

# J-1 Exchange Visitor Workshop

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# Overview

- What is the DOS J-1 Exchange Visitor Program?
- An overview of the J-1 categories: Researcher, Professor, Short-term scholar
- Workday processing
- How to process a J-1 request in iTerp
- J-1 Arrival & Workday steps
- Change in start dates
- Additional Resources



# J-1 Exchange Visitor Program

- The J-1 Exchange Visitor Program (EVP) was established by the Mutual Educational and Cultural Exchange Act of 1961.
- The program was developed by the U.S. Department of State "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."
- The J-1 is a non-immigrant visa created solely for the purposes of an exchange.
- University of Maryland has authorization from the Department of State to administer a J-1 program.
  - *UMCP applies for re-designation of the J-1 Program every two years.*
  - *Department of State audits the program during the re-designation application process*



# J-1 Exchange Visitor Program

- The University of Maryland is authorized by DOS to use the following J-1 categories:
  - *Research Scholar or Visiting Professor*
  - *Short-Term Scholar*
  - *Specialist*
  - *Student Intern*
  - *J-1 Student Doctorate, Master, Bachelor, non-degree*
- J-1 categories used for research and teaching:
  - *Research Scholar or Visiting Professor*
  - *Short-Term Scholar*
- These categories are considered temporary and allow visitors to hold select faculty positions at the university, in keeping with the concept of educational exchanges
- All EVs must be in non-tenure track and non-permanent positions, as defined by University of Maryland's policy on sponsoring foreign visitors.



# J-1 Category Comparison

## Research Scholar & Professor

- Minimum of three weeks
- Maximum of five years
- 2-year bar on repeat participation
- Must have at least a Bachelor's degree
- Funding requirement of  
\$44,986/year (\$3,749/mo) for J-1  
\$5,000/year (\$417/mo) per J-2

## Short-Term Scholar

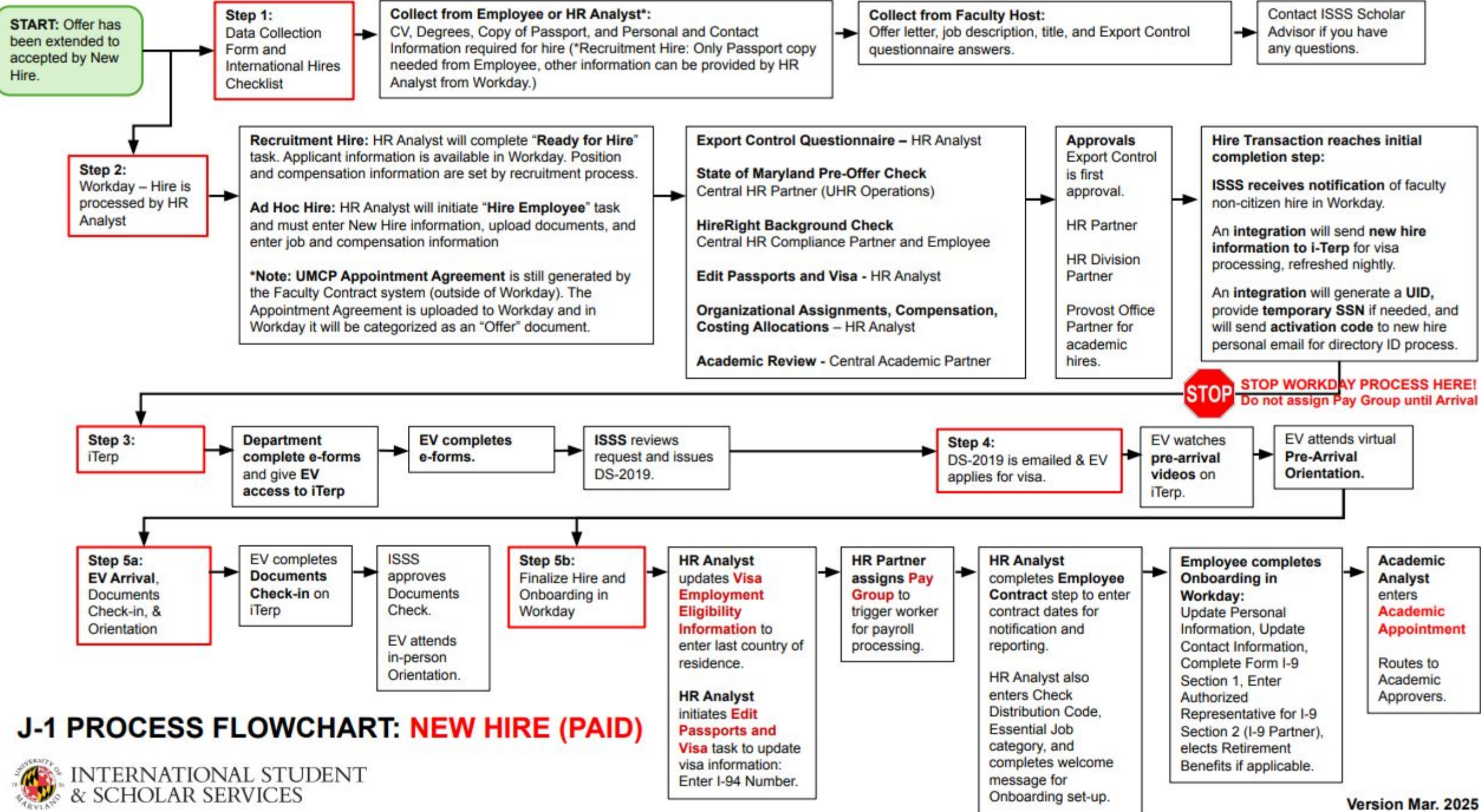
- No minimum stay
- Maximum of six months
- No bar on repeat participation
- Must have at least a Bachelor's degree
- Funding requirement of  
\$3,749/mo + \$417/mo per J-2  
dependent



