



UNIVERSITY OF DELAWARE  
**CENTER FOR GLOBAL  
PROGRAMS & SERVICES**

**INTERNATIONAL STUDENT & SCHOLAR SERVICES**

**Department Handbook for  
International Scholar Visa  
Processing Applications**

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## SECTION 1: LOGGING IN

To login, please navigate to [oiss.udel.edu](http://oiss.udel.edu) in your web browser, where you will be greeted by our landing page.



Figure 1.1 TDS Landing Page

From here, please select “login” and you will be directed to an interface with two login options. As a Department Administrator, you will be able to login using your CAS credentials by selecting the “Current Students (not on OPT)/Staff” option.

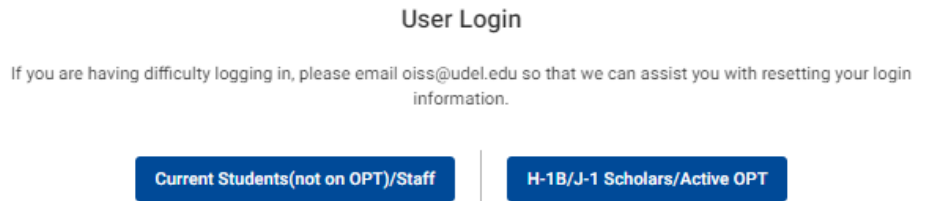


Figure 1.2 User login interface

## SECTION 2: DASHBOARD

After logging in, you will be navigated to your TDS Dashboard. From your dashboard, you will be able to view all J-1 Scholars and H-1B Employees currently sponsored by your department(s) and take action on these records as necessary. The dashboard will also be where you can review your department(s)' pending requests as well as "inactive" cases for those who have left the university.

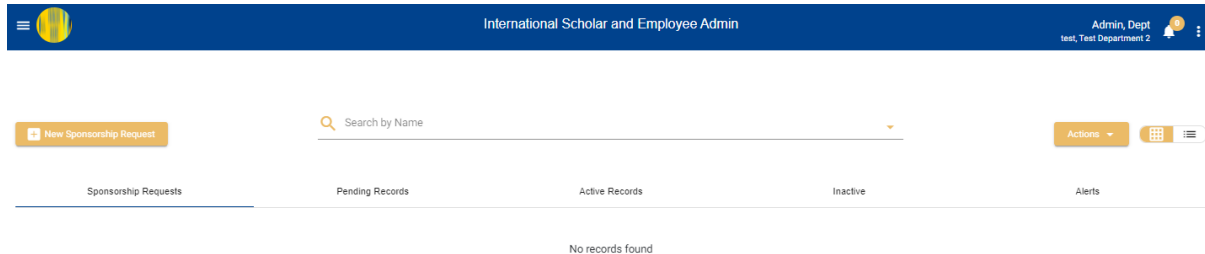


Figure 2.1 Dashboard view

### 2.1 Dashboard Tabs

On your dashboard, you will see five tabs (Figure 2.1 Dashboard View). These tabs are used to review the J-1 or H-1B cases sponsored by the department(s) to which you have been assigned. Each individual record is referred to as a "Scholar Card" (see sections 5.1 and 6.1) and reflects either a singular J-1 program or a singular period of H-1B approved employment. The dashboard tabs can be used to navigate between these cards based on the status of the Scholar Card.

#### 2.1.a Sponsorship Request

The Sponsorship Request tabs reflect your initial "New Sponsorship Requests" which have not yet been reviewed and/or approved to proceed by an ISSS Administrator. From opening a Scholar Card under the Sponsorship Request tab, you will also be able to upload any documents which may be considered relevant (see Section 8.1).

#### 2.1.b Pending Records

Pending Records reflect those Scholar Cards that have been approved to proceed by an ISSS Administrator. It is from this tab that you will provide further information and documentation regarding the department's sponsorship of the J-1 Scholar/H-1B Employee. J-1 Scholars for whom a DS-2019 has been issued but have not yet checked in with ISSS upon their arrival and had their SEVIS record validated will also be under this tab.

#### 2.1.c Active Records

Active Records reflect Scholar Cards who are either in "active" status OR for whom USCIS approval has been received. J-1 Scholars will be reflected in this tab throughout the duration of their J-1 program after their SEVIS record has been validated. H-1B employees for whom USCIS approval has been received (regardless of their employment start date) will be reflected here.

#### 2.1.d Inactive

The Inactive tab reflects J-1 Scholars and H-1B Employees whose programs/approved period of employment have ended.

## 2.1.e Alerts

The Alerts tab will list H-1B employees sponsored by your department(s) who are within the window to initiate an H-1B extension. ISSS Administrators, the Department Administrator assigned to the card, and the H-1B employee will additionally receive an email notification both 240 and 180 days prior to the end of their H-1B period (see section 6.4.a).

## 2.2 Dashboard View

On the right side of the screen, you will be able to select a button where you can choose how you would like to view your dashboard between a grid view or list view.



Figure 2.2 Dashboard View Toggle

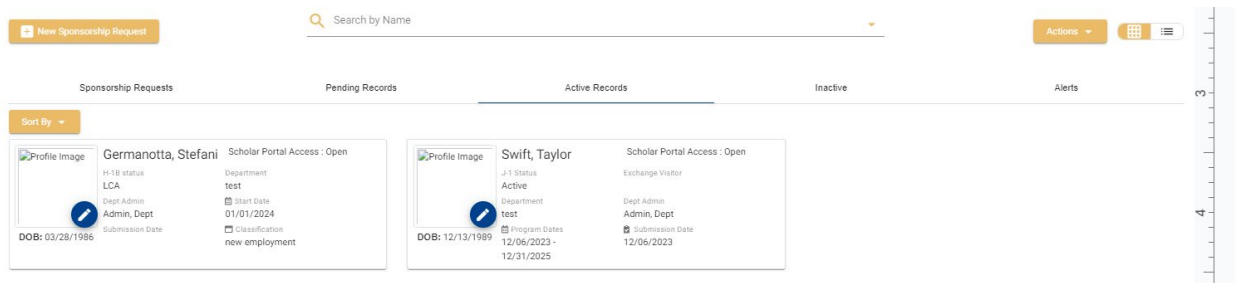


Figure 2.3 Grid view

Grid View is best to gather an overview of all Scholar Cards sponsored by your department; however, some information may be suppressed.

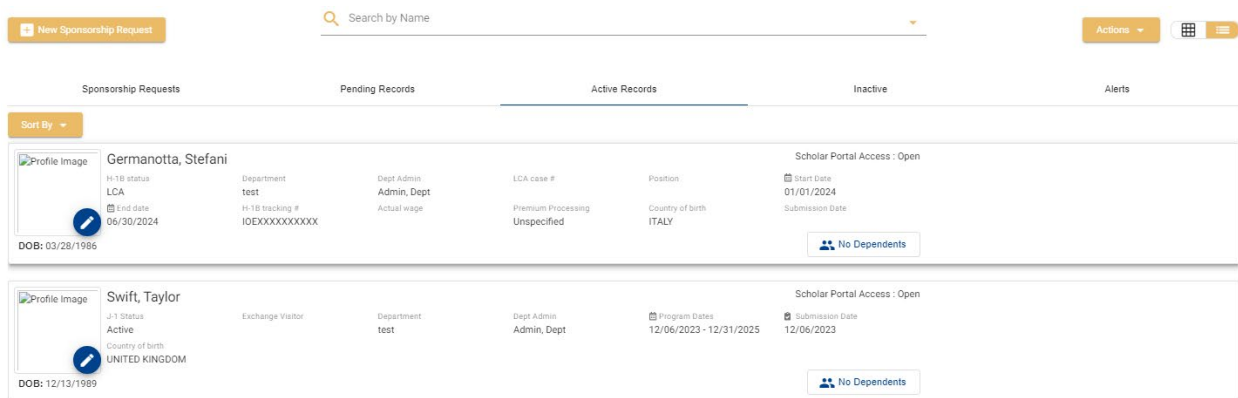


Figure 2.4 List view

List View provides more quick reference information; however, it does limit your large overview of the body.

## 2.3 Search for a Record

At the top of the dashboard, you will be able to search for records by the relevant dashboard tab. Depending on your needs, you may conduct a “simple” search or a “filtered” search.

 Search by Name

Figure 2.5 Search bar

To begin a simple search, please enter either the Given Name or Surname of the record(s) you are attempting to search and press “enter.” Do NOT enter both the Given Name and Surname in any combination or you may receive an error message. When searching by name, the system will pull any records which contain the search in any portion of the name (i.e. a search of “JO” will return results for any record containing JONES, JOHN, etc.).

Once you have submitted your search you can switch between dashboard tabs to locate the record needed as the system will save this search between tabs.

