
ISD DEPARTMENT GUIDE

Department Guide

UCLA Dashew Center

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Introduction

What is International Scholar Dossier (ISD)?

ISD is a database system shared between the Dashew Center for International Students and Scholars, UCLA departments and prospective international scholars. It is used to gather required information about the international scholar's program in order to create the DS-2019 form. This database is used for J-1 scholars. ISD is currently only used for NEW or TRANSFER DS-2019 Requests.

The Request Process

After being invited by the UCLA department, ISD allows the international scholar to electronically submit preliminary information to the department administrator, or the department administrator can enter this information into the system themselves. After the administrator reviews the data entered by the scholar, completes the departmental data, and uploads the required documents, they send it electronically to the Dashew Center. The Dashew Center then processes the application and follows the delivery instructions requested.

Electronic Records and Documents

ISD allows for not only the transmission of data, but also the inclusion of attached documents in PDF, reducing the need to submit paper documents by mail. The required documents will be uploaded into the scholar's record prior to submission to the Dashew Center.

ISD Training and Login Information

You will be given access and login information after attending an ISD training. If you have not yet attended a meeting, please email dcissj1unit@saonet.ucla.edu for available training dates and instructions on how to register.

We hope that this system will benefit you as a UCLA administrator. Please contact us if you have any questions or suggestions.

The ISD Process: An Overview

This overview is a quick reference to get you started with ISD. Detailed instructions for each step follow in this User Guide.

1. Department Logs in to: <https://isd-dept.uclanet.ucla.edu/Login.aspx>

Your Username and password are provided in the email sent to you after attending the ISD training. After logging in for the first time, click on “My Account” (top right of welcome page) and change your password and security question to something easy to remember.

2. Department adds and invites the scholar:

- Click **Search for Visitor** from the Record Manager on the top left of ISD to see if the visitor is already in the database.
- If your search does not locate the visitor, click **Add Visitor** from the Record Manager on the top left of ISD. Enter required information including the scholar’s Name, scholar’s Email, and a unique Username (we recommend using the first part of the scholar’s email address, before the “@” symbol). If there is a duplicate record, do NOT add the scholar; rather email dcissj1unit@saonet.ucla.edu with the passport name of the scholar, their date of birth, the scholar’s current email address, and the name of the host department.
- Click **Tasks** from the ISD Action Bar and then click **Invite Visitor**. This will allow you to compose an email which will be sent to the scholar along with their login information. Copy yourself on this email so that you can help the scholar if they have trouble logging in. Click “Send”. If the department prefers to enter all of the scholar’s information, do not click **Invite Visitor**. Rather, set the visitor permission to **None** when adding the visitor and skip to step 4.

3. Scholar inputs information:

- Uses the login information provided from email sent by Department (#2, above).
- Uploads all required attachments.
- Submits the information to Department.

4. Department completes data entry:

After the scholar has entered their required data and submitted it, the processing stage will be “Pending Department Review.”

- Review the scholar’s information for completeness and accuracy.
- Complete the departmental information on each tab, including the appointment, site of activity, and funding.

5. Department uploads required documents:

- Attach all required documents to the record (see “Checklist of J-1 Scholar Documents” in Table of Contents for requirements).

6. Add a note:

From the ISD Action Bar add a **Note** to inform the Dashew Center of the type of request being submitted, for example “New J-1” or “Transfer J-1”.

- Indicate if you have attached a FedEx airbill. If there is any other information you would like to communicate, please enter this in the **Notes**.

7. Submit to the Dashew Center:

- From the ISD Action Bar click **Tasks**.
- Click **Review and Submit Visitor’s Information**. Click “Submit”. The processing stage will become “Submitted to International Office.”

