



# **J-1 Scholar Process & Training For Departments**


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# Who is a J-1 Scholar?



- J-1 non-immigrant status are for “exchange visitors”
  - The J category includes both students and scholars
  - J Students work with Admissions, while J Scholars work directly with the Host Department
- Scholars are visiting researchers, professors and lecturers.
  - Categories available at Illinois Tech:
    - Short-term Scholar (6 months maximum)
    - Research Scholar (3 weeks to 5 years)
    - Professor (3 weeks to 5 years)
- Repeat participation is prohibited for Research Scholars & Professors
  - This means the scholar cannot return to the U.S. for two years in the same J category.

# Approval Workflow for new Scholars to join Illinois Tech

## Scholar

- Scholar reaches out directly to the host department about their intent to join Illinois Tech

## Host Department

- Reviews the eligibility of the Scholar candidate
- Sends a formal request with Invitation Letter & Scholar's CV to the Office of the Provost's for university wide approval

## Office of the Provost

- Evaluates the needs of the university for bringing a new scholar onboard
- Grants a decision and informs the Host Department
- Provost's will assist in creation of the CWID (A-number)

## Host Department

- Departments may begin the immigration sponsorship process after sending a request to the Provost's (But do not need to wait for their approval)
- Action 1: Creates a new **Sponsorship Request** in the ISSS Portal
- Action 2: Submits a **DS-2019 Request** to the Office of Global Services once all requirements have been provided by the Scholar

## Office of Global Services

- Reviews the sponsorship request and creates the DS-2019 immigration form
- Sends the scholar all necessary immigration information with next steps to apply for the J visa

# Departmental Responsibilities



- Act as the **main point** of contact for the scholar at the university
  - Provides an official onboarding to address standard university introductions (i.e. obtaining an ID card)
- ISSS Portal:
  - Creates the new sponsorship request
  - Provides all required department information & Invitation Letter
  - Manages the scholar's progress of providing all required documentation
  - Submits the approval request for the Office of Global Services to review
  - Reviews new, continuing and inactive scholar profiles as needed

# What is the ISSS Portal?



- Portal to access the immigration records of all international students and scholars at Illinois Tech
- Users includes staff, students, scholars and alumni (*different “views” depending on user-type*)
- Functionalities include: creating & updating immigration records with minimal paper forms, email communications, data analytics, etc.
  
- The Host Department will be required to use the portal in order to create a new sponsorship request, track the scholar’s progress and submit for approval to the Office of Global Services.
  - This eliminates the archaic paper process for a more streamlined process

# ISSS Portal - Access

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- To gain access, the department staff member needs to send the following details to [global@iit.edu](mailto:global@iit.edu):
  - First & Last Name, email address, department & staff member's CWID
- The department staff will receive an official invitation email once access has been granted
- Please use the “Student Users” button on the [ISSS Portal](#) to login properly
  - This will automatically log you in using the Okta verification method
- To navigate to the Scholar Dashboard for scholar records & requests:
  - Log into the ISSS Portal
  - Click the “House” icon on the left hand side
  - Click *Site Home*
  - Click *Scholar & Department Admin Login*


# ISSS Portal - Dashboard

1. Hamburger Menu
2. **New Sponsorship Request** button
3. Search Bar
4. Notification Bell & Logout icon
5. Record Tabs
6. Scholar Profile(s)

The screenshot shows the ISSS Portal Dashboard with the following elements and annotations:

- 1:** Hamburger menu icon in the top left corner.
- 2:** "New Sponsorship Request" button in the top left navigation bar.
- 3:** Search bar containing the text "test".
- 4:** Notification bell icon with a red badge showing "80" in the top right corner.
- 5:** Record tabs including "Sponsorship Requests", "Pending Records", "Active Records", "Inactive", and "Alerts".
- 6:** A detailed scholar profile card for "Test, Scholar".

**Scholar Profile Card (6):**

	<b>Test, Scholar</b>	Scholar Portal Access : Open
J-1 Status	Draft	Exchange Visitor
Department	Applied Mathematics	Dept Admin
Program Dates	05/15/2023 - 05/14/2024	Main, International Center
DOB:		Submission Date



# ISSS Portal - Initiate the scholar's immigration process

1. Click the “New Sponsorship Request” button

a.



2. Provide all information and click the “Submit” button at the bottom when completed
3. Click into the new scholar profile within the “Sponsorship Requests” tab
4. Wait to receive an automatic email entitled “Scholar Profile Created” (~2 business days)
5. Click into the new scholar profile within the “Pending Records” tab
6. Complete all fields within the “**Department**” tab of the scholar profile
7. Upload the Invitation Letter within the “Documents” tab under *Required Documents* > File Type: *Other*.

# ISSS Portal - Submit scholar for DS-2019 approval

1. The department continuously manages the scholar's progress in providing all required documentation
2. After verifying that all requirements are complete, the department will click the "Send for Approval" button on the top-right of the scholar's profile -> This sends an automatic email to [global@iit.edu](mailto:global@iit.edu) for review of the scholar

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3. The Office of Global Services's estimated processing time is **7 business** days after clicking the "Send for Approval" button
4. Upon approval, the DS-2019 immigration form will be created and the Office of Global Services will email the scholar (copying the department) for their next steps related to the J visa

# Office of Global Services's Responsibilities



- The office is responsible to provide immigration advising and professional support for international students, scholars and other university-sponsored individuals
- The office will answer questions related to acquiring and maintaining nonimmigrant visa statuses
- The office will provide events such as an immigration orientation and workshops related to maintaining legal status, obtaining work permission, travel, etc.
- The office's main responsibility is to insure that the university remains compliant with immigration-related regulations

# Web Resources



- **ISSS Portal video demonstration for Department Administrators:**  
<https://tinyurl.com/ISSSDeptAdminDemo>
- **Main webpage for Host Departments:**  
<https://www.iit.edu/global-services/illinois-tech-employee-and-scholar-services/resources-host-departments/j-1-exchange-visitors>
- **Main webpage for prospective Scholars:**  
<https://www.iit.edu/global-services/illinois-tech-employee-and-scholar-services/j-1-scholar>
- **Required Documentation from the J-1 Scholar:**  
<https://www.iit.edu/global-services/illinois-tech-employee-and-scholar-services/j-1-scholar/obtaining-j-1-status/required-documentation>
- **User Login for the ISSS Portal:**  
<https://iss.iit.edu/index.cfm?FuseAction=Security.AngLogin>

Previously Recorded Training  
Sessions are available upon request!  
Please email [global@iit.edu](mailto:global@iit.edu)

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# Questions?

Feel free to contact the Office of Global Services at [global@iit.edu](mailto:global@iit.edu) for any technical troubleshooting questions related to the ISSS Portal OR general immigration concerns related to scholars.