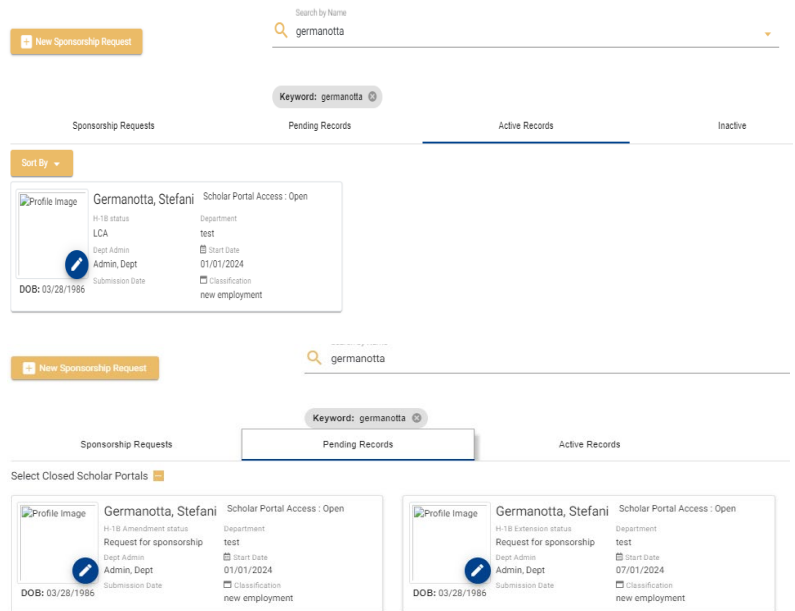


Figure 2.6 Toggle saved search criteria between dashboard tabs

If you would like to conduct a “filtered” search, select the drop down carrot button to the right of the search bar. This will provide additional search filter criteria including the following:

- Visa Type
- Country of Birth
- Date Options
  - Program Start Date
  - Program End Date
  - Date of Birth
- Scholar Portal Access

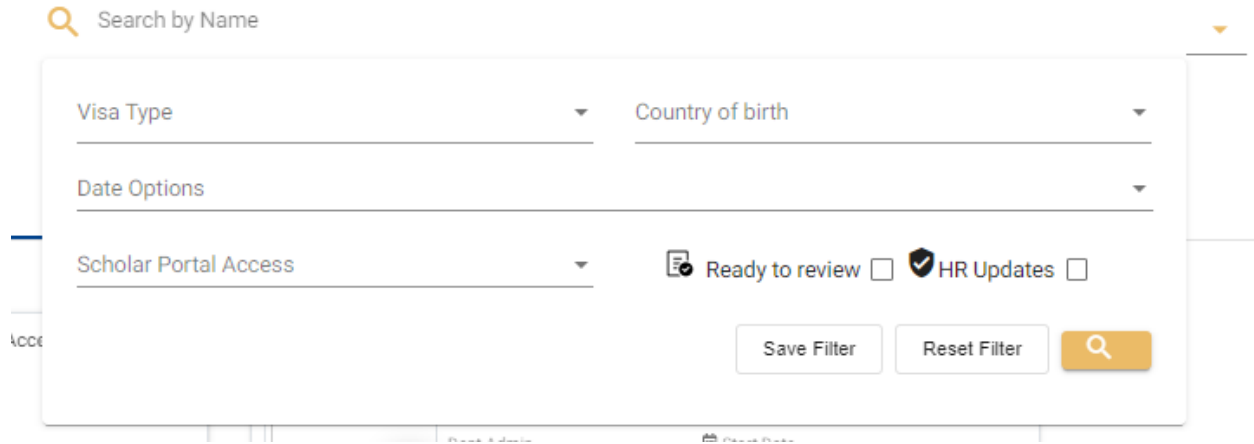


Figure 2.7 Standard filtered search options

If you select “Visa Type” and search by either “J-1” or “H-1B” records, you will receive additional search filters relevant specifically to these visa types.

- J-1
  - EV Category
  - SEVIS Status
  - Subject/Field of Study
  - Site of Activity Name
- H-1B
  - Case Type
  - Processing Phase
  - Processing Phase Status

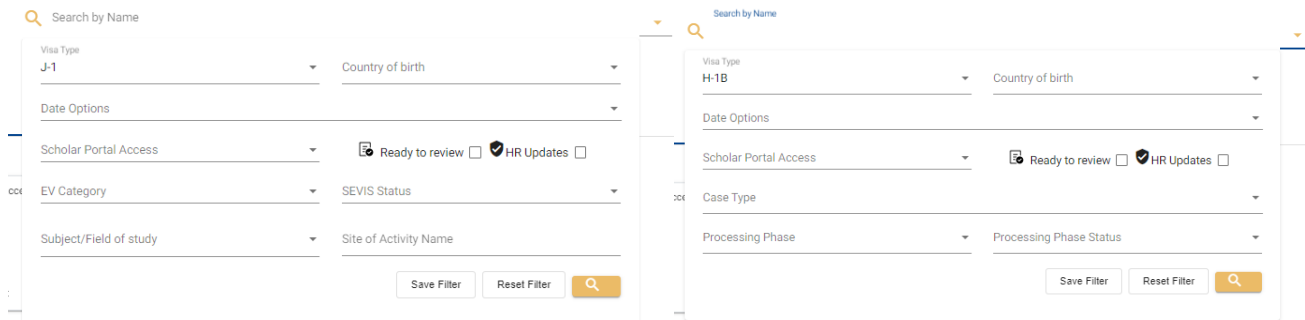


Figure 2.8 J-1 & H-1B filtered search options



To remove any filters, you may either select the “Reset Filter” option in the filtered search criteria OR select the “x” next to the filter item.



Figure 2.9 Clear search filters

## 2.4 Actions

From the “Actions” button you will be able to export a simple excel spreadsheet of the current dashboard tab selected and any filters which may be active. This can be helpful if needing to report on your department’s visa sponsorship and includes data such as:

- Name
- email
- country of citizenship
- program dates

## 2.5 Notifications

The “Notifications” icon in the top right corner will alert you when there is action taken on a request. It is recommended to review this periodically to make sure notifications are not missed.



Figure 2.10 Notifications icon

## SECTION 3: DEPARTMENTAL CONFIGURATION

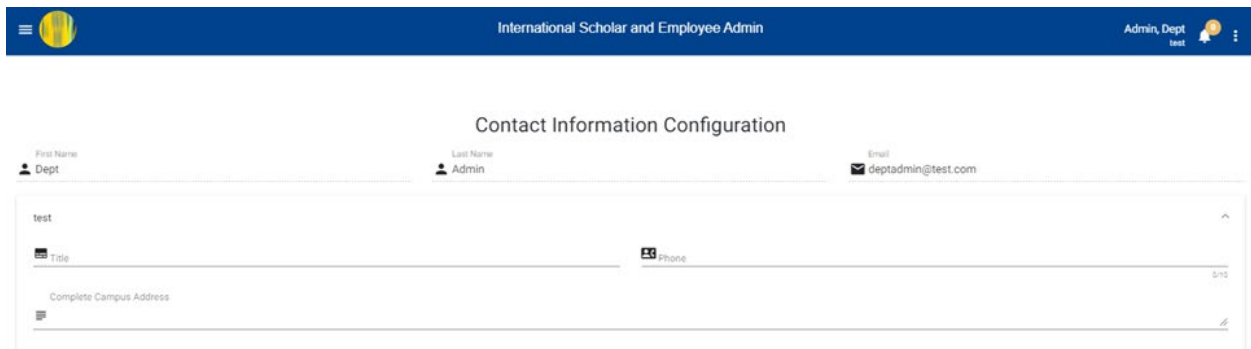
From the hamburger menu in the top left corner of the portal, you are able to access “Departmental Configuration.” From “Departmental Configuration,” you can update your contact information, which will auto-populate on the Scholar Cards you have been assigned. You may additionally save common J-1 Sites of Activity for future sponsorship requests.

### 3.1 Contact Information Configuration

In “Contact Information Configuration”, listed first is your basic user information including:

- First Name
- Last Name
- Email

These items are not editable by the Department Administrator. To make updates to this information, please contact ISSS. The email address listed here should be your udel.edu account and any emails sent via TDS will direct to this address.



The screenshot shows the 'Contact Information Configuration' page. At the top, there is a blue header with the text 'International Scholar and Employee Admin' and a user profile 'Admin, Dept test'. The main content area is titled 'Contact Information Configuration' and contains the following fields:

- First Name: Dept
- Last Name: Admin
- Email: deptadmin@test.com
- Title: (empty field)
- Phone: (empty field)
- Complete Campus Address: (empty field)

*Figure 3.1 Contact information configuration*

Below this section, you will see a listing of all Departments for which you have been assigned. For each department, you may update your title, phone number, and campus address.

- Title
- Phone Number
- Campus Address

The contact information provided under “Contact Information Configuration” will auto-populate the corresponding sections of any sponsorship request submitted.

### 3.2 J-1 Specific – Site of Activity Information

For sites of activity for which scholars are consistently placed, this section allows you to save this information and pull this into the site of activity information section of the request. You may add multiple sites of activity into this listing by selecting the “+” button. When submitting your J-1 request, you will be able to select the J-1 site of activity for the exchange if saved here (see section 5.2.a(v))

#### J-1 Specific - Site of Activity Information

The screenshot shows a form titled "J-1 Specific - Site of Activity Information". The form has the following fields:

- Site of Activity Name: Test Site
- Address Line 1: 123 Main St
- Address Line 2: (empty)
- City: Newark
- State: Delaware
- Zip Code: 19716

A plus sign button is located at the bottom right of the form.

Figure 3.2 J-1 specific - site of activity information

## SECTION 4: NEW SPONSORSHIP REQUEST

### 4.1 How to Complete New Sponsorship Request



When your department has decided to sponsor a scholar or hire an employee requiring visa sponsorship, the first step to initiate this process is to submit a New Sponsorship request. The New Sponsorship Request functions as a preliminary

request in which the department provides general information for both the FN and the position and indicates the proposed visa type. An ISSS Administrator will review this information to confirm that this visa type is appropriate and that the FN is eligible.

To begin your New Sponsorship Request, please select the “New Sponsorship Request” button from the top left corner of the dashboard.

#### 4.1.a. Provide Name of Scholar/Employee

**4.1.a(i) Search by Name/Email.** Enter a name or email, or a fraction of a name or email, to be taken to an existing record. This does not integrate with the system of record; its purpose is to aid ISSS Administrators and help avoid the creation of duplicate users in error

**4.1.a(ii) Proposed Program dates & Visa Type.** Indicate the proposed program dates for the exchange/employment and select the proposed visa type. Options for the proposed visa type are as follows: J-1, H-1B, O-1, “Don’t Know”. Please select “don’t know” if you are unsure of the appropriate visa type.