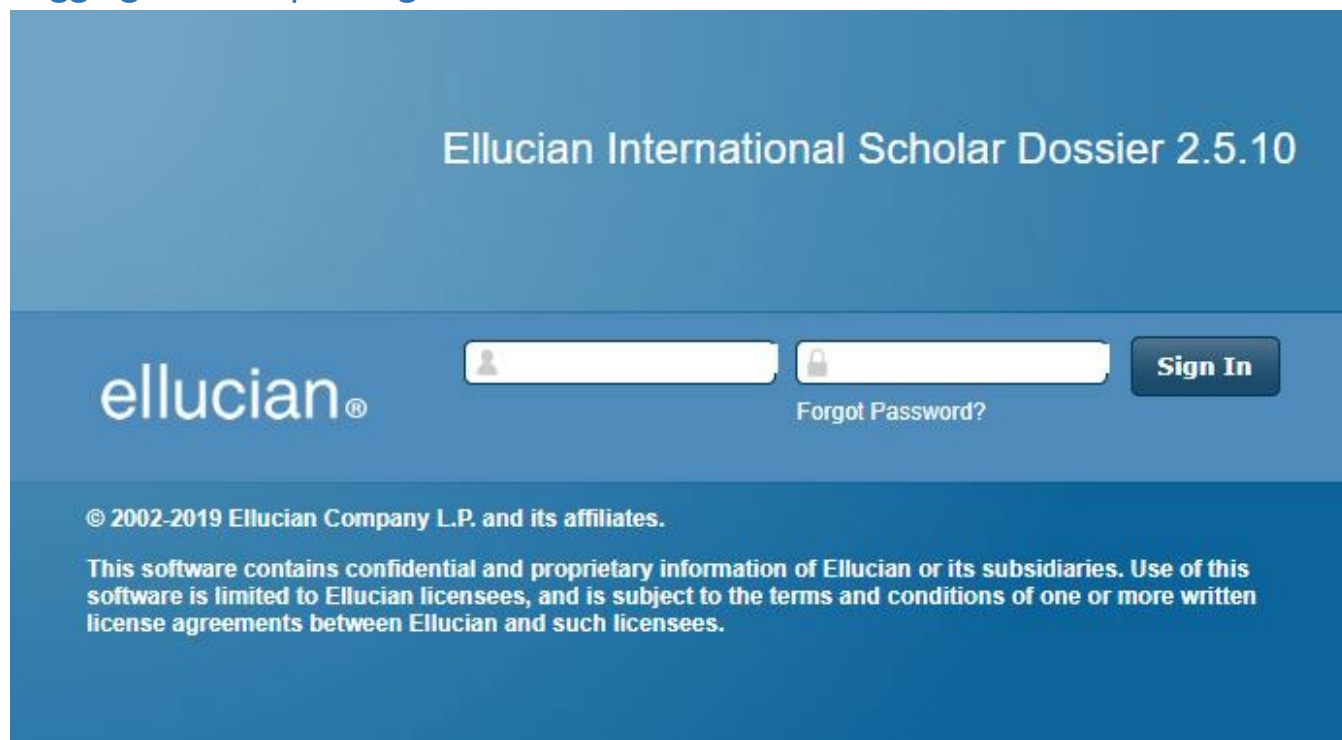
8. Dashew Center processes request:

The Department will be notified when the document is ready for pick-up, or when it has been sent out. The normal processing time is 15 business days from the receipt of a complete ISD record for J-1 cases.

Tips for Success

- **Change Password and Enter a Security Question.** After logging in for the first time, click on **My Account** (top right of welcome page) and change your password and security question to something that you will be able to remember. Entering a security question and answer will enable you to reset your password in case you forget it or get locked out of the system.
- **Duplicate Records.** When adding a new record to ISD, if a record appears as duplicated in the system, you will be brought to a screen that reads “**The following record already exists in International Scholar Dossier database that might be a possible match with the visitor that you're trying to add.**” If this happens, DO NOT SELECT CONTINUE. This will cause more work and will cause technical problems. Rather, please hit cancel, email dcissj1unit@saonet.ucla.edu with the passport name of the scholar, their date of birth, the scholar’s current email address, and the name of the host department.
- **Save Each Section.** Click “Save” after completing each section. After 20 minutes of inactivity, ISD will automatically time out and will not save your information unless you have clicked **Save**.
- **Required Fields.** Fill in all required fields marked with a red asterisk (*)
- **Visitor vs. Department ISD URL.** The web page address (URL) for the scholars is not the same as the one for you. Do not send the scholar the web address that you use for ISD.
- **Scholar’s email.** Make sure that the email address of the scholar is correct. If it is not, the scholar will not receive necessary instructions and information.
- **Password Errors.** If a visitor is having problems logging in, the most common reason is a password error. The easiest way to avoid this is for the scholar to copy and paste the automatically-generated password from their invitation email.
- **Error Messages.** If you receive an error when submitting a record to the Dashew Center contact us at dcissj1unit@saonet.ucla.edu

