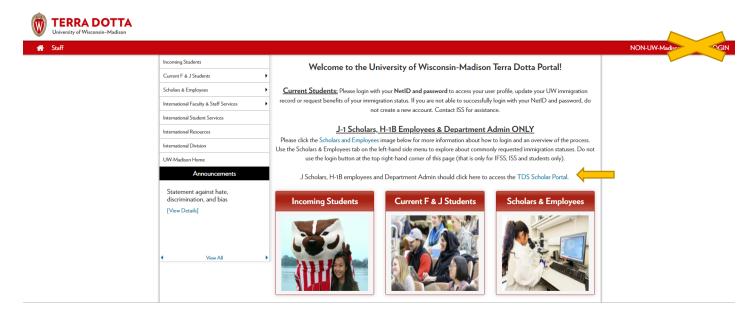
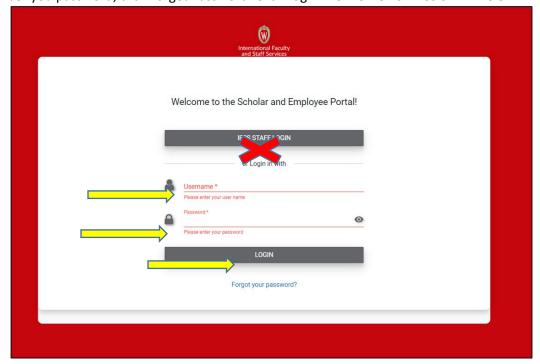


KB For Scholars – Completeing your J1 Application

- 1) After you have received an invite to the Scholar Portal and logged in at least once, this guide will review how to access TDS and teach you how to complete your J-1 request.
 - a) NOTE: the ISSS Admin is the IFSS Office.
- 2) Go to the UW Terra Dotta Homepage: terradotta.wisc.edu
- 3) Click the Scholars & Employees picture or click Scholars & Employees from the menu on the left. **Do not click** the login button in the upper right-hand corner of the webpage.
- 4) Click the link "TDS Scholar Profile" (yellow arrow pointing at it).



5) Enter the email you provided to your Department Admin as your username and your password. If you cannot remember you password, click Forget Password. Click Login. DO NOT CLICK IFSS STAFF LOGIN.



6) Your dashboard will look like this when you log in (the real site has UW logo and banner across top is red):



- 7) Complete all information in the Exchange Visitor tab
 - a) Exchange Visitor tab: The Exchange Visitor tab contains information specific to you.

Provide Name of Exchange Visitor

This information is editable and was obtained from your Department Admin already. Your name should match your official name as listed in on your passport biographic page (in the machine-readable section-see picture to right).

- Email
- o Family Name
- Given Name
- o Middle Name
- Exchange Visitor Email
 - If you update this email, it will not update your Terra Dotta log-in email. Please, email an IFSS staff member to update your log-in email address.
- Gender
- Date of Birth (U.S. date format is Month/Day/Year)

Information

- o These fields gather additional relevant demographic information about you.
- O DO NOT edit the start date, end date, or proposed visa type. This is up to the department to decide, and it should already be filled in.
- Birth City
- Permanent Residence Country
- DO NOT edit the other questions in this section

• Biographical Information

- Country of birth
- Country of citizenship
 - If you have multiple countries of citizenship, enter the country whose passport you will be using to enter the U.S.

Contact Information

- Primary Email Address
- Secondary Email Address
- DO NOT include your primary or secondary phone numbers. This has been known to cause errors in Terra Dotta.

Address Information

 DO NOT fill out any of the address fields in this section. This has been known to cause errors in Terra Dotta.

