


- 1) Login to the [Terra Dotta Scholar Portal](#).
- 2) Click on the J-1 Scholar's profile that you want to work on.




Addams, Gomez Lurch

J-1 status : draft

Computer Science

Dept Admin : Brady, Jan

Scholar Portal Access : Open

DOB: 11/01/1948  Program dates : 10/01/2019 - 09/25/2020

- 3) On your dashboard, you'll see the following header:



Addams, Gomez Lurch
J-1 Change visa type
Program dates: 10/01/2019 - 09/25/2020
Status: draft
SEVIS ID:

J-1 request


▶ Send for Approval

Create EV

✉ Email

Department Exchange Visitor DS-2019 Additional Information Documents History Log

- a) The header remains common across all tabs.
- b) Within an exchange visitor's profile account, the thumbnail picture and scholar's information will remain on the top of the screen.
 - i) Additionally, you can email either the ISSS Admin (which is IFSS) or scholar directly from the portal by clicking on the gray Email button in the upper righthand side.
- c) Your view will include 4 tabs: Department, Exchange Visitor, Additional Information, and Documents.
- 4) Fill out the **Department tab**.
 - a) This tab contains information specific to the department, position, and employment site
 - i) The proposed subject field code
 - ii) The J-1 category
 - iii) Dispatch information
 - iv) Department Contact Information
 - v) Faculty Sponsor Department Information (aka host PI information)
 - vi) Site of Activity Information (aka job location address)
 - vii) Exchange Visitor Information
 - viii) Funding Information
 - b) There is important information at the bottom of the page.
 - i) Please, read both the J-1 Host Department Agreement and the J-1 English Proficiency Requirement before moving on to the next tab.
 - c) Before moving onto the next tab, click **Save** at the bottom of the page.


- 5) **Exchange Visitor tab** – this is for your scholar to fill out.
- 6) Complete the **Additional Information tab**. This tab is customized by IFSS.
 - a) Some content is assigned to you; some content is assigned to the scholar.
 - i) You will only see the content assigned to you. If no content is assigned to you, this tab will be blank.
 - b) A lot of this tab may already be filled out. This is because this tab pulls information directly from the New.
 - c) Sponsorship Request that you already completed for this scholar to initiate the application process.
 - i) Read through all the information that is already in the tab to ensure it is correct.
 - d) Before moving onto the next tab, click **Save** at the bottom of the page.
- 7) **Documents tab**. This page is where you'll upload important employer-provided documentation such as appointment letters, mailing label, etc.
 - a) For a list of required documents to upload, see our Hiring Unit Document Checklist [here](#).

- 8) One the above has been completed, please **email** your immigration specialist to review the application.
- a) If you do not know your immigration specialist, please review the below chart.
- b) Please do not click the “Send for Approval” button, it does not notify us and will freeze the application for the scholar.

