A. **When and why would you do this?**
- Your hiring unit has made an offer of employment to a foreign national who needs work authorization sponsorship.
- TDS does not currently support TN, E-3. O-1 or Permanent Residency. Refer to the appropriate status toolkit on the HR Professionals webpage for how to process those requests.

B. **The sponsorship request is based on the individual, not on proposed visa status type.**
   a. Note that the IFSS office makes the final determination on the appropriate visa status designation.
   b. Departmental admins may suggest an initial visa status type (J-1, H-1B, or F-1 OPT/STEM), or choose **Don't Know**.

Steps:

1. Login to the [Terra Dotta Scholar Portal](#).
2. On the dashboard, select New Sponsorship Request at the top left corner of the screen.
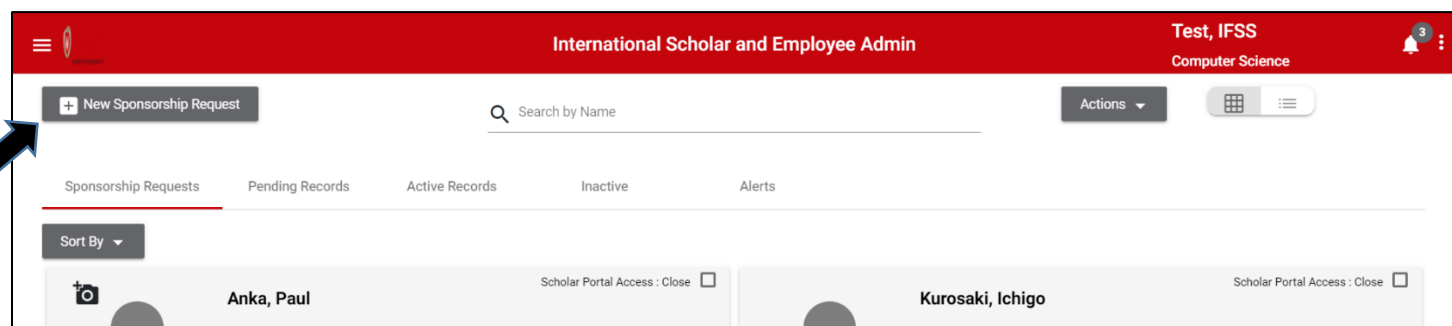
3. To complete the New Sponsorship Request (NSR), you will need to gather the following information. The items in **bold** are required for submission.
   - Provide Name of Scholar/Employee
     1. Search by Name/Email: Enter a name or email, or a fraction of a name or email, to be taken to an existing record. This does not integrate with the system of record; its purpose is to aid the ISSS admin and help avoid the creation of duplicate users in error. You will have to ask your potential scholar for some of this information just as you gather other details to enter their appointment into HRS.
       - ***Scholar/Employee Email**
       - ***Scholar/Employee Family Name**
       - ***Given Name**
       - Middle name
       - Proposed Start Date
       - Proposed End Date
       - ***Proposed Visa Type** (even if option is Don't Know)
       - Hiring Authority Department
       - ***Hiring Authority Name** (supervisor)
       - Hiring Authority Title
       - Will Scholar/Employee be paid?
       - ***Has the beneficiary ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor?**
       - How many hours will Scholar/Employee be engaged in proposed activity?

- Other Information
  - Gender
  - Date of Birth
  - Country of Birth
  - Country of Citizenship
- Department Contact Information
  - Host Department
  - ***Contact Name**
  - Phone
  - Email
  - Complete Campus Address
- Additional Information
  - ***Position Title**
  - PVL # or Position Description ID
  - ***Will this position involve clinical duties (animals and humans)?**
  - If scholar is in US now, current immigration status and expiration date
  - If scholar was ever in J status, what was the exchange visitor category?

4. When all fields are complete, click **Submit.**

Troubleshooting:

- **If you want to search for your existing NSR:**
  - Sponsorship requests are sorted and displayed on your dashboard based on the last updated date. Most recently updated records will display on top, in descending order.
- **Uploading Documents to Sponsorship Requests**
  - Upon clicking the New Sponsorship Request button, departmental and ISSS admins may complete information, but it is not possible to upload documents. After the first Submit action, admins can return to the Scholar dashboard, access the New Sponsorship Request again, and they will be able to access the Request Document and History tabs.
- **NOTE**:
  - IFSS does not require that documentation be uploaded in order for a NSR to be processed. If we need more information before approving an NSR, we will reach out to you or the scholar directly.