**4.1.a(iii) Hiring Authority.** Please indicate the hiring department, the PI/Supervisor, and the PI/Supervisor’s title

**4.1.a(iv) Position Information/J-1 History.** Please indicate whether the scholar/employee will be paid, the number of hours per week they will be engaging in employment/program activities, and whether they have ever previously been in either J-1 or J-2 status in the past.

A screenshot of a web form titled "Provide Name of Scholar/Employee". The form is organized into several sections. The top section contains a search bar labeled "Search By Name, Email" and a required field for "Scholar/Employee Email \*". Below these are three input fields for "Scholar/Employee Family Name \*", "Given Name", and "Middle Name". The second section contains three date and dropdown fields: "Proposed Start Date (MM/DD/YYYY) \*", "Proposed End Date (MM/DD/YYYY) \*", and "Proposed Visa Type \*". The third section contains a dropdown for "Hiring Authority Department \*", a dropdown for "Hiring Authority Name \*", and a text field for "Hiring Authority Title". The final section contains two questions with radio button options: "Will scholar/employee be paid?" and "Has the beneficiary ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor?". Both questions have "Yes", "No", and "Unspecified" options. A small note at the bottom left of the form states: "(numeric data only: 0-9 and decimal point. Max. value 168 hours per week)".

Figure 4.1 New sponsorship request - Provide name of scholar/employee

#### 4.1.b. Department Contact Information

Please select the sponsoring department again and select the assigned Department Contact from the drop down menu. This contact will receive any email communication sent through the portal as well as automatic notifications such as an “Expiration Alert.” If information is up-to-date in Departmental Configuration (see section 3.1), contact information will auto-populate once selecting the department contact.

Department Contact Information

---

Host Department * test	Contact Name * Admin, Dept	Phone 3025551234
Email deptadmin@test.com	Complete Campus Address 26 E Main St Newark, DE 19716	

---

Figure 4.2 New sponsorship request - Department contact information

#### 4.1.c. Sponsorship Requests

These questions have been generated by ISSS to provide further information to determine eligibility for the proposed visa type.

### 4.2 Submitting Sponsorship Request

Once all sections have been completed, press the “submit” button in the bottom right corner.



This will send an alert to ISSS Administrators that a new sponsorship request has been submitted and is pending review.

Figure 4.3 New sponsorship request - submit button

### 4.3 ISSS Administrator Review & Approval

ISSS Administrators will review the request within 10 business days following the date of submission. While under review, the request may be located on your dashboard under the “Sponsorship Requests” tab. Should you need to access the request, you may do so by navigating to the dashboard (see section 2.1.a) and selecting the correct scholar card. Once a request is submitted, you will additionally

be able to submit a document(s) with your request which may be deemed relevant (see section 8.1). Please note, required standard documents will be uploaded following ISSS Administrator approval of the sponsorship request.

#### 4.4 Email Notification

Upon ISSS Administrator approval of the sponsorship request, the assigned department contact will receive an automatic email notification.

Hello {Scholar.First name} {Scholar.Last name},

This is an automated notification to inform you that a request you submitted for ({Scholar.Scholar name}) was approved on the {Scholar.accountName} web site. The request will be processed as {Scholar.Visa type}. To review this request, please click {Scholar.encrypted URL}.

Thank you,

{Scholar.By name}

{Scholar.Institution name}

*Figure 4.4 Email alert following ISSS approval of new sponsorship request*

## SECTION 5: J-1 SCHOLAR

### 5.1 Introduction to J-1 Scholar Card

When selecting the card of a J-1 Scholar, this is what you will see. In the top left corner, you will note profile information such as the scholar's name, the status of the request/J-1 status (see section 10), the J-1 program dates, and the status of the request.



Figure 5.1 J-1 scholar card

In the top right corner are three options: “Email” (See Email Section), “Submit to ISSS Admin” (See Submit to ISSS Admin Section), and “Send for Approval” (at this time, workflow functionality for “send for approval” is not being used)

Below the scholar's profile information, you will note either 4 or 5 tabs depending on the status of the request or scholar card. For initial requests in “draft” status, you will have the following tabs visible:

- Department
- Exchange Visitor
- Additional Information
- Documents

For records in “initial” status for whom a DS-2019 has not yet been issued OR for those in “active” status, you will have the following tabs visible:

- Department
- Exchange Visitor
- Additional Information
- Requests
- Documents

Please see the appropriate section below for more information on each tab.

### 5.2 Submitting your J-1 Request Following ISSS Administrator Approval

Following ISSS Administrator approval of your sponsorship request, you may navigate to the scholar card under the “pending” tab on your dashboard. Select the card you wish to work on and navigate first to the Department tab. After completing each tab, please be sure to select “update” at the bottom of the page to save your responses.

#### 5.2.a Department Tab

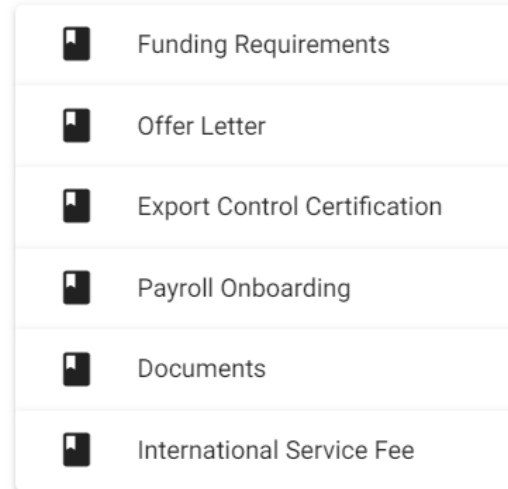
The department tab includes information specific to the sponsoring department and the exchange program.

### 5.2.a(i) Instructions

At the top of the page, you will find several “instructions” tabs. To open/close each individual tab, select the square icon in the upper left corner of the instruction.

#### *Funding Requirements*

This instruction provides current minimum funding requirements for J-1 visa sponsorship for the principal J-1 Scholar and any J-2 dependents. This information will be updated as ISSS reevaluates minimum funding requirements and will include relevant links to further information.



*Figure 5.2.J-1 scholar department tab instructions*

#### *Offer Letter*

This instruction will include links to J-1 offer/support letters with 3 options depending on whether the scholar will be paid/unpaid or if their sponsorship will be in the J-1 “Student Intern” category. These templates have been drafted by ISSS and HR within the context of attending a visa interview. Please ensure that any highlighted information is included in the final draft and that any information in red has been edited to reflect the proposed exchange program. It is imperative that this offer/support letter indicate the intended J-1 program dates.

#### *Export Control Certification*

An Export Control Certification (ECC) is required to be on file for each J-1 scholar. This form must be signed by the sponsoring department and submitted to the Research Office to be signed by the “Empowered Official” before being uploaded. This instruction will include a link to this form as well as additional information.

#### *Payroll Onboarding*

This instruction provides further context regarding HR onboarding of J-1 Visiting Scholars such as library/facility access and a UDID. Please consider this when determining whether to onboard your scholar through HR Payroll.

#### *Documents*

Directs the Department Admin to the “Documents” tab to upload documents. See section 8.1 section for further information



## International Service Fee

The CGPS International Service Fee is charged to support ISSS visa advising and support. For J-1 Scholars, this fee may be paid by either the department or the J-1 Scholar. This instruction will include a link to the CGPS payment form which the department will upload if covering this fee.

### 5.2.a(ii) J-1 Information

- *Department Obligations* - Department obligations for J-1 sponsorship, please read and agree to this statement when submitting your request

### 5.2.a(iii) Department Contact Information

This section will auto-populate from the sponsorship request and include the assigned Department Administrator's contact information as entered under "Departmental Configuration" (see section 3.1).

This section may be updated at any time to reassign a primary department contact. However, only those assigned to the host department will be able to be selected.

### 5.2.a(iv) Faculty Sponsor Information

Please complete this section to note the J-1 Scholar's PI and provide their contact information.

### 5.2.a(v) Site of Activity Information

Please provide the site(s) of activity where the J-1 Scholar will be engaging in program activities. If there are multiple sites of activity, you may add additional entries by selecting the yellow "+" icon in the upper right corner of the section. If you are aware of multiple sites of activity ahead of the exchange, please list all sites of activity now. If additional sites will be added later, there is a process to do so (see section 5.3.b(ii)).

The screenshot shows a form titled "Site of Activity Information" with a yellow "+" icon in the top right corner. The form contains the following fields and options:

- Site of Activity Name \***: Text input field with a character count of 0/80.
- Primary Site of Activity?**: A toggle switch with "Yes" and "No" options.
- Choose existing Site of Activity**: A dropdown menu.
- Address Line 1 \***: Text input field with a character count of 0/80.
- Address Line 2**: Text input field with a character count of 0/80.
- City**: Text input field with a character count of 0/80.
- State**: A dropdown menu with a character count of 0/60.
- Zip Code \***: Text input field with a character count of 0/5.

Figure 5.3.J-1 scholar department tab - Site of Activity Information

To determine what is considered an additional site of activity, this would include any site within the US in which the J-1 Scholar will engage in program activities. For example, if a J-1 Scholar will engage in field research outside of the Newark campus, this would be considered an additional site of activity and will need to be added to their record. It is not required to enter each building on Newark Campus where the J-1 Scholar may participate. By entering the primary address on Newark campus, this is understood to cover program activities across campus. If there are multiple sites of activity, please indicate the primary site where the scholar will be located the majority of the time.

If there is a regular site of activity at which scholars are regularly placed, you may save this information in your Departmental Configuration page (see Departmental Configuration). To select these options, select the “Choose existing Site of Activity” dropdown option.

#### ***5.2.a(vi) Exchange Visitor Information***

Provide a description of the field of research, teaching, or other activity the J-1 Scholar will be engaging in during their program, their job title, and indicate their primary program activity.

