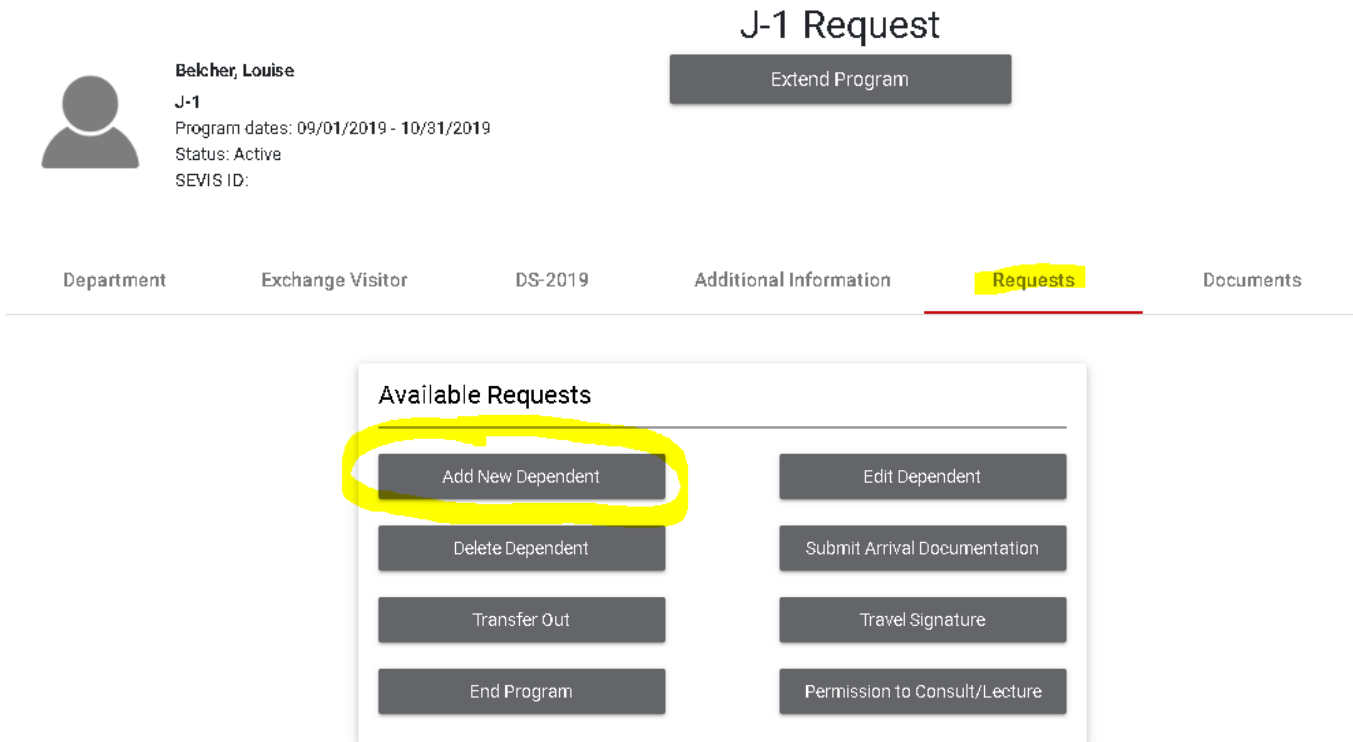- The only people who can be your J-2 dependents are:
  a. Your legally wed spouse, or
  b. Your children under 21 years old who are unmarried
- An "Add New Dependent Request" can only be used for one dependent at a time. If you will be adding multiple dependents to your program, you will need to do a separate request for each dependent.
  a. For example, if you want to add your spouse and two children to your J-1 program, you will need to do 3 separate Add New Dependent Requests.

STEPS:

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 ifss@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 information is required for all Add New Dependent Requests:
   a. Dependent's first name
   b. Dependent's last name
   c. Dependent's email (for adding your spouse only; an email address is not required for a child)
   d. Dependent's date of birth (MM/DD/YYYY)
   e. Dependent's gender
   f. Relationship to principal
   g. Dependent's birth city
   h. Dependent's county of birth
   i. Dependent's country of citizenship

     j.   Dependent's country of legal permanent residency

4.   Fill out these questions to complete the form.

5.   You will need to upload the following documentation for each dependent request.
     *Only upload one document at a time. Trying to upload multiple documents will cause issues with Terra Dotta.
     Make sure each document is its own separate file. Do not upload one PDF that contains all documents. This may
     cause an error in Terra Dotta.

        i.   A copy of your marriage certificate, with English translation if necessary (if you are adding your
            spouse)

       ii.   A copy of your child's birth certificate, with English translation if necessary (if you are adding your
            child)

      iii.   A copy of your dependent's passport biographical page (the one with their picture)

      iv.   Proof of enough funds to support yourself and your J-2 dependents

6.   Once you have filled out the required questions and uploaded the documents we need, please click "Create
     Request" in the bottom right hand corner of the screen.
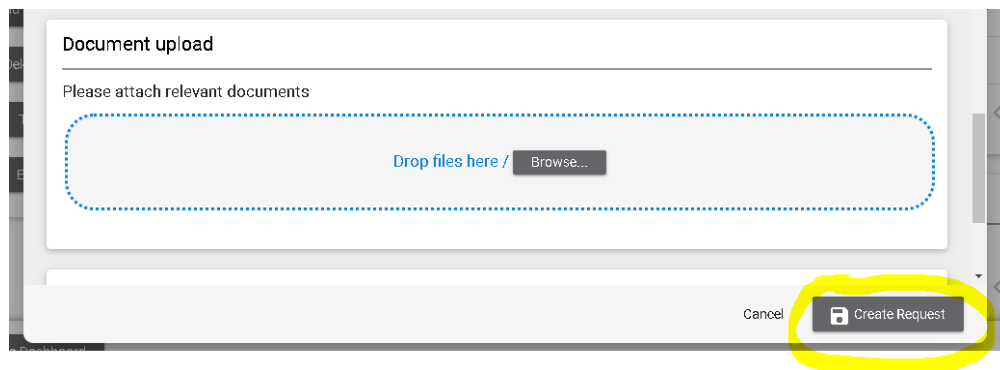
7.   After you have submitted your Add New Dependent Request, you can see if it has been processed under the
     Pending Requests section of the Requests Tab in Terra Dotta.

     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.