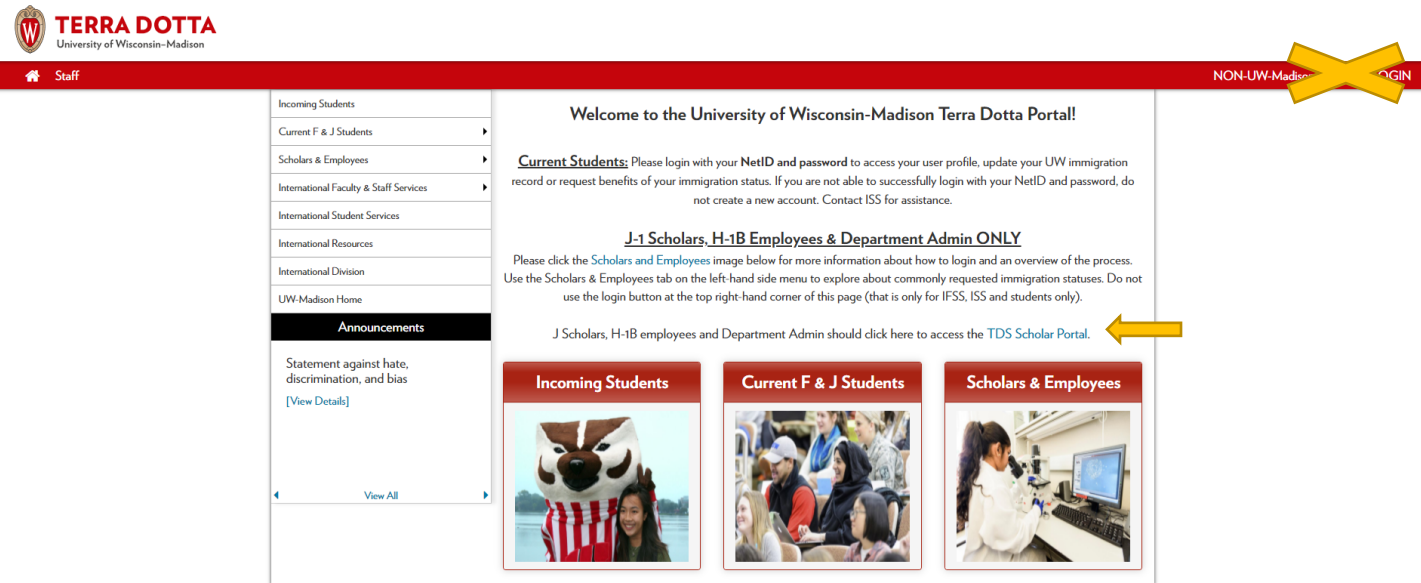
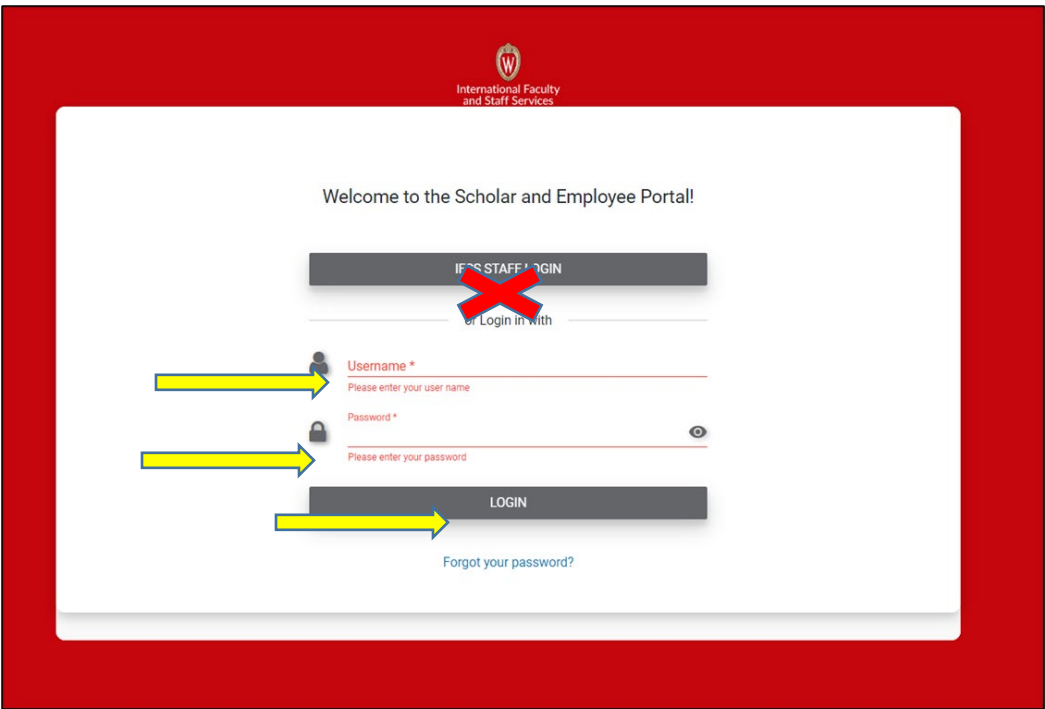


- 1) After you have received an invite to the Scholar Portal and logged in at least once, this guide will review how to access TDS and teach you how to complete your J-1 request.
 - a) NOTE: the ISSS Admin is the IFSS Office.
- 2) Go to the UW Terra Dotta Homepage: terradotta.wisc.edu
- 3) Click the 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 your password, click Forget Password. Click Login. **DO NOT CLICK IFSS STAFF LOGIN.**



- 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
- Email
 - If this request is for your spouse, the email address is required, and it must be different from your email address
- 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
 - 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
 - Do you have a valid passport?
 - Do you have a valid passport from more than one country?
 - Passport number
 - Country that issued your passport
 - Passport issue date
 - Passport expiration date
 - 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?
 - 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
 - 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?
 - Have you ever been denied H-1B status?
 - Have you ever been in L-1 status in the past?
 - Have you ever been in O-1 status in the past?
 - Have you ever been denied O-1 status?
 - Have you ever been in TN status in the past?
 - Have you ever been in E-3 status in the past?
 - Have you ever been in F-1 status in the past?
 - Have you ever been in J-1 or J-2 status in the past?

- 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.
 - ii) If 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.