#### ***5.2.a(vii) Funding Information***

Please indicate all funding sources and amounts which will be used to fund the scholar’s program. Depending on the funding source, please provide the appropriate documentation in the documents tab. Funding options are as follows:

- Funding from Institution
- Scholar’s Government
- Sponsoring Organization
- Personal Funds
- Other

#### ***5.2.a(viii) J-1 Information (cont’d.)***

- UD funding from Government Agencies - Indicate whether the department has received grant funding from a US Government Agency or International Agency to *specifically* host this scholar and whether the scholar will be the PI of their project
- Sites of Activity - If the J-1 Scholar will be placed at a secondary site of activity, provide an explanation of duties and specific dates for each additional site. If the J-1 Scholar will visit any other institution in the US prior to or after their program at UD, please provide further information
- Visiting Scholar Category - indicate the requested J-1 category and provide further details regarding the field of study, recruitment of the scholar, the College, and the project type
- English Proficiency - indicate whether the scholar is sufficiently proficient in English to successfully participate in the exchange and describe how this was determined. A link to the ISSS English Proficiency Interview Evaluation template is included
- Program delivery - indicate whether the program will follow an in-person or hybrid model and provide further information
- Compensation - for scholars paid by UD, indicate whether they will be paid via HR Payroll or by Procurement Services

#### **5.2.b Additional Information**

The “Additional Information” tab will include responses auto-populating from the “New Sponsorship Request” as well as two additional questions. These two additional questions should be answered by the department.

#### ***5.2.b(i) DS-2019 Delivery Method***

Please select the preferred delivery method for the DS-2019. As of April 2023, DOS permits digital issuance and delivery of the DS-2019 which the scholar may print and submit during their visa interview. If the department confirms a preference from the scholar to have a paper

DS-2019 shipped to their address abroad, ISSS will contact the scholar to arrange for submission of a shipping label via eShip.

### ***5.2.b(ii) International Service Fee***

Please select which party is responsible for payment of the CGPS International Service Fee. This fee may be covered by either the hosting department or the scholar. If the department will cover this fee, please upload the CGPS Fee Payment Form under the “Documents” tab (see section 8.1). If the scholar is responsible for this fee, they will submit payment during their Government Check-in processes upon arrival.

### **5.2.c Other Tabs**

#### ***5.2.c(i) Exchange Visitor***

The “Exchange Visitor” tab is intended to be completed by the J-1 scholar once they have been “invited” by an ISSS Administrator following sponsorship request approval. In the event that you may need to assist your J-1 Scholar, please refer to this section for general guidance.

#### ***5.2.c(i)(1) Provide Name of Exchange Visitor***

Email, family name, and given name will auto-populate from the sponsorship request. The J-1 Scholar will complete additional information such as DOB and gender.

#### ***5.2.c(i)(2) Information***

Further personal information including City of Birth, Country of Legal Permanent Residency, and J-1/J-2 visa history.

#### ***5.2.c(i)(3) Biographical Information***

Further personal information including Country of Birth and Country of Citizenship.

#### ***5.2.c(i)(4) Contact Information***

Additional contact information including secondary email address and phone number.

#### ***5.2.c(i)(5) Address Information***

Address information including foreign address and US physical and mailing address (as applicable).

#### ***5.2.c(i)(6) Dependents Information***

In this section, the J-1 scholar will provide information for any J-2 dependents who will be accompanying them for the exchange. To add dependents, select the “+” icon. Email is required for any J-2 dependent over the age of 14.

Dependents Information

+ Add

---

SEVIS ID 0	Relationship to Principal ▼	First Name 0/80	Last Name * <span style="color: red;">Please enter Last Name</span>
Suffix 0/80	Status Pending	Email 0/80	Gender ▼
Date of birth (MM/DD/YYYY) 0/50	City of Birth 0/50	Country of Birth ▼	Country of Citizenship ▼
Country of permanent residence ▼			

-

Figure 5.4 J-1 scholar exchange visitor tab - dependents information

### 5.2.c(i)(7) Emergency Contact Information

Select the pencil icon to add emergency contact information. Additional emergency contacts may be added with the “+” icon.

Emergency Contacts Information +

---

▼ Miriam Macedo Make Primary

Contact Name * Miriam Macedo	Email Address * j1request@test.com
Contact Number * 0987654321	Languages Known
Address Line 1	Address Line 2
City	State
	Province
Zip Code	Country

Figure 5.5 J-1 scholar exchange visitor tab - emergency contacts information

### 5.2.c(i)(8) J-1 Information

- Current employment & Personal Information
  - Occupation abroad
  - Current job responsibilities abroad
  - Name & address of current employer
  - Current J-1 status requiring J-1 transfer

### 5.2.c(ii) Message Center

Here, the J-1 Scholar may review any communication received through the portal.

## Message Center


Message	Sent By	Created On
 WELCOME TO SCHOLAR PORTAL	Rush, Bradford	January, 26 2024 15:55:10

Figure 5.6.a J-1 scholar exchange visitor tab - message center

### Email Message ✕

From: Rush, Bradford  
To: scholar: j1request@test.com  
Subject: **Welcome to Scholar Portal**

---

International Student and Scholar Services  
Dear Anitta,

A new profile was created for you on University of Delaware website by Bradford Rush (from the test) in order to facilitate the J-1 visa processing. You can click [here](#) to access your profile.

Thank you,

Bradford Rush  
University of Delaware

Figure 5.6.b J-1 scholar exchange visitor tab - message center

### **5.2.c(iii) Documents**

See section 8.1.

## **5.3 Submit to ISSS Admin**

After completing the “Department” tab (see section 5.2.a) please review the “Exchange Visitor” tab (see section 5.2.c(i)) and consult the scholar to confirm whether they have completed their sections and uploaded personal documents. Once this is confirmed, please submit the request to ISSS by selecting the “Submit to ISSS Admin” in the top right corner of the card. This will prompt ISSS to conduct a review of the request to proceed. Should additional information be needed, our office will return the request and request needed items from the relevant party.

## 5.4 How to Submit a Request

The TDS Scholar Module allows for Department Administrators and J-1 Scholars to submit requests related to their J-1 sponsorship directly through their scholar card. Requests are categorized into two categories: “Extend Program” and “Requests”. The “Extend Program” is a special request which is featured in the top right corner of the scholar’s profile information and will be available regardless which tab you may have selected in the record. Other requests available to the Department Administrator will be located in the “Requests” tab. The “Requests” tab is made available following issuance of the DS-2019.

### 5.4.a Extend Program Request

Unlike TDS Classic, the Department Administrator will now initiate the DS-2019 extension. To initiate the extension, select the “Extend Program” button in the top right corner of the scholar card. This will open a dialog box which will include instructions, required department documents, and questions regarding the extension. At the bottom of the request, you will be able to upload relevant documents directly to the request.

The screenshot displays the 'Extend Program' dialog box. The left pane, titled 'Instructions', contains the following text:

**Department Requirements to Host J-1 Scholar**

**REQUIREMENT TO INFORM ISSS OF CHANGES**

The information provided in this request about the position must be kept up to date. ISSS needs to know if anything about the position changes, including funding, job duties, or site(s) of activity. Failure to inform ISSS of changes could result in fines for the University and violation of immigration regulations for the Exchange Visitor (EV). Please consult ISSS immediately should you have any questions or concerns about any of the J-1 Exchange Visitor requirements or policies.

**HOST DEPARTMENT REQUIREMENTS**

- **Report any changes in site(s) of activity:** An EV is only allowed to work in the approved position and site(s) of activity indicated below. EVs may not work or conduct research in a different position for the University of Delaware or any other employer unless that activity is pre-approved by ISSS. EVs are not permitted to work for anyone else or receive payments from any external source unless the employment is pre-approved by ISSS.
- **Report any changes in research or employment:** (job duties, salary, and geographic location): The host department is required to notify ISSS of any such changes before they occur.
- **Report any changes in program dates:** Notify ISSS if the EV leaves or is terminated 15 days or more before the requested end date. Notify ISSS if the EV is delayed more than 10 days from the requested start date.
- **Report any changes in funding:** If payment from the University of Delaware or other sources needs to be added or removed from the DS-2019 form, contact ISSS before the changes occur. Funding information must be reported in the SEVIS system.
- **Out of Country Update:** Notify ISSS if exchange visitors are continuing their programs for 6 weeks or more outside the United States. This update must be reported to the US Government and UD departments are required to monitor the activities and welfare of the EV while abroad.

**IMPORTANT:** Exchange visitors under the Professor, Research Scholar, Short-Term Scholar or other university level categories are not permitted to conduct activities or programs in pre-schools, primary and secondary school systems, summer camps, or other local community activities for K-12 students.

The right pane is a questionnaire with the following fields:

- New Program End Date\*
- Reason for extension\*
- Has Scholar received US Government Funding?\*
- Amount From International Organization-1
- Amount From International Organization-2
- Amount From Foreign Govt
- Other Funding Amount
- Total Amount Of Personal Funding
- Amount Of Funding From Program Sponsor
- Other Funding Name
- Who is responsible for payment of the \$180 CGPS International Service Fee? If selecting 'department', upload a completed Department Fee Payment Form. If selecting 'scholar', please alert the scholar that they will be responsible to pay this fee.\*

Figure 5.7. J-1 request - Extend Program Instructions & questionnaire

The screenshot shows the bottom of the dialog box with two buttons: a grey 'Cancel' button and a yellow 'Create Request' button with a document icon.

Figure 5.8 Create J-1 Request

Once you have answered all questions and provided required department documents, select the “create request” button to the bottom right of the pop up window.

This will notify ISSS Administrators that a request for extension has been received for our review. Should you wish to review your request OR should ISSS request additional information which you need to provide, you may access the pending request under the “Requests” tab under the “Pending Requests” heading.