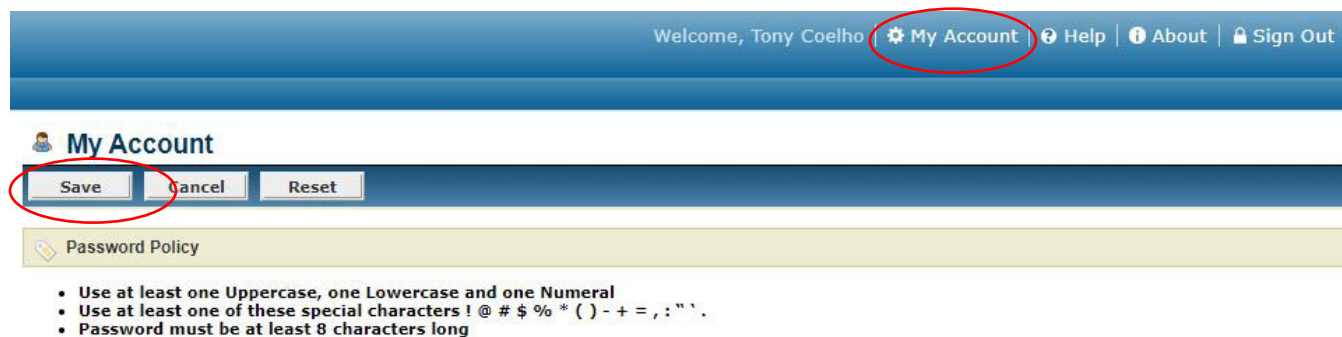
Logging In and Updating Your Password



The login page features the Ellucian logo on the left. In the center, there are two input fields: one for the username (with a person icon) and one for the password (with a lock icon). To the right of the password field is a 'Sign In' button. Below the password field is a link that says 'Forgot Password?'. At the bottom of the page, there is a copyright notice: '© 2002-2019 Ellucian Company L.P. and its affiliates.' and a disclaimer: 'This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.'

Log in to ISD with the user name and password provided in the email sent to you after attending the ISD training. The URL for ISD Department Login is: <https://isd-dept.uclanet.ucla.edu/Login.aspx>

Note: This web site is only for authorized departmental users. Please do not provide the above link to the international scholars. They will use a different one.



The 'My Account' page shows a user profile for 'Tony Coelho'. In the top right corner, there are links for 'My Account' (circled in red), 'Help', 'About', and 'Sign Out'. Below the profile name, there are three buttons: 'Save' (circled in red), 'Cancel', and 'Reset'. A yellow box titled 'Password Policy' contains the following rules:

- Use at least one Uppercase, one Lowercase and one Numeral
- Use at least one of these special characters ! @ # \$ % * () - + = , : " ' .
- Password must be at least 8 characters long

After logging in for the first time, click on **My Account** (top right of welcome page) and change your password and security question to something that you will be able to remember. The security question will allow you to get your password in case you forget it or get locked out of the system.

Remember to click “Save” to save the changes.

The Welcome Page

Once you have successfully logged into ISD, you will be directed to a Welcome Page that has links to useful tools including the ISD Department Guide, Amendment and Extension Request Forms, and Checklist of required documents. The welcome page also includes the J-1 restrictions.

Searching for a Visitor's Record

Log in to ISD and on the upper left side of the screen under Record Manager, select **Search for Visitor**. A list of all ISD records will appear. Search by Last Name and under Search Results, click on the scholar's last name.

The list of scholars can be sorted by name, department, or processing stage.

The screenshot shows the ellucian ISD Department Guide interface. The top navigation bar includes the ellucian logo, a user greeting "Welcome, Tony Coelho", and links for "My Account", "Help", "About", and "Sign Out". The left sidebar contains a "Department" header and a "Record Manager" section with options for "Search for Visitor" and "Add Visitor". The main content area is titled "Search Visitor" and includes a yellow instruction box: "Enter information about the person you are searching for and click the Search button. The results appear on this page and include a list of visitors that match the criteria that you have entered." Below this are several search fields: "Last Name", "First Name", "Campus ID", "fsaScholar ID", "Campus" (dropdown), "Academic Department" (dropdown), "User" (dropdown), "Visitor Status" (dropdown), and "Processing Stage" (dropdown). The "User" dropdown is highlighted with a red circle and shows the selected value "Coelho, Tony". Below the search fields are "Search" and "Reset" buttons. The "Search Results" section shows "# of visitor record(s) found: 1" and a yellow instruction box: "Please click the Last Name value to view the detail information of a visitor." Below this is a table with the following data:

Last Name	First Name	Academic Department	Campus ID	fsaScholar ID	Status	Processing Stage
Last_testWAC	First_testWAC	World Arts & Cultures		FS3	Active	Pending Scholar Data Entry

If you can't find the scholar try to repeat the search but leave the "User" field with the value "All" instead of your name.

Adding a Visitor's Record

If the scholar did not show up in your search, click **Add Visitor** on the upper left side of the screen under Record Manager.

Add Visitor

Save Cancel Reset

Basic Information

Please fill the basic visitor information below.