# Gather Information from EV

- Obtain a copy of invitation email/offer letter
- Request the visitor's passport biographical page
- CV and education/degree information
  - *A minimum of a bachelor's degree is required to be eligible for the J-1 research scholar, professor or short-term scholar category*
- Program dates
- J-1 program objectives
- Funding document(s), if funded through external source
- Data Collection Form
- International Hires Checklists





## J-1 PROCESS FLOWCHART: NEW HIRE (PAID)

**Step 2 –  
Additional Details**  
Workday – Hire is  
processed by HR  
Analyst

**Recruitment Hire:** HR Analyst will complete “Ready for Hire” task. Applicant information and documents are available in Workday. Position and compensation information are set by recruitment process

**Ad Hoc Hire:** HR Analyst will initiate “Hire Employee” task and must enter New Hire information, upload documents, and enter job and compensation information

Initiation Step: Supervisory Organization and Manager, Start Date, End Date if applicable, Business Title, Employee Type, Job Profile, Telework Eligibility, AWP/DPP (e.g.: 12/12), Scheduled Weekly Hours for FTE, etc. Attach documents.

Edit Government ID: Used to enter SSN in National ID section. Leave blank if no SSN, generates temp SSN after hire is approved

Change Personal Information step: DOB, Gender, Citizenship Status (Non-Citizen – US, and select countries of citizenship), Optional Personal Information such as Race/Ethnicity.

**Business Title**

J-1: Limited to Faculty Assistant, Post-Doctoral Associate, Visiting Professor or Scientist Series

**Export Control Questionnaire**

HR Analyst completes initial screen – Short Questionnaire.

If applicable, HR Analyst will receive Long Questionnaire.

HR Analyst must retain record of Export Control questionnaire answers provided by Faculty Sponsor.

**State of Maryland Pre-Offer Check**

Central HR Partner (UHR Operations) completes.

**HireRight Background Check**

Central HR Compliance Partner will initiate from Workday. New Hire receives link to personal email. Central HR Compliance receives background check completion in Workday and moves hire forward