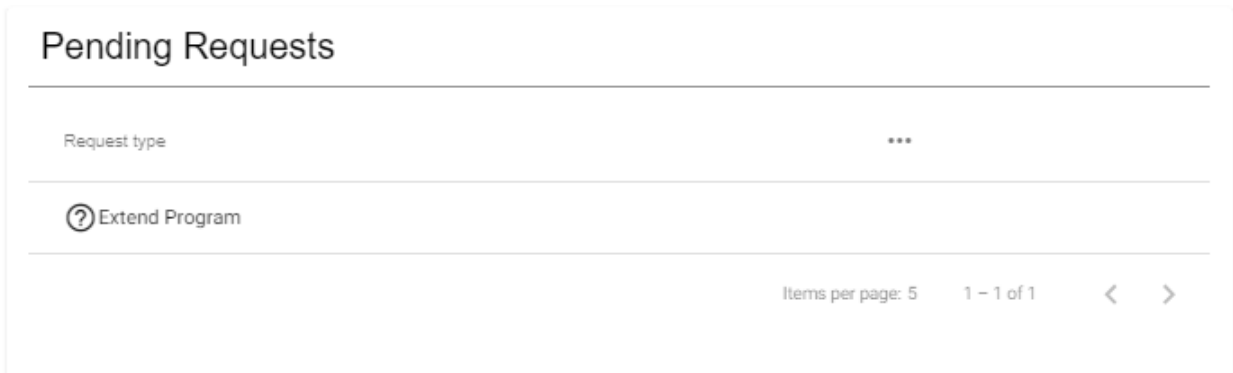


Figure 5.9 Review pending requests

Once the request is completed and approved by an ISSS Administrator, ISSS will contact the J-1 Scholar to request they provide additional personal documentation (e.g. insurance renewal) through their personal record. CPGS will then process the request and provide an extended DS-2019 to the J-1 Scholar.

Below “Pending Requests”, you may additionally review “Completed Requests” which have already been reviewed, approved, and processed by ISSS.



Figure 5.10 Review completed requests

#### 5.4.b. Requests Tab

As a Department Administrator, you have access to 3 additional requests in the “Requests” tab of the scholar’s card which we will describe below. As described in Section 5.4.a. Extend Program Request, once all questions are answered and relevant documents uploaded to the request, select the “Create Request” button to submit to ISSS Administrators. You may review pending requests under the “Pending Requests” heading in the “Requests” tab to provide further information and also review completed requests under “Completed Requests”.

##### 5.4.b(i) Change EV Category

A “Change EV Category” request should be submitted if the primary program activity for which the DS-2019 was initially issued will change. Per DOS regulations, such a request must be filed and authorized by DOS before ISSS is able to issue a new DS-2019 in the new category. Further regulatory language stipulates that “any change of category must be clearly consistent with and closely related to the participant’s original exchange objective and necessary due to unusual or exceptional circumstances”. The J-1 Scholar would not be able to engage in program activities relative to the prospective new J-1 category until DOS authorization is approved and a new DS-2019 is issued.

Submission of this request will prompt ISSS Administrators to review and determine whether sufficient evidence exists to pursue a change in category.

Change EV Category

Requested new category

New category request reason

Requested change date

Current EV category\*

Document upload

Please attach relevant documents

Cancel Create Request

Figure 5.11 J-1 request - Change EV Category

#### ***5.4.b(i)(1) Special Provision for “Research Scholar” and “Professor” Categories***

J-1 Scholars in either the “Research Scholar” or “Professor” categories may engage in activities consistent with the alternative with approval from ISSS. Please consult an ISSS Administrator to determine whether a change in category between these two categories may be needed based on the primary purpose of the exchange and primary program activities. Should ISSS determine a change in category be recommended, they may do so without the need to follow the procedure described above.

#### ***5.4.b(ii) Add Site of Activity***

The “Add Site of Activity” request is unique as both the Department Administrator and J-1 Scholar may complete this request; however, only one party should do so. Please work with the J-1 Scholar to confirm who will submit the request.

An “Add Site of Activity” request should be submitted if the J-1 Scholar will be engaging in program activities at an additional site (outside of their primary site of activity) within the US. For example, if a J-1 scholar will be conducting field research outside of their primary site of activity (UD Newark campus), an “Add Site of Activity” request should be submitted. Additional



sites of activity may also include conference participation within the U.S. It is required that such a request be submitted to ISSS prior to any program activity at the additional site so that it may be entered into the SEVIS record. Further information regarding regulatory obligations may be located in the request.

The screenshot shows a web form titled "Add Site of Activity". It contains several required fields: "Site of activity name\*", "Site of activity address\*", and "Description of activities conducted at site of activity\*" (with a 250-character limit). Below the description field is a rich text editor toolbar. Further down are two "Required" sections: "Dates of activity conducted at site of activity\*" and "Will the new site become your new primary site of activity?\*" with radio button options for "Yes" and "No". At the bottom, there are two checkboxes: "I have uploaded the signed Approval to Add/Change Site of Activity J-1 Exchange Students and Scholars form below\*" and "I have read and understand the above regulations regarding additional sites of activities, activities involving contact with K-12 students, and incident reporting\*". The form concludes with "Cancel" and "Create Request" buttons.

Figure 5.12 J-1 Request - Add Site of Activity

In addition to the questions in the request which the Department Administrator may complete, there is a separate document “Add/Change Site of Activity J-1 Exchange Students & Visitors” linked in the request which requires PI/Supervisor signature.

#### 5.4.b(iii) Amend Program Dates

On occasion, a J-1 Scholar’s arrival to the US may be delayed due to consular administrative processing, personal reasons, etc. If a J-1 Scholar is unable to arrive for their program in excess of 15 days after the program start date listed in the DS-2019, an “Amend Program Dates” request should be submitted. This request will require an amended offer letter to be uploaded.

Amend Program Dates
✕

---

### Request Instruction

To request amendment to program before arrival

**Please provide reason for requesting amendment\***

250 characters remaining

**What is the new program start date?\***

📅

MM/DD/YYYY

**Has the scholar received their visa stamp?**

Yes  No

**Will there be any changes changes to the program besides program dates (in-person v. remote, funding source/amount, worksite(s), etc.)? If so, please explain.\***

Yes  No

Required

**What is the new program end date?\***

📅

MM/DD/YYYY

I have uploaded a signed offer letter with amended program dates below.

### Document upload

Please attach relevant documents

Browse

Cancel

📄
Create Request

Figure 5.13 J-1 request - Amend Program Dates

## SECTION 6: H-1B EMPLOYEES

### 6.1 Introduction to H-1B Employee Card

When selecting the card of an H-1B Employee, this is what you will see. In the top left corner, you will note profile information such as the employee's name, their status, the start date, and the classification (see section 6.1.a).



Figure 6.1 H-1B Employee Profile

To the right of profile information, you will note a blue status box. This blue status box will update as ISSS Administrators update the record as we proceed through the H-1B process. Department Administrators may use this information for a quick glimpse of the status of pending cases. For further information on the status box, please see Status Box Section.

In the top right corner, you will find two buttons: “Email” (see section 7.1) & “Submit to ISSS Admin” (see section 6.3)

Below the H-1B Employee Card header, Department Administrators will have access to 6 tabs as follows:

- Department
- Beneficiary
- Additional Information
- Processing
- Documents

Please see the appropriate section below for more information on each tab.

#### 6.1.a. H-1B Classification

Classification refers to the class of the H-1B petition associated with the record. For example, an initial H-1B petition will be classified as “new employment,” an extension will be marked as “continuation of previously approved employment [...]”, and a transfer petition will be classified as “change of employer. This classification will be determined by ISSS Administrators upon their review of the initial request.

Classification Options:

- Amended Petition
- Change in Previously Approved Employment
- Change of Employer
- Continuation of Previously approved employment without
- change with the same employer
- New Employment
- New Concurrent Employment

### 6.1.b. H-1B Processing Status

See section 10.

## 6.2 Completing H-1B Request

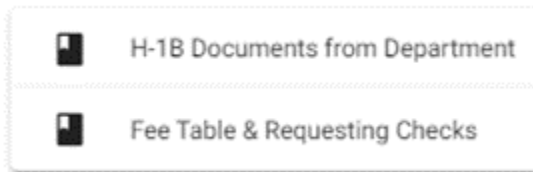
Following ISSS Administrator approval of your sponsorship request, you may navigate to the scholar card under the “pending” tab on your dashboard. Select the card you wish you to work on and navigate to the Department Tab.

### 6.2.a. Department Tab

The department tab includes information specific to the sponsoring department, the position, and worksite(s).

#### 6.2.a(i) Instructions

At the top of the tab, you will find two “instruction” tabs. To open/close each individual tab, you may click the square icon in the left corner



*Figure 6.2 H-1B Department tab instructions*

#### *H-1B Documents Needed from Department*

This instruction lists departmental documents required for the request. Where applicable, a link to external forms/letter templates is included. For further information regarding uploading documents, please see the Document Upload Section.

#### *Fee Table & Requesting Checks*

This instruction will list current CGPS & USCIS Filing Fees and the process to request USCIS Filing Checks from UD Procurement Services.

#### 6.2.a(ii) H-1B

- *Department Obligations* – Department Obligations for H-1B sponsorship, please read and agree to this statement when submitting the request
- *Supervisor Information* – H-1B employee’s supervisor contact information

- *Collective Bargaining Agreement* – indicate whether the position is governed by CBA, if “no” please be sure to upload the “HR Classification & Compensation Review” document (see Document Upload section)
- *Work from Home* – indicate whether the H-1B employee will work from home following a structured WFH/hybrid schedule and provide details of this structure

***6.2.a(iii) Department Contact Information***

This section will auto-populate from the sponsorship request and include the assigned Department Administrator’s contact information as entered under “Departmental Configuration” (see Departmental Configuration section).

