



# INTERNATIONAL STUDENT & SCHOLAR SERVICES

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## Checklists for International Visitors/Hires

### **J-1 Checklist**

- [Intent to Hire Template](#)
- Workday Process - Initiate Hire
- Job ad position description
  - Title
  - Minimum requirements (degree, field of study)
- [Faculty Contract Agreement](#)
- VP/Provost Approval - Integration to iTerp
- Submit J-1 request in iTerp
- Complete Department e-forms after ISSS approval
  - J-1 Program Information
  - Funding: paid or non-paid?
  - English Proficiency
  - Departmental Responsibilities
  - Scholar Access

If J-1 Student Intern, additional items are required:

- DS-7002 Training Plan
- MOU – is there an MOU that needs to be signed?
- Current degree transcripts
- CV or Resume

### **O-1 Checklist**

- Contact ISSS to set up meeting
  - Review eligibility requirements
  - Peer advisory opinion
  - Collect evidence of extraordinary ability
- [Intent to Hire Template](#)
- Workday Process - Initiate Hire
- Job ad position description
  - Title
  - Job description (research/teach, supervisory duties)
  - Minimum requirements for position (degree, years of experience, certifications, extensive travel)
- [Faculty Contract Agreement](#)
- iTerp Request: Complete O-1 Employee Initial

### **H-1B/E-3 Checklist**

- [Intent to Hire Template](#)
- Workday Process - Initiate Hire
- Job ad position description
  - Title
  - Job description (research/teach, supervisory duties)
  - Minimum requirements for position (degree, years of experience, certifications, extensive travel)
- [Faculty Contract Agreement](#)
- VP/Provost Approval - Integration to iTerp
- Credentials Evaluation (if needed)
- Prepare Comparable Pool for the Actual Wage Determination e-form
- Submit H-1B/E-3 request e-forms in iTerp
  - Position Information and PWD
  - Actual Wage Determination
  - Applicant Access
  - Off-site Placement LCA Posting
  - Departmental Responsibilities
  - Mailing & H-1B Submission (FedEx #, premium process?)

### **TN Checklist**

- [Intent to Hire Template](#)
- Workday Process - Initiate Hire
- Job ad position description
  - Title
  - Job description (research/teach, supervisory duties)
  - Minimum requirements (degree, years of experience, certifications, travel)
- Contact ISSS to request a template for a TN letter
- iTerp Request, if directed by ISSS
- [Faculty Contract Agreement](#)
- Prepare FedEx label and customs declaration for international shipment