Completing a J-1 Scholar Request in iTerp

Before Starting
Make sure you have the following information from the scholar:
- Passport
- CV
- Complete ORAA Foreign Visitor Screening

❶ Connect to UM Apps via VPN – Cisco AnyConnect
❷ Login to iTerp - https://staff.iterp.umd.edu
❸ Click on Administrative Services for University Departments
❹ Click on Departmental Services

❺ **Does the scholar have a record in PHR?**

Yes

- Click on J-1 Scholar Initial Request
- Enter the UID and DOB for the Scholar*, click **Find Record**

No

- Create a PHR record (be sure to create and release the appointment screen.)
- Allow 24 hours for the PHR data to feed to SUNAPSIS

*If the scholar's record is not found in iTerp, check that an appointment exists in PHR.
It takes 24 hours from the date a PHR appointment is created to feed into SUNAPSIS.

❻ Land on the **J-1 Scholar Initial Request** page.
On the main request page all the e-forms will be shown. For the request to be complete both the department <u>and</u> scholar will need to complete all required e-forms (required= ☐)

❼ Complete the *Scholar Access e-form* to send an automatic email to the scholar. The email will direct the scholar to iTerp where s/he will supply required biographical and immigration history information. Once the scholar has completed the e-forms under *FORMS TO BE COMPLETED BY THE VISITOR*, you will receive a notification email.

❽ Complete and SUBMIT the departmental e-form, *J-1 Program Information.*

❾ Once all e-forms have been completed by the department <u>and</u> scholar, complete the **J-1 Scholar Initial Request** by clicking *Complete J-1 Request.*
This will notify ISSS the request is ready for processing. ISSS will follow-up with any questions if necessary.

⚠ **Don't forget to click SUBMIT after completing EACH eform.**

Department E-Form Responsibility	Visitor E-Form Responsibility
Scholar Access	Biographical Information
J-1 Program Information (*includes Financial Support and Funding*)	Current Immigration Status
Complete J-1 Request	U.S. Immigration Status
	Health Insurance Requirement
	Dependent (Spouse and Child)
	Notify my Department of Completion