This section may be updated at any time to reassign a primary department contact. However, only those assigned to the host department will be able to be selected.

***6.2.a(iv) Information***

This section includes general information specific to the position as listed below. Please complete each question fully and accurately for ISSS Administrator review.

- |                            |                                       |
|----------------------------|---------------------------------------|
| ● Proposed Start/End Dates | ● Position Type (Full-time/Part-time) |
| ● Offered Wage             | ● Position Description                |
| ● Position Title           | ● Position Requirement                |

***6.2.a(v) Prevailing Wage***

This section requests the worksite for the position and other information which may be needed for the Prevailing Wage Determination. Please complete this section fully and accurately as it pertains to the position only, NOT the H-1B employee.

- Job location – primary worksite
- Additional job locations – If the employee will work at multiple worksites on a structured schedule (including a home address), please select “yes” and provide the additional address(es)
- Degree Requirement – select the minimum degree requirement per the HR job listing
- Field of Study – indicate which field(s) of study are acceptable for the position
- Related Field – select “yes” if a degree in another field is acceptable and list which fields are considered related
- Post-Degree Experience – indicate the # of months of true employment experience required
- Post-Doctoral Training – select “yes” or “no” as applicable
- Travel – indicate whether travel is required for the position
- Supervision – indicate whether the position will supervise other employees. If “yes”, please provide further details

### **6.2.a(vi) Actual Wage**

This section requests information to determine the “actual wage” for the employee. Please complete this section accurately, including all employees in the department with the same title, qualifications, and duties comparable to those of the position you are hiring for regardless of immigration/citizenship status. Factors to determine comparability are:

- Work experience
- Individual qualifications
- Education
- Job function
- Specialized knowledge
- Other business factors

PLEASE NOTE: this information is required to be maintained in the Public Access File and MUST remain anonymous. List comparable employees as “Employee 1”, “Employee 2”, etc. Do NOT list by name.

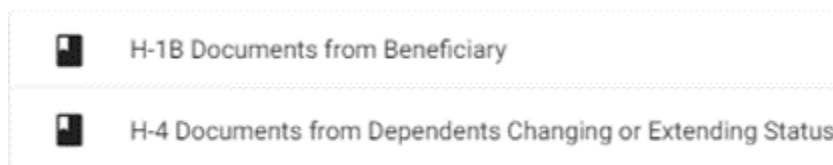
### **6.2.b. Other Tabs**

#### **6.2.b(i) Beneficiary**

The “Beneficiary” tab is intended to be completed by the H-1B employee directly. In the event that you may need to assist your H-1B employee, please refer to this section for general guidance.

#### **6.2.b(i)(1) Instructions**

At the top of the tab, you will find two “instruction” tabs. To open/close each individual tab, you may click the square icon in the left corner



*Figure 6.3 H-1B Beneficiary tab instructions*

*H-1B Documents from Beneficiary* - List of personal documents required by the H-1B employee.

*H-4 Documents from Dependents Changing or Extending Status* – List of personal documents required by H-1B’s spouse and/or child(ren) if filing for H-4 status concurrently with H-1B.

### 6.2.b(i)(2) Beneficiary Information

Email, family name, and given name will auto-populate from the sponsorship request. However, if the H-1B employee has used any other names (nicknames, aliases, maiden name, previous marriage), they may select the “Add” button to add this information.

Beneficiary Information

Email \*  
h1bemployee@test.com

Family Name (Last name)      Given Name (First name)      Middle Name

Germanotta      Stefani

10/80      7/80      0/80

Provide all other names the beneficiary has used include nicknames, aliases, maiden name and names from all previous marriages.

Family Name (Last name)      Given Name (First name)      Middle name      Actions

Last Name \*      First Name \*      Middle Name

Required      Required      0/80

Add

Figure 6.4 H-1B Beneficiary tab - Beneficiary Information

### 6.2.b(i)(3) Presence in US

If the H-1B Employee is currently present in the US, they should complete this section with information regarding their current immigration status

- Date of last arrival
- I-94 Number
- Passport/Travel Document Number
- Date of Passport/Travel Document Issuance
- Date of Passport/Travel Document Expiry
- Passport/Travel Document Country of Issuance
- Current nonimmigrant status
- Date of Status Expiry
  - Checkbox if “D/S”
- SEVIS# (if applicable)
- EAD# (if applicable)

### 6.2.b(i)(4) Beneficiary Family Information

If the H-1B Employee has a spouse and/or child(ren) requiring dependent visa status, this section should be completed with their information.

### 6.2.b(i)(5) J Visa History

If the H-1B Employee has ever held either J-1 or J-2 status, it is important that this section be completed as this may impact H-1B eligibility.

### 6.2.b(ii) Additional Information

“Additional Information” will auto-populate from the initial “sponsorship request”.

### 6.2.b(iii) Processing

This section will be completed by the ISSS Administrator in preparation of filing the H-1B petition. Please do not make edits to this page without first consulting ISSS.

### 6.3.a Submit Petition

Once you have completed the “Department” tab of the request and submitted all department documentation, press the “Submit to ISSS Admin” button in the top right corner of the H-1B card. This will prompt ISSS to initiate review of the case.

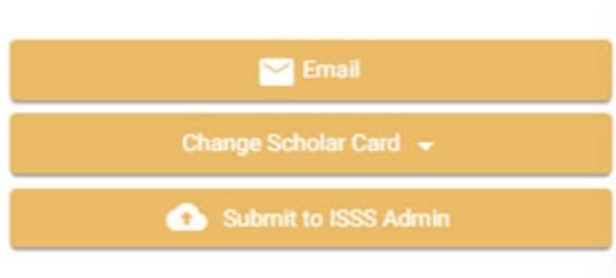


Figure 6.5 Submit H-1B petition

## 6.4 H-1B Extension

### 6.4.a How to initiate an H-1B Extension

You will receive an automatic email notification of an H-1B Employee’s approaching H-1B end date for those records to which you are assigned as the contact. At present, these alerts are set to be sent at both 180 and 240 days out from the end date. ISSS Administrators and the H-1B Employee will receive similar alerts.

If the department will be extending their sponsorship of the H-1B Employee, the Department Administrator should initiate an “H-1B Extension”. To initiate the extension, navigate to the record by searching for the scholar’s “active”. In the event that you have multiple H-1B Employees eligible for extension, you may alternatively navigate to the “Alerts” tab on your dashboard and press the “Active Scholars Eligible for an Extension” button (see section 2.1.e).

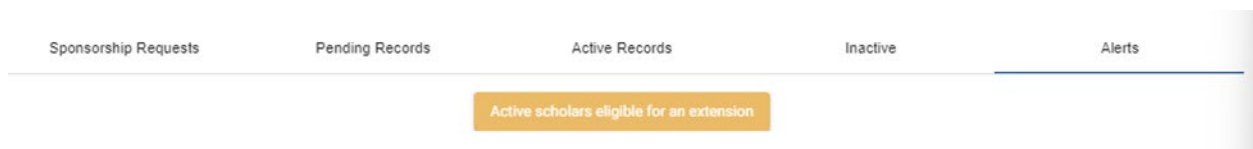


Figure 6.6 Dashboard Alerts Tab



H-1B records which are due for an extension will additionally be marked by a yellow “!” icon in the top right of the dashboard scholar card entry and to the right of profile information when selecting the record.



*Figure 6.7 H-1B card with extension alert*

After opening the card, in the bottom right of the page, you will now have an option to “Apply H-1B Extension”

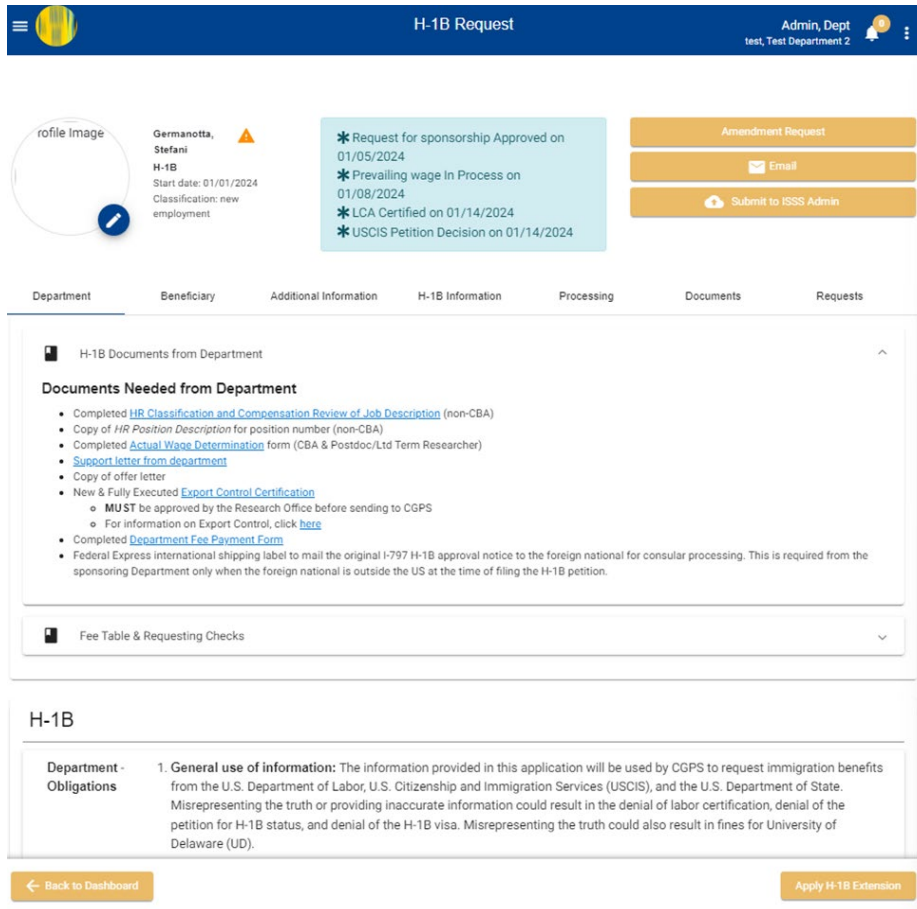


Figure 6.8 H-1B card “apply extension” button in bottom right corner

After selecting the “Apply H-1B Extension” button, you will receive a pop-up requesting the new H-1B end date. Once you have entered this date, select “submit” and you will be redirected to a new “H-1B Extension” card for the H-1B beneficiary.



