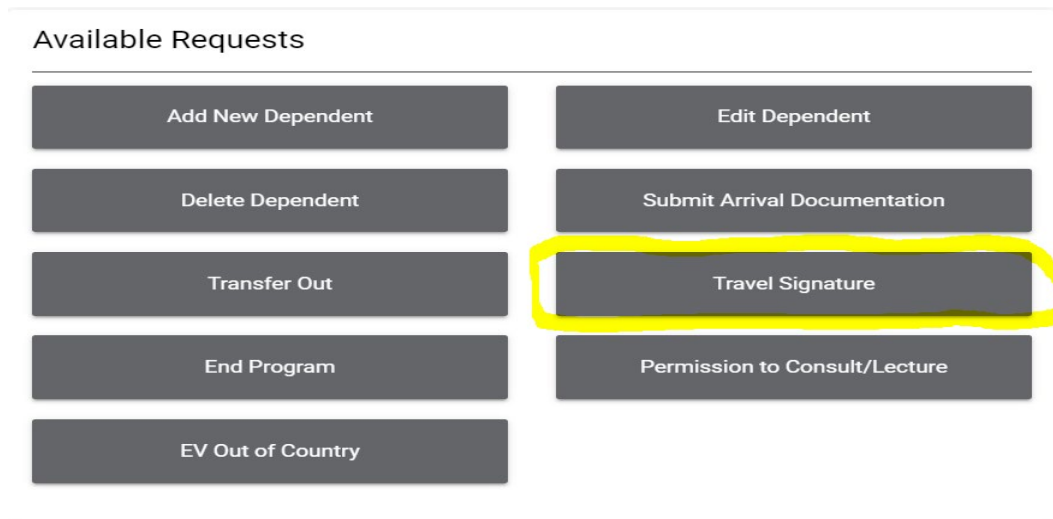
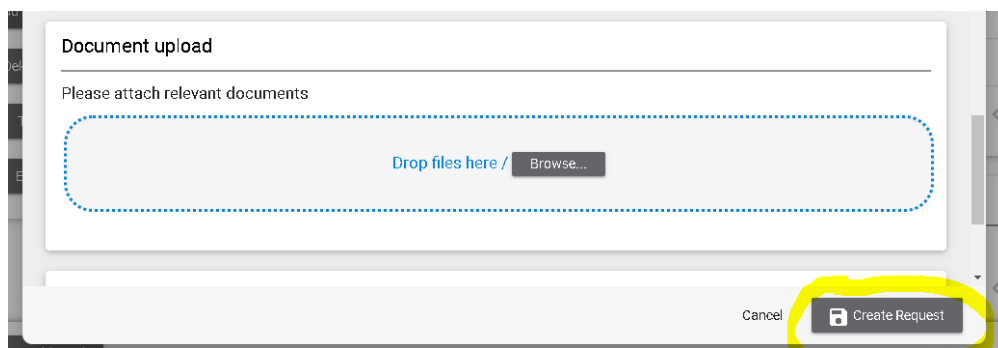


J-1 scholars can travel outside the United States after they arrive at the UW, but before they leave, they must apply for a travel endorsement via Terra Dotta. Essentially, the travel endorsement is a signature from our Alternative Responsible Officers (AROs) on your DS-2019 that will allow you to re-enter the US after your travels.

1. Log in to [Terra Dotta](#) using the email address associated with your Terra Dotta profile and the password you created for Terra Dotta.
 - a. If you encounter any issues logging in to Terra Dotta, please reach out to IFSS at ischolars@ohr.wisc.edu
2. Once you are logged in to Terra Dotta, click on the “Requests” tab within your profile. Then, click on the “Add New Dependent” request.




3. The following questions are required for all Travel Signature Requests:
 - a. Departure date
 - b. Return date
 - c. Destinations
 - d. Will any of your J-2 dependents travel with you
4. Fill out these questions to complete the form.
5. You may be asked additional questions before we approve the travel endorsement.
6. Once you have filled out the required questions, please click “Create Request” in the bottom righthand corner of the screen.



7. After you have submitted your Travel Signature Request, you can see if it has been processed under the Pending Requests section of the Requests Tab in Terra Dotta.
 - a. A question mark means that IFSS has not completed the request.
 - b. A check mark means that IFSS has completed the request and is working on getting you the DS-2019 for the request.

Pending Requests

Request type	Assignee Name	Pending record status	...
 Travel Signature			