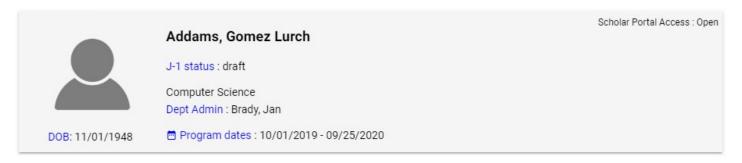


Save



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

JONATHON HENDERSON
J-1 SPECIALIST

CAMILA HASSLER
J-1 SPECIALIST

VICTORIA THOMPSON

J-1 SPECIALIST

ATHLETICS
BUSINESS SERVICES
ENGINEERING
GENERAL EDU ADMIN
INT'L DIVISION
NURSING
SMPH
TEACHING & LEARNING
COLLABORATION
UHS
WISCONSIN UNION

ART INSTITUITE BUSINESS DIVISION OF EXTENSION DIVISION OF CONTINUING STUDIES FP&M GENERAL SERVICES NELSON INSTITUTE OVCRGE POLICE DEPARTMENT SCHOOL OF EDUCATION STATE LAB OF HYGIENE **REC & WELLNESS** VET MED WISCONSIN VET DIAGNOSTIC LAB

COMPUTER DATA AND INFO
DIVISION OF IT
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LAW
LETTERS & SCIENCES
LIBRARY SYSTEM
PHARMACY