Figure 6.9 H-1B extension end date

#### **6.4.b H-1B Extension Process**

The “H-1B Extension” card should auto-populate information from the existing H-1B record. However, it is important for the Department Administrator to review this information and edit this information as needed. This includes items under the “Additional Information” tab. If you are unable to submit your request at this time, the “H-1B Extension Request” may be found under the “Pending” cases tab on your dashboard.

#### **6.4.c Material Change**

Please note that the “H-1B Extension” option is NOT used when filing for an amendment. Please see section 6.5 H-1B Amendment for information regarding material changes and H-1B Amendment filing.

#### **6.5 H-1B Amendment**

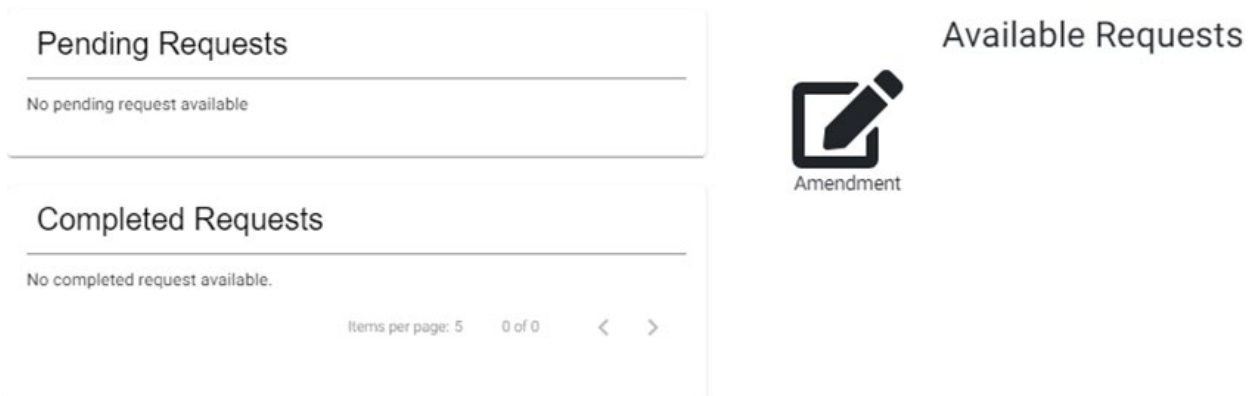
An H-1B amendment is needed when a material change in the terms or conditions of the employment has occurred. When determining whether a material change has occurred, please consider the following:

- Is there a change in job title?
- Is the position change only a promotion to a higher level of the same job without any changes in duties?
- Is there any significant change in job duties or changes in the type of research performed?
- Is the position paying more, less, or the same amount?
- Is there a change in location or dept.? If yes, is this change permanent or temporary?
- Is the employee changing from full-time to part-time (or vice-versa)?
- Is any of the following different about the new position (compared to the current position)
  - more or less experience required?
  - different educational qualifications required?
  - different special skills required?
  - different amount of travel required?
  - different supervisory duties?

If the response to any of the questions above is in the affirmative, an amendment may be required as H-1B approval is both employer and position specific. Before the H-1B Employee may enter employment reflective of the material change, an H-1B amendment must be filed. With the H-1B amendment, we may additionally file for an extension of status.

#### **6.5.a How to Initiate an H-1B Amendment**

To initiate the amendment, navigate to the current “active” H-1B card and click on the “Requests” tab. Here you may review completed requests, pending requests, and available requests for the H-1B Employee.



*Figure 6.10 Initiate H-1B Amendment*

Select the icon for “Amendment” under “Available Requests” which will open a pop up window with additional questions. In these fields, please provide details for the amendment request and provide any relevant documentation. Once you have provided this information, please select “create request”.

The image shows a web form titled "Amendment" with a close button (X) in the top right corner. The form is divided into three main sections:

- Request Instruction:** A header section with a sub-header "Amendment" and a horizontal line below it.
- Reason for Request:** A section titled "What is the reason for requesting an amendment?" followed by a large text input area. Below the input area, it says "500 characters remaining" and lists four questions, each with "Yes" and "No" radio button options:
  - Is the department changing?
  - Is Job Title changing?
  - Is salary changing?
  - Is the worksite location changing?
- Document upload:** A section titled "Document upload" with a sub-header "Please attach relevant documents". Below this is a large light gray box containing a yellow "Browse" button and the text "or drag a file here".

At the bottom right of the form, there are two buttons: a "Cancel" button and a yellow "Create Request" button with a document icon.

Figure 6.11 H-1B Amendment questionnaire

Your request may now be located under “Pending Requests” and you may make edits by selecting the pencil icon if needed. The arrow icon will navigate to a list of all information which was provided in the request should you require a review of the submission. This may also be accessed by navigating to the new “Amendment” tab under the H-1B Employee’s card which was created once the request was submitted.

## Pending Requests

---

Request type	Request Status	Actions
? Amendment		 

*Figure 6.12 Pending H-1B requests*

ISSS will review the request and will either approve the request, deny the request, or request further information. Once an ISSS Administrator has approved the request, a new card will be visible under the “Pending” tab of your dashboard. Complete the request regarding the amended petition and provide all requested department documentation.

## SECTION 7: EMAIL

### 7.1 Sending Email Through the Scholar Card

From the “Email” button, you can send a message directly to either the H-1B employee or an ISSS Admin.

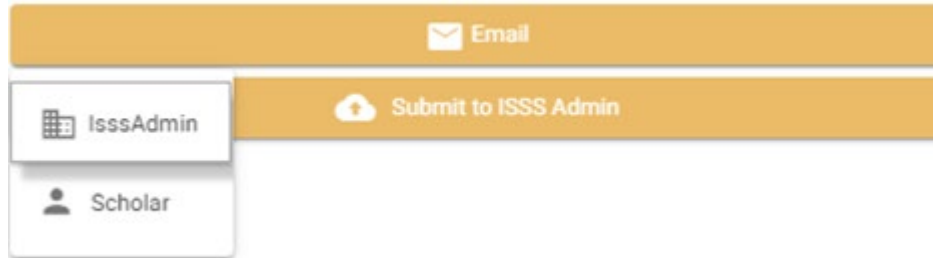


Figure 7.1 Email function on scholar card

When selecting the Scholar (J-1 Scholar/H-1B Employee), a pop up will open from which you can draft your message and send to the scholar’s email associated with their record. You may select “CC: ISSS Admin” and select the administrator to copy a member of the ISSS Scholar Services team.