Last Name :

First Name :

Middle Name :

Campus Id :

Campus :

Academic Department :

Department User :

ISSO Advisor :

Login Information

The Visitor's email address is required prior to inviting the visitor to visit your International Scholar Dossier website and personal information. A password is automatically created and sent to the visitor when the invitation is sent.

User Name :

Email :

Visitor Permissions

Below are the different permission levels available for visitor.

☒ Read/Write (Visitor can modify personal information)

☐ View (Visitor can only view personal information)

☐ None (Visitor cannot log into International Scholar Dossier)

Save Cancel Reset

- Input incoming scholar's information. The scholar's name should be entered as it appears in the barcode of the passport. Fields marked with a red dot are required.
- **Campus ID** field should be left blank. **Campus** should be "UCLA_Scholars_Request."
- Department's name should be selected from the Academic Department pull-down menu.
- User Name for the Scholar must be unique and is chosen by the Department Administrator. Using the first part of the scholar's email address (before the "@" symbol) will ensure the User Name is unique.
- **Please remember to check that the scholar's Email Address field is correct.** The address entered in this field will be the destination of the message you can send containing a password that will allow the incoming scholar to access ISD. **Do not use your own email address in this field.**
- Select **Read/Write** for the Scholar's Permission to allow the scholar to edit personal information in ISD. If you prefer to enter all of the scholar's information, set the permission to **None**, or **View**.

Click **SAVE** before proceeding to the next Tab.

Duplicate Records

ISD will now check if there is a record in the UCLA Dashew Center database with the same name that you have entered. A record may exist if the scholar is currently at UCLA or if the scholar has been at UCLA in the past.

In such cases, DO NOT SELECT ANY OF THE RECORDS. Instead, click **Continue** without selecting any of the existing records.

Duplicate record(s) found in ISSM



The following record already exists in ISSM database that matches the visitor that you are trying to add. Please select the matching Campus Id of the ISSM record below, click on Continue for the visitor you would like to add.

	Last Name	First Name	Date of Birth	Campus Id	Admissions Id	Database Status
<input type="radio"/>	Bruin	Joe	8/5/1984			Active
<input type="radio"/>	Bruin	Joe	11/13/1982			Active

Continue

Cancel

Inviting a Visitor

After you have added the record you will need to click on the **Tasks** tab in the ISD Action Bar and click **Invite Visitor**.

The screenshot shows the ISD system interface. On the left is a navigation menu with 'Home', 'Administration', and 'Record Manager'. Under 'Record Manager', there are links for 'Search for Visitor', 'Add Visitor', and 'View Current Visitor'. The main content area displays visitor information for 'First_testWAC Last_testWAC' with details like Campus ID, fsaScholar ID, Academic Department, Visitor Status, and Processing Stage. Below this is a tabbed interface with 'Tasks', 'Notes', 'Documents', 'Forms', and 'History'. The 'Tasks' tab is selected and circled in red. Under the 'Tasks' tab, there are sub-tabs: 'Biographical', 'Address', 'Appointment', and 'Site Of Activity'. A 'Tasks' section follows, stating 'Below are the tasks available to be performed for the visitor.' and listing 'Tasks', 'Invite Visitor' (circled in red), and 'Edit Visitor Login and Permissions'.

The invitation process will generate an email with the scholar's email address prefilled. We suggest putting your own email address in the "Cc:" field so you will have access to the scholar's temporary password and be able to assist with any problems logging into ISD. Enter the text for the email body, and click **Send**.

Clicking Send will send an email message to the scholar. The e-mail message will have two parts:

1. The first part will include everything you typed in the body of the message.

Invite Visitor

The screenshot shows the 'Invite Visitor' email composition form. It starts with a yellow banner saying 'Please enter your email information below.' The form fields are: 'To:' (dcissj1unit@saonet.ucla.edu), 'Cc:' (tonycoelho@gmail.com), 'Bcc:' (empty), 'Reply To:' (ACoelho@saonet.ucla.edu), and 'Subject:' (You have been invited to testad department). The 'Body:' section has a rich text editor with a toolbar and a text area containing the following message: 'Welcome to the Department of (). UCLA will need the following information from you in order to process the necessary visa document for your upcoming visit to UCLA. Contact me, your department administrator, when you have completed and submitted your information to the Department. Please do not schedule a visa interview appointment at a U.S. Embassy or Consulate until you have obtained the necessary visa documents from UCLA.'

