

A. When and why would you do this?

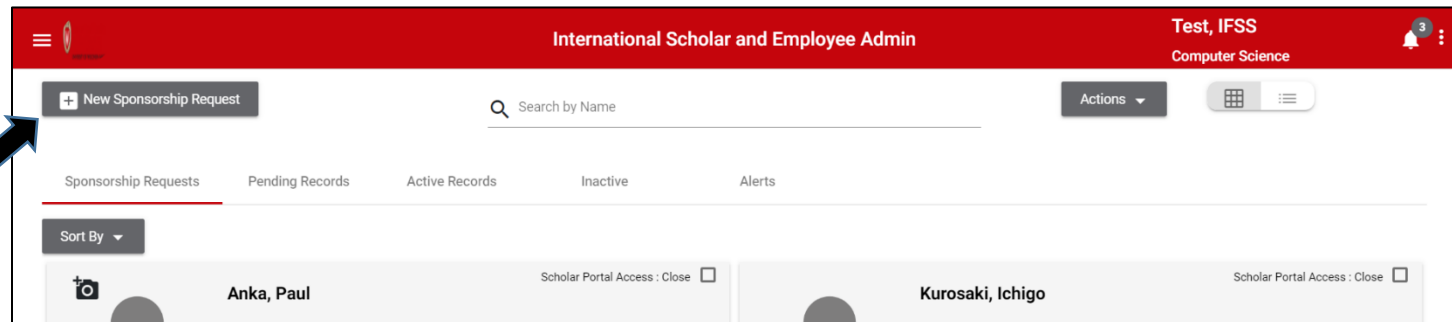
- Your hiring unit has made an offer of employment to a foreign national who needs work authorization sponsorship.
- TDS does not currently support Permanent Residency applications.

B. The sponsorship request is based on the individual, not on proposed visa status type.

- a. Note that the IFSS office makes the final determination on the appropriate visa status designation.
- b. Departmental admins may suggest an initial visa status type (J-1, H-1B, or F-1 OPT/STEM), or choose **Don't Know**.

Steps:

1. Login to the [Terra Dotta Scholar Portal](#).
2. On the dashboard, select New Sponsorship Request at the top left corner of the screen.



3. To complete the New Sponsorship Request (NSR), you will need to gather the following information. The items in **bold** are required for submission.

- Provide Name of Scholar/Employee
 - **SEARCH FOR THE SCHOLAR/EMPLOYEE FIRST:** Enter a name or email, or a fraction of a name or email, to be taken to an existing record. Its purpose is to avoid duplicating users who may already have a record in Terra Dotta at the UW. You will need to ask your potential scholar this information as you gather other details to enter their appointment into the HR system.
 - ***Scholar/Employee Email**
 - ***Scholar/Employee Family Name**
 - ***Given Name**
 - Middle name
 - Proposed Start Date
 - Proposed End Date
 - ***Proposed Visa Type** (even if option is Don't Know)
 - Hiring Authority Department
 - ***Hiring Authority Name** (supervisor)
 - Hiring Authority Title
 - Will Scholar/Employee be paid?
 - ***Has the beneficiary ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor?**
 - How many hours will Scholar/Employee be engaged in proposed activity?

- Other Information
 - *Gender
 - *Date of Birth
 - *Country of Birth
 - *Country of Citizenship
- Department Contact Information
 - *Host Department
 - *Contact Name
 - Phone
 - Email
 - Complete Campus Address
- Additional Information
 - *Position Title
 - Job Requisition ID, PVL number, or Position Description ID
 - *Will this position involve clinical duties (animals and humans)?
 - If scholar is in US now, current immigration status and expiration date
 - If scholar was ever in J status, what was the exchange visitor category?

4. **Documents tab:**

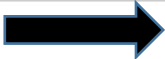
- Departmental admins may choose to upload documents like a position description or offer letter, however it is not required unless the ISSS Admin directs you to otherwise.

5. When all fields are complete, click **Submit**.

If employee was ever in J-1 status, what was his/her exchange visitor category?
(if applicable)

200 characters remaining

← Back to Dashboard



Submit

Troubleshooting:

- **If you want to search for your existing NSR:**
 - NSRs are sorted and displayed on your dashboard based on the last updated date. Most recently updated records will display on top, in descending order.