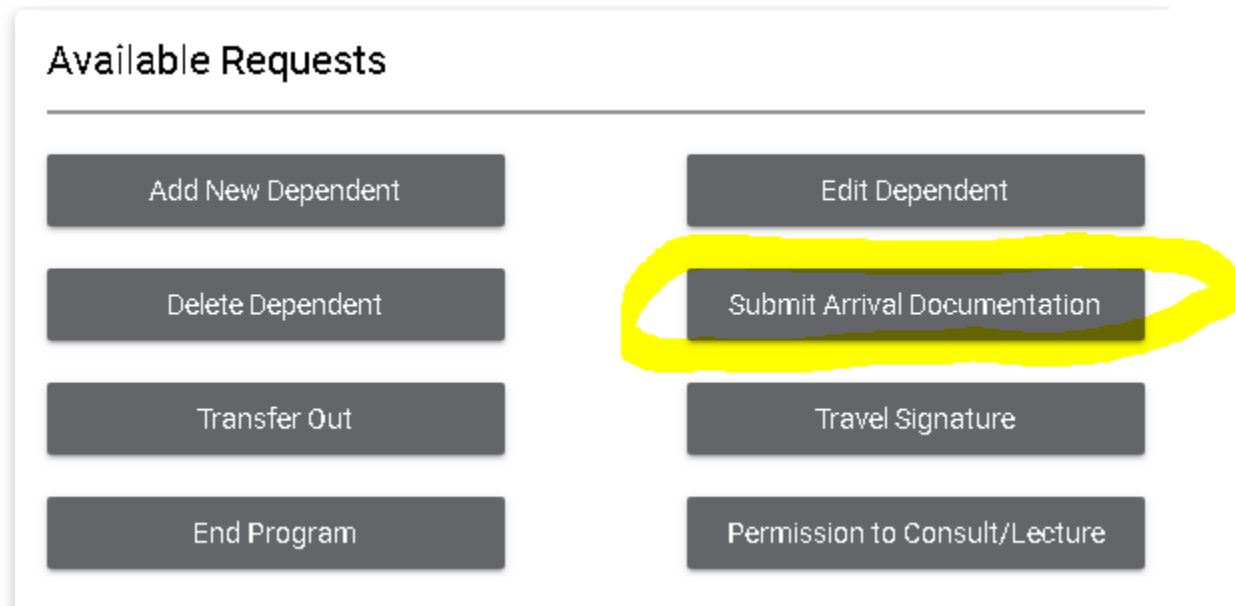
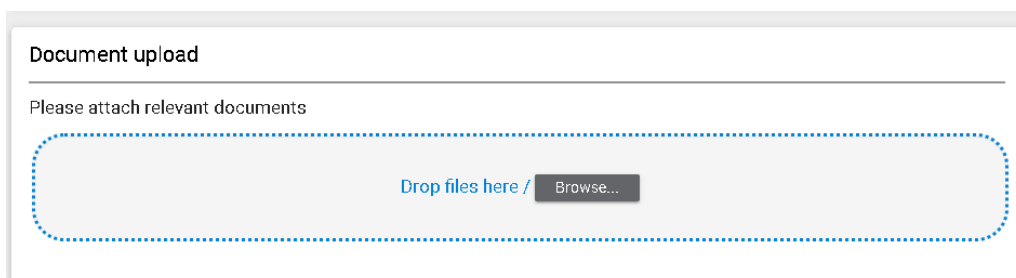


1. Log into Terra Dotta. Your profile should appear after logging in.
2. Once you are in your profile, click on the Requests tab, then click the “Submit Arrival Documentation” request.



3. A pop up will appear that has all required questions for the request. Fill out all questions on the form.
  - a. If you do not yet have a permanent Madison address, please enter the address where you are staying currently. IFSS can update your address to your permanent Madison address later.
  - b. If you do not have a U.S. phone number, please enter your home country’s phone number.
4. You will also need to upload copies of each of the following documents:
  - a. A copy of your DS-2019 (with markings from the U.S. consulate, if a visa stamp was needed)
  - b. A copy of your J-1 visa stamp
  - c. A copy of the biographical page of your passport
  - d. A copy of your I-94 record: <https://i94.cbp.dhs.gov/i94/#/home>
  - e. If you changed your status to J-1 within the U.S., IFSS will also need a copy of the following:
    - i. Your I-797 approval notice that shows you changed to J-1.
5. To upload a document, you can either drag and drop each individual file to the blue area that says “Drop files here” or you can click on the gray “Browse” option to find the file on your computer.
  - a. Please, upload each required document as its own file. Do not upload one document containing all files!
  - b. You do not need to upload these documents for any J-2 dependents that come with you. IFSS only needs copies of your J-1 documents.

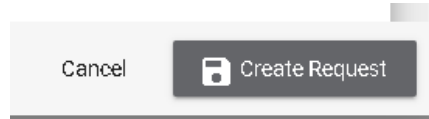


Document upload

Please attach relevant documents

Drop files here / Browse...

6. Once you have filled out all required questions and uploaded all the necessary documents, click **Create Request** at the bottom of the pop up. You will now be registered as a J-1.



7. Upon registration, you will also automatically be signed up for the next available J-1 Orientation session. Orientation is mandatory for all J-1 scholars. If you have a work-related conflict with the session you are signed up for, please let IFSS know by contacting [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)
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