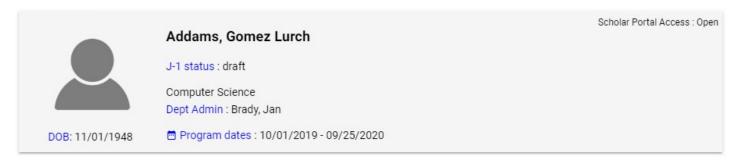


Save



- 1) Login to the <u>Terra Dotta Scholar Portal</u>.
- 2) Click on the J-1 Scholar's profile that you want to work on.



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



- a)The header remains common across all tabs.
- b) Within a exchange visitors 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.
- 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) Readthrough 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.

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b) Please do not click the "Send for Approval" button, it does not notify us and will freeze the application for the scholar.

UW-Madison J-1 Immigration Specialists Jonathon Henderson Gloria Scheper Rita Knox Business Services Art institute Athletics Division of Continuing Studies CALS Business Engineering Division of Education Computer Data & Info General Education Admin Division of IT Education Human Ecology Enrollment Management FP & M Journalism General Services Housing Library System Int'l Division Nelson Institute for Environmental Studies OVCRGE · Letters & Science SMPH Nursing · State lab of Hygiene Teaching and Learning Collab · Veterinary Medicine Pharmacy Police Department UHS Wisconsin Union

· Wisconsin Vet Diagnostic Lab