Dependents Information



- Only add your family members' information if they will be joining you in the U.S. as J-2
 Dependents at any point during your J-1 program. Multiple dependents can be added by clicking
 the + Add button in the top right corner. Delete dependent records by clicking the trash can icon
 directly to the right of each name.
- Relationship
- First Name
- Last Name
- o Email
 - If this request if for your spouse, the email address is required, and it must be different from your email address
- o Gender
- Date of birth
- Birth City
- Country of Birth
- Country of Citizenship
- Country of permanent residence

• J-1 Exchange Visitor: Family Information

- Marital status
- Number of children
- o Will your family be in the U.S. at any point while you are in the U.S.?
 - Choose a dropdown from the menu

• J-1 Exchange Visitor: Personal Information

- Current title/position
- Current Institution/employer
- O Do you have a valid passport?
- o Do you have a valid passport from more than one country?
- Passport number
- Country that issued your passport
- Passport issue date
- Passport expiration date
- o Do you or your family have plans to travel to/from the U.S. in the next 6 months?
- Are you currently or will you be inside the U.S. when this petition is filed?
- o If you will apply for your visa abroad, please provide a foreign residential/home address (can be a parent, relative, friend address; does not need to be yours).

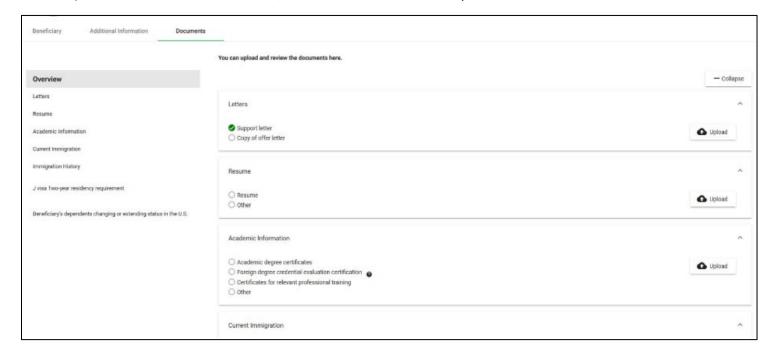
• J-1 Exchange Visitor: Education Information

- Did you graduate from a U.S. institution?
- Degree Type
- o Have you graduated?
- Name of university
- Address of university
- Major/primary field of study

• New J-1 Request: Immigration Status History

- Have you ever been in H-1B status in the past?
- o Have you ever been denied H-1B status?
- o Have you ever been in L-1 status in the past?
- O Have you ever been in O-1 status in the past?
- o Have you ever been denied O-1 status?
- o Have you ever been in TN status in the past?
- o Have you ever been in E-3 status in the past?
- o Have you ever been in F-1 status in the past?
- o Have you ever been in J-1 or J-2 status in the past?

- o Are you currently in the process of applying for U.S. Permanent Residency?
- Scholar certification
- b) After updating fields, click the Save button located at the bottom center before moving to the next tab.
- 8) Complete all information on the **Additional Information tab**.
 - a) You can ONLY view information that the ISSS Admin has assigned to you, not information that is assigned to your Department Admin.
 - i) Note, this page will display as a blank page to you, if all content is given only to the Department Admin to complete.
 - b) After entering all the information, please click the **Save** button.
- 9) Upload all required documentation into the **Documents tab**.
 - a) The Documents tab categorizes all documents contained within your record, such as passport ID page, resume or CV, prior immigration status documentation, etc.
 - b) The Department Admin is also assigned certain documents to upload into TDS (such as appointment letter, position description, etc.).
 - i) If you see that your Department Admin contact has already uploaded a document for you, you do not need to upload the document again.
 - c) A checklist of all required documentation can be found here.
 - i) This checklist will also tell you where to upload each document. I
 - ii) f an item is not on the checklist, IFSS does not need it currently.



- 10) If you have questions, you can email your Department Admin (whoever initiated the request for you) or the ISSS Admin (which is the IFSS office) by clicking on the gray Email button.
 - a) If you will be emailing the IFSS office using this function, confirm with your Department Admin which coordinator in IFSS is assigned to you.
 - i) That way, the correct IFSS employee will receive your email immediately.
- 11) As a courtesy, please let your Department Admin and IFSS Admin know you have completed your Scholar Profile.
- 12) If any information or documents are missing, either the Department Admin or IFSS will reach out to you and provide further instructions.