Inviting a Visitor (cont'd)

- The second part, added automatically by the system, will contain the username, password and the URL to the visitor section of ISD: **<https://isd-vis.uclanet.ucla.edu/Login.aspx>**

Welcome to the Department of (). UCLA will need the following information from you in order to process the necessary visa document for your upcoming visit to UCLA. Contact me, your department administrator, when you have completed and submitted your information to the Department. Please do not schedule a visa interview appointment at a U.S. Embassy or Consulate until you have obtained the necessary visa documents from UCLA. Please use the below username and password information to login into the url specified

URL = **<https://isd-vis.uclanet.ucla.edu/Login.aspx>**

UserName = geneblock

Password = rJ5j7DJuV.?O+5

Please note that the ISD URL for the visitor is different from the one used by you.

The scholar will now use this information to log in and complete their part of the process.

Edit Visitor

Save Cancel Reset

Basic Information

Please fill the basic visitor information below.

Last Name : Block

First Name : Gene

Middle Name : D

Campus Id :

Status : Active

Department User : Coelho, Tony

ISSO Advisor : Admin, Admin

Login Information

The Visitor's email address is required prior to inviting the visitor to visit your International Scholar Dossier website and personal information. A password is automatically created and sent to the visitor when the invitation is sent.

User Name : geneblock

Email : dcissj1unit@saonet.ucla.edu

Reset Password : ☐ (Check this box if the visitor is locked out. Visitor will be unlocked and the password is sent to visitor at the email address listed above).

Visitor Permissions

Below are the different permission levels available for visitor.

☐ Read/Write (Visitor can modify personal information)

☐ View (Visitor can only view personal information)

☒ None (Visitor cannot log into International Scholar Dossier)

Save Cancel Reset

Editing Visitor Permissions

After the visitor has entered the required information, attached the required documents, and submitted the information to the department, the department should edit the visitor's permissions to "none". This will prevent the visitor from altering information that has already been reviewed and submitted.

1. Click on the **Tasks** Tab from the ISD Action Bar
2. Click **Edit Visitor Login and Permissions**
3. Check the **None** box (Visitor cannot log into ISD)
4. Click **Save**

Edit Visitor

Save Cancel Reset

Basic Information

Please fill the basic visitor information below.

Last Name : Block

First Name : Gene

Middle Name : D

Campus Id :

Status : Active

Department User : Coelho, Tony

ISSO Advisor : Admin, Admin

Login Information

The Visitor's email address is required prior to inviting the visitor to visit your International Scholar Dossier website and personal information. A password is automatically created and sent to the visitor when the invitation is sent.

User Name : geneblock

Email : dcissj1unit@saonet.ucla.edu

Reset Password : ☐ (Check this box if the visitor is locked out. Visitor will be unlocked and the password is sent to visitor at the email address listed above).

Visitor Permissions

Below are the different permission levels available for visitor.

☐ Read/Write (Visitor can modify personal information)

☐ View (Visitor can only view personal information)

☒ None (Visitor cannot log into International Scholar Dossier)

Save Cancel Reset

Click **SAVE** before proceeding to the next Tab.

Editing and Updating Information in the Scholar Data Bar

There are 10 sections within the ISD Data Bar: Biographical, Address, Appointment, Site of Activity, Funding, Position in Home Country, Passport and Visa, Education, Current US Institution, Dependent-Specific.

Some information may be completed by the scholar, and reviewed by the department. Additional information that the scholar does not have access to must be entered by the department.

The screenshot shows the ISD Data Bar interface. At the top, there are five tabs: Tasks, Notes, Documents, Forms, and History. Below these are six main tabs: Biographical, Address, Appointment, Site Of Activity, Funding, and Other. The Other tab is currently selected and expanded, showing a list of sections: Position In Home Country, Passport And Visa, Education, Current US Institution, and Dependent-Specific. Below the tabs are two buttons: Save and Reset. Below the buttons is a section titled Biographical Information.

Sections that can be filled out by either the department or the scholar include the following:

- Biographical
- Address
- Position in Home Country
- Passport and Visa
- Education
- Current US Institution
- Dependent-Specific

Sections that can only be filled out by the department include the following:

- Appointment
- Site of Activity
- Funding

There are no sections that can only be filled out by the scholar.

Instructions for Tabs

In each section, fields marked with a red dot are required. Click SAVE after completing each section to move on to the next tab.

Biographical Tab:

In most cases, the biographical information will be entered by the visitor if you've invited the scholar to fill out the application. Review and edit as necessary.

Address Tab:

There are three Address Types. Remember to click "Save" after entering each address.

- Local: If a visitor has a U.S. address, please indicate the U.S. residential address under local address. The only required field in this section is the scholar's email address. Please do NOT indicate a P.O. box or department address as the scholar's local address.
- Permanent (required for all cases): Enter the scholar's home country address.
- Mailing: The scholar's address to which documents will be sent to, along with the scholar's email address and phone number.

Appointment Tab:

- In the **Program Start Date**, **Program End Date**, and **Appointment Title** fields, enter information based on UCLA's appointment approval.
- For J-1 scholars select either "Research Scholar", "Professor", or "Short-Term Scholar" as the **J-1 visitor category**. For undergraduate researchers, select "Student Non-Degree." Click [here](#) for category information. Only under special cases do we use the "Specialist" category. Please contact DCISS for further information regarding the "Specialist" category.
- In Subject of Activity, enter a brief description of what the scholar will be researching or teaching while at UCLA.
- Enter if the primary activity is Research, or Teaching.

Instructions for Tabs (cont'd)

Site of Activity: Click “Add new”

Tasks	Notes	Documents	Forms	History
Biographical	Address	Appointment	Site Of Activity	Funding
Other ▶				

Site Of Activity

Add New

- Select “Yes” for the scholar's primary site of activity. The hosting department should always be listed as the primary site of activity.
- In Prefill SOA field, choose the UCLA Department Name from the scroll down. Site of activity information will be automatically populated into the fields below.
- If department name is not listed under Prefill SOA field or the department address is incorrect, you can enter the information manually into the Site of Activity fields.
- Click SAVE.
- If there will be multiple sites of activity, click “Add New” to add another site of activity. Include all sites at which the appointment will be performed. Notify the Dashew Center of any changes to site.

Save
Reset

Site Of Activity Information

Site Of Activity Fields Data

This section can only be filled out by the department.

List all locations where scholar activity will take place, including any off-campus locations.
The hosting UCLA department should be listed as the primary site of activity.

Prefill SOA	<input type="text"/>	
Primary Site	<input type="text" value="Yes"/>	
Site of Activity Name	<input type="text"/>	
Site Address Line 1	<input type="text"/>	
Site Address Line 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip Code	<input type="text"/>	

Click **SAVE** before proceeding to the next Tab.

Instructions for Tabs (cont'd)

Funding:

- All funding must be guaranteed, and documentation must be uploaded.
- All funding must be translated into English and dated within the last six (6) months.
- All dollar amounts must be entered without commas or periods, and should be rounded to the nearest whole dollar (for example, \$17,829.56 should be entered as 17830).
- The funding listed must cover the start date through end date of the Form DS-2019.
- A scholar is required to document at least **\$2,247/ month, plus \$500/month for a spouse, and \$222/month per child.**

See field by field instructions and documentation requirements in this table:

Heading	Field name	Instructions	Documents to Upload
Program Sponsor Funds	Program Sponsor Funds (UCLA issues check)	Enter total amount of funds the scholar will receive from a UCLA Source.	The appointment letter/memo signed by a dean, chair, or PI with appointment dates, salary, percentage, and title must be uploaded.
Government Funds	Home Government Funds (in US\$)	Enter total amount of funds the scholar will receive from their home government.	Official award letter/document on letterhead with amount, dates, and any other parameters of the agreement.
	Name of Government Organization		
Other Organization Funds	Other Organization Funds (in US\$)	Enter amount of funding supplied by an outside source such as the scholar's employer or a third party organization.	Official award letter/document on letterhead with amount, dates, and any other parameters of the agreement. Please note: we do <u>not</u> accept pay stubs as the sole proof of funding.
	Name of Organization		
Personal Funds	Personal Funds (in US\$)	Enter total amount of funds from the scholar or private individual's personal funds.	Upload bank statement as well as an affidavit of support letter if funding is from a source other than the scholar.
	Sponsor's relationship to visitor (i.e. parent, spouse, etc.)		

Instructions for Tabs (cont'd)

Position in Home Country:

- If the scholar has not already done so, please indicate the scholar's position in the country of Legal Permanent Residence, as well as the employer/institution name.
- If the scholar is a student, please indicate either "Undergraduate Student" or "Graduate Student" and the name of the educational institution.

Passport and Visa:

- *Is the scholar requesting a change of status to J-1 inside the U.S?* If the visitor is requesting to change status from another visa classification to J-1, consultation with a J-1 Advisor at DCISS is required to discuss the process at least four (4) to six (6) months prior to the begin date.
- *Has the scholar ever been to the US on J-1 status in the past 2 years?* If yes, upload all previous DS-2019s If the scholar has ever been in the U.S. on J-1 status. Upload copies of the previous DS-2019 forms in the documents tab. If this is a repeat visit and you have questions about the scholar's eligibility for J status, contact dcissj1unit@saonet.ucla.edu.
- *Does the scholar have a petition for U.S. permanent residency (green card) pending?* If the scholar has applied for U.S. legal permanent residence (green card), contact DCISS to discuss the case.

Education:

- Indicate whether the scholar is currently enrolled in a degree program and list all degrees earned and degree programs currently enrolled in.

Current U.S. Institution:

- Indicate whether the scholar is currently employed in the U.S. or will be affiliated with another institution while at UCLA.

Dependent-Specific:

- Add all dependents that will be accompanying the scholar. Only legally married spouse and children can be added as dependents.

Attaching Documents

Before submitting an ISD record to the Dashew Center, all required documents must be uploaded.

1. Click on the Documents tab from the ISD Action Bar.
2. Click “Choose File” to locate the file you will upload and select the document.
 - a. **PDF documents only.**
3. Click Document Name and enter a description of the document (i.e. “CV”).
4. Click on document type. Scroll down to select the type of document.
5. Click Save.

The screenshot shows the 'Document Attachments' section of the ISD Department Guide. At the top, there is a navigation bar with tabs: Tasks, Notes, Documents (selected), Forms, and History. Below this is a sub-navigation bar with categories: Biographical, Address, Appointment, Site Of Activity, and Funding. The main section is titled 'Document Attachments' and contains a 'Document Information' form. The form has the following fields:

- Document Path :** A button labeled 'Choose File' and the text 'No file chosen'.
- Is Active ? :** A checkbox that is checked.
- Document Name :** A text input field containing 'Scholar Bank Statement'.
- Document Type :** A dropdown menu showing 'Financial Document'.
- Buttons:** 'Add Document Type' and 'Save'.

Documents that can be attached cannot be larger than 4 MB. You also cannot add more than 100 MB of files at one time.

Checklist of J-1 Scholar Documents

New Requests

1. **DS-2019 Department Approval Form** with signatures from Faculty Advisor and Chairperson.
2. Copy of the **picture page of the passport** for scholar and each dependent if applicable.
3. Documentary evidence of **financial support in English**. 51% of required funds must come from non-personal sources (e.g. scholarship, grants, UCLA funds) for J-1 non-degree student categories.
4. [Departmental Recharge Form](#) – Refer to the [Dashew Center website](#) for required fees.
5. Scholar's **Resume/CV**
6. **Memo from the faculty supervisor**, addressed to **Dashew Center, J-1 Unit, UCLA Exchange Visitor Program**. Include in the letter the exchange visitor's name, title of UCLA appointment (if applicable), and a detailed description of activities the EV will undertake, including breakdown of percentages of duties/activities (i.e., teaching, research, observation, training, attending conferences), the site where the research will take place, etc.
7. **Appointment Approval Documents**, may include any of the following: Employment Offer Letter, Signed Visiting Scholar Appointment Form, VGR approval email notification from Graduate Division, or Approval email notification from Undergraduate Research Center (URC).
8. **Certification of English Language Proficiency**
9. **Copies of previous DS-2019 forms** if scholar has participated in a J-1 program within the past 2 years.

Transfer Requests

In addition to the documents listed for New Requests, the following is also required for Transfer Requests:

1. Copy of current DS-2019 form
2. Copy of current J-1 visa stamp
3. Copy of most recent I-94 admissions record
4. Transfer-In Request Form
5. Proof of current medical insurance
6. J-2 Documents (if applicable)

Adding Notes

The Notes tab is used:

- to inform the Dashew Center about the type of request being submitted: New or Transfer
- to specify mailing instructions
- to add comments about the scholar's case
- to specify if an advisor at the Dashew Center has already been involved in the case

The screenshot shows the top navigation bar with tabs: Tasks, **Notes** (circled in red), Documents, Forms, and History. Below this is a secondary bar with labels: Biographical, Address, Appointment, Site Of Activity, and Funding. Under the 'Notes' tab, there is a section titled 'Notes' with a button 'Add Note' (circled in red). Below this is a yellow banner with the text: 'This tab contains all notes information for the visitor'.

From the Notes Tab in the ISD Action Bar Click **Add Note**:

- In the Subject, indicate the type of request you are submitting (For example "New DS-2019 Request", or "Transfer DS-2019 Request")
- In the description, indicate whether a FedEx label has been uploaded or indicate the mailing instructions including the FedEx account number and address.
- If there is any additional information you would like to include about this scholar include this in the description as well.

The screenshot shows the 'Basic Note Information' form. At the top, there are three buttons: Save, Cancel, and Reset. Below these is a yellow banner with the text: 'Please fill out the note information below.' The form has two main fields: 'Subject' and 'Description'. The 'Subject' field is circled in red and contains the text 'New DS-2019 Request'. The 'Description' field contains the text 'Please send the DS-2019 to the scholar using the attached FedEx label.'.

