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

<table>
<thead>
<tr>
<th>Scholar</th>
<th>Host Department</th>
<th>Office of the Provost</th>
<th>Host Department</th>
<th>Office of Global Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholar reaches out directly to the host department about their intent to join Illinois Tech</td>
<td>Reviews the eligibility of the scholar candidate</td>
<td>Evaluates the needs of the university for bringing a new scholar onboard</td>
<td>Creates the CWID</td>
<td></td>
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<td></td>
<td>Requests permission from the Provost's to invite the scholar</td>
<td>Grants a decision and informs the Host Department</td>
<td>Sends the official invitation letter to the scholar</td>
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<td>Creates a new sponsorship request in the ISSS Portal</td>
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<td>Submits an approval request to the Office of Global Services once all requirements have been provided by the scholar</td>
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<td>Reviews the sponsorship request and creates the DS-2019 immigration form</td>
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<td></td>
<td>Sends the scholar all necessary immigration information with next steps to apply for the J visa</td>
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</table>
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)
- Create the CWID (A-number) for the scholar (*directions in the next slide*)
- 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
How to create a CWID (A-number)?

1. Log into Banner
2. Go to SPAIDEN
3. Click the “Generate ID” plus icon
   a. ![Elucian General Person Identification SPAIDEN 9.3.25 (BNRPRD)](image)
   b. ![Matching Source: PERSON_MATCH Common Matching for person](image)
4. For “Matching Source” choose “PERSON_MATCH” and click GO
   a. ![Matching Source: PERSON_MATCH Common Matching for person](image)
5. Enter the Scholar’s Last Name, First Name, Birth Date (D-M-Y) & Gender
6. Click “Duplicate Check” - This is to confirm whether an ID already exists for this individual
7. If no match is found, click “Yes” in the pop-window to automatically generate a new ID

*Please be sure to have the correct staff permissions for Banner access. If not, then a red error message may appear during one of these steps. The department may request permissions to be updated through the Office of the Provost/Registrar.*
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

- To gain access, the department staff member needs to send the following details to 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
ISSSS 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)
ISSS Portal - Initiate the scholar’s immigration process

1. Click the “New Sponsorship Request” button
   a. ![New Sponsorship Request]

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 for review of the scholar.
   a.

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
Previously Recorded Training Sessions are available upon request! Please email global@iit.edu
Questions?

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