



# INTERNATIONAL STUDENT & SCHOLAR SERVICES

Visa Coordinators How-To

## Submit an J-1 Request in iTerp

\*\*\* Before Starting \*\*\*  
Make sure you have the following information from the scholar:

- Passport
- CV
- Degrees

Does the employee have a record in Workday?

Yes ←

→ No

- Click on *Departmental Services* in iTerp\*
- Click on *J-1 Scholar Initial Request Checklist*
- Enter the UID and DOB for the scholar, click Find Record

- Initiate Hire using "Hire Employee" task in Workday
- Allow 24 hours for the intergration to iTerp

*\*If you cannot open iTerp, make sure that you have opened the VPN - GlobalProtect*

1) Land on the **J-1 Scholar Initial Request Checklist** page; Under Department Request for J-1 Sponsorship

On the main request page, all employee and department e-forms will be shown. Please complete the **Request for J-1 Immigration Sponsorship** e-form to start the review process.

2) Complete and SUBMIT each department e-form under *Forms To Be Completed By The Department*.

3) Complete *the Scholar Access e-form to send an automatic email to the scholar*.

The email will direct the scholar to iTerp where they will complete the required J-1 application e-forms. Once the scholar has completed the e-forms under *Forms To Be Completed By The Visitor*, you will receive an email notification.

4) Once all e-forms have been completed by the department and scholar, ISSS will start the review process and follow-up with any questions if necessary.



**Don't forget to click SUBMIT after completing each e-form!**

### FORMS TO BE COMPLETED BY THE DEPARTMENT

- NOT YET AVAILABLE J-1 Program Information
- NOT YET AVAILABLE English Proficiency
- REQUIRED Program Funding Requirements
- NOT YET AVAILABLE Departmental Responsibilities
- NOT YET AVAILABLE Scholar Access

### FORMS TO BE COMPLETED BY THE VISITOR

- NOT YET AVAILABLE Biographical Information
- REQUIRED U.S. Immigration History
- NOT YET AVAILABLE Health Insurance Requirement
- REQUIRED Dependent Spouse and Children
- REQUIRED Current Immigration Status
- NOT YET AVAILABLE Notify My Department of Form Completion