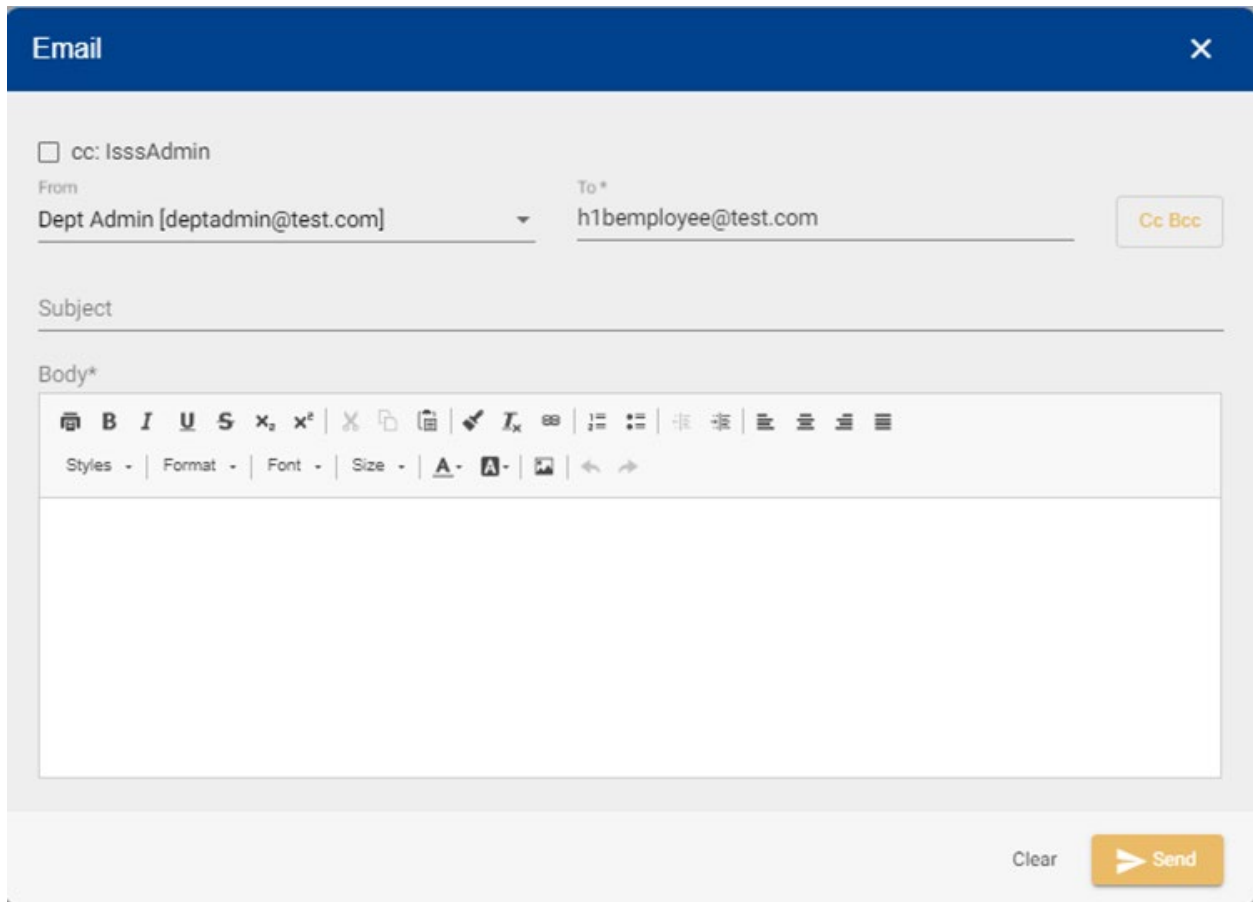


Figure 7.2 Dept Admin email to Scholar

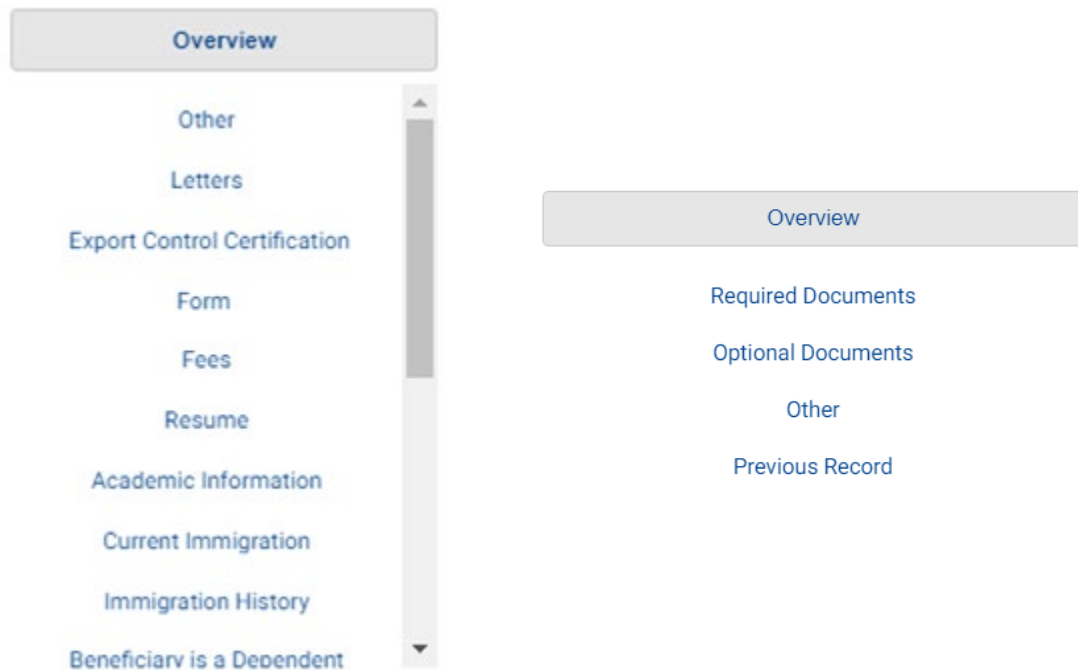
When selecting to email an ISSS Admin, a similar pop up will open where you can select the ISSS admin to email. You may also CC the Scholar once they have been invited to TDS.



## SECTION 8: UPLOADING DOCUMENTS

### 8.1 Uploading Documents Through the Scholar Card

The ISSS Administrator(s), Department Administrator(s), and the Scholar (J-1 Scholar/H-1B Employee) will each have access to the “Documents” tab on the record. This will allow the Scholar to upload their own personal documents directly, eliminating the need for the Department Administrator to do so. Likewise, the Department Administrator may upload their documents in a central location and as documents become available. When uploading documents, the party may assign its visibility accordingly. Documents uploaded to the card are maintained in secure cloud-based storage. Please do not upload password protected or other encrypted documents.



*Figures 8.1 H-1B Document Table & 8.2 J-1 Document Table*

When navigating to the “Documents” tab, you will note a table on the left of the screen. The first option on this table is “Overview”. From the “Overview”, you will note a list of all table sections and the forms included in each section. The “Overview” is useful to review which documents may or may not yet have been uploaded. You may additionally upload documents to their relevant sections from the “Overview”. It is recommended that you upload documents from this page as you become familiar with the new module. You may alternatively navigate to the correct section via the table and upload documents directly.

— Collapse

**Other** ^

Other ?

Upload

**Letters** ^

Support letter ?

Copy of offer letter ?

Upload

**Export Control Certification Form** ^

Export Control Certification Form ?

Upload

**Fees** ^

International office Service Fee ?

I-129 Base fee - Homeland security ?

Anti-fraud fee - Homeland security ?

Premium processing fee ?

Other ?

Upload

*Figure 8.3 H-1B Document Overview*

When you are ready to upload a document, please locate the appropriate section and click “upload.” This will redirect you to the correct section where you may select the document to upload by selecting “Browse.”

Once you have selected the document to upload, you will need to classify, name, and assign visibility of the document.

To classify the document, click the “File Type” drop down and make the correct selection. Your classification options will depend on the table selection selected.

## Letters

Copy of the Support letter from department and offer letter

### Documents

Browse  
or drag a file here

Name	File Type	Description	Size	Actions
H1B_Example Doc.docx	Select type *		12 KB	 <input type="radio"/> Visible to Scholar

Upload

*Figures 8.4 Browse for document and 8.5 Document classification & visibility assignment*

It is for this reason that it is recommended to navigate to the table section via the “Overview” as you may review which documents are included in the section. Once you have classified the document, you may name the document as you wish. Finally, you may select whether the document is visible to the Scholar.

This option should only be selected for those documents which do not include sensitive information and that they may already have been provided (e.g. offer letter). Should you need to, you may also delete the document by selecting the trash icon.

## **SECTION 9: OTHER VISA TYPES**

The TDS Scholar Module does support ISSS management of other employment-based visa types including the following: O-1 Individuals with Extraordinary Ability or Achievement, TN NAFTA Professionals, E-3 Specialty Occupation Workers from Australia, etc. If you are considering sponsoring an employee in any of these status, we strongly encourage you to make an appointment with ISSS Scholar Services to discuss further.

### **9.1 O-1 Extraordinary Ability**

O-1 cases are presently referred to our retained outside counsel. If the department intends to sponsor an employee in O-1 status, please complete the initial "Sponsorship Request" as normal and select "O-1" as the proposed visa type. ISSS will review the initial request to determine whether the case may be referred to outside counsel. Please note that an ISSS Administrator may request a meeting to discuss the case before proceeding. If proceeding, ISSS will provide the department with documentation to complete and return to initiate the case with outside counsel.

ISSS will maintain the record in TDS Scholar Module; however, the department will maintain access for their review.

### **9.2 TN NAFTA Professionals**

In order to be eligible for TN status, the employee must be a citizen of either Canada or Mexico and the profession for which they have been hired must be included on the TN USMCA list. If considering TN status for your employee, please complete the initial "Sponsorship Request" as normal and select "don't know" as the proposed visa type. ISSS will schedule a meeting to discuss further TN eligibility and the process for admission as this process may vary depending on the employee's citizenship and current presence in the U.S.

ISSS will maintain the record in TDS Scholar Module; however, the department will maintain access for their review.

### **9.3 E-3 Specialty Occupation Workers from Australia.**

If considering E-3 status for an employee of Australian citizenship, please complete the initial "Sponsorship Request" as normal and select "don't know" as the proposed visa type. ISSS will schedule a meeting to discuss further E-3 eligibility and the process for applying for E-3 status.

ISSS will maintain the record in TDS Scholar Module; however, the department will maintain access for their review.

## SECTION 10: CARD STATUS

J-1 STATUS		
<b>Draft*</b>	Dept Admin and Scholar must enter information and upload required documents DS-2019 has not been created yet	
<b>Initial</b>	DS-2019 has been created Scholar has not completed Government Check-in with ISSS	
<b>Active</b>	Scholar in U.S. and has completed Government checked-in with ISSS Scholar and Dept Admin can make requests such as extensions, adding dependents, etc. (see Request Tab in TDS for all request types)	
<b>Inactive</b>	Scholar's program has ended	
<b>Invalid</b>	Scholar never came to the U.S. Program canceled after DS-2019 created	
H-1B PHASES		
<b>Request for Sponsorship</b>	Pending	ISSS must approve card before you can save information
	Approved	Dept Admin & Scholar can enter information & upload documents
<b>Prevailing Wage</b>	Initiated or In Process	For positions not governed by the CBA, ISSS will work on the Prevailing Wage Request submission to the Department of Labor (DOL)
	Determination	Step 1 of 3 <u>DONE</u> The DOL returns the Prevailing Wage Determination Dept Admin emailed wage information (favorable or unfavorable determination)
<b>LCA</b>	Initiated or In Process	Labor Condition Application (LCA) filed with Department of Labor (DOL)
	Certified	Step 2 of 3 <u>DONE</u> LCA certified by DOL
There is currently no status that indicates Step 3 is done; ISSS will email the Dept Admin and Scholar when the H-1B petition is mailed to U.S. Citizenship & Immigration Services (USCIS)		
<b>USCIS Petition</b>	Initial Review	H-1B petition received at USCIS I-797C receipt notice issued
	Request For Evidence (RFE)	USCIS needs more information to make a decision; ISSS will reach out with further instructions as soon as we are able
	Decision	USCIS issued an approval I-797A approval notice issued. ISSS will notify Scholar when notice is ready for pick-up