Review and Submit Process

- Click on Tasks from the ISD Action Bar.
- Click Review and Submit Visitor's Information.
- **Profile Status** should always be "SEVIS-Pending". Update if needed.
- **Provide Type** should always be "J-1". Update if needed.
- **Profile Subtype** should be "Scholar" or "Other". Only choose "OTHER" if the request is for a visiting student researcher and choose VGR or URC under **Profile Subtype If Other**.
- If all information is correct, click on Submit button. This will send the information to the Dashew Center for processing.
- You will know that the record has been submitted because the processing stage will say "Submitted to International Office" and a message will inform you that the "Record was sent to ISSM":

Visitor Status : Active
Processing Stage : Submitted to International Office

Tasks	Notes	Documents	Forms	History	
Biographical	Address	Appointment	Site Of Activity	Funding	Other

Review and Submit Information

Submit

 **Record was sent to ISSM.**

Please carefully review all information and select the appropriate Profile Status, Profile Type and Profile SubType for this visitor. All required fields must be completed. Click Submit to send this visitor's information to the international office.

Profile Status	Profile Type	Profile Subtype	Profile Subtype If Other
SEVIS - Pending ▼	J-1 ▼	Scholar ▼	▼

- If information was missing, the submission will not go through. The missing fields will be noted in red along with the corresponding tab.
- Complete the missing information and then review and submit the record.

After Submitting to the Dashew Center

- After submitting a scholar's information, do not make any further changes to the record unless requested by the Dashew Center.
- If you need to make changes after submission, please contact the Dashew Center.
- Do not resubmit the record, as this may cause data discrepancies or duplicate records.
- The 15 business day processing time for J-1 cases starts when the complete request has been submitted. You can check the history tab to see when the record was submitted to the Dashew Center.
- If documents are missing or information needs clarification, the Dashew Center will contact you and give you instructions, and will change the processing stage to **Department Review Requested**.
- Once the DS-2019 has been issued and finalized, the Dashew Center will follow your instructions in the notes tab for mailing the DS-2019 form.

Processing Stages

A list of the ISD processing stages and descriptions are provided below. Processing stage of a specific record can be found under SEARCH RESULTS.

- **Initial:** Department has created visitor's record.
- **Invited:** Visitor has been invited by the department.
- **Pending Scholar Data Entry:** Visitor logged in and started the application.
- **Pending Department Review:** Visitor submitted information to the department.
- **Submitted to International Office:** Department submitted application to DCISS.
- **Pending Advisor Review:** DCISS is currently reviewing the application.
- **Department Review Requested:** DCISS has requested additional information from department.
- **BLANK:** DS-2019 has been processed.

Search Results

of visitor record(s) found: 2

Please click the Last Name value to view the detail information of a visitor.

Last Name	First Name	Academic Department	Campus ID	fsaScholar ID	Status	Processing Stage
Luistest		testad		FS1	Active	Pending Scholar Data Entry
Block	Gene	testad		FS2	Active	Invited

History Tab

- The history tab allows the department and the Dashew Center to review all of the actions taken on the record. These include the creation of the record, the invitation sent to the scholar, processing stage updates, and data and document submissions and edits.
- Visitors cannot view the history tab. Only the Department and the Dashew Center have access to this feature.

Visitor : First_testWAC Last_testWAC
 Campus ID :
 fsaScholar ID : FS3
 Academic Department : World Arts & Cultures
 Visitor Status : Active
 Processing Stage : Pending Scholar Data Entry

Tasks	Notes	Documents	Forms	History
Biographical	Address	Appointment	Site Of Activity	Funding

History

Other Features: Email

If the department wishes to keep a record of the emails sent to the scholar, using the ISD email feature will save the message in the visitor's record under the History Tab. If the scholar replies to the email, it will be sent directly to the department administrator.

Resetting the Visitor's Password

1. Click on the **Tasks** Tab of the ISD Action Bar
2. Click **Edit Visitor Login and Permissions**
3. Check the **Reset Password** box and click the **Save** button.

Edit Visitor

Save Cancel Reset

Basic Information

Please fill the basic visitor information below.

Last Name : Last_testWAC

First Name : First_testWAC

Middle Name :

Campus Id :

Status : Active

Department User : Coelho, Tony

ISSO Advisor : Admin, Admin

Login Information

The Visitor's email address is required prior to inviting the visitor to visit your International Scholar Dossier website and personal information. A password is automatically created and sent to the visitor when the invitation is sent.

User Name : tonycoelho2

Email :

Reset Password : ☒ (Check this box if the visitor is locked out. Visitor will be unlocked and the password is sent to visitor at the email address listed above).

An email containing a new password will automatically be sent to the scholar. You do NOT need to re-invite the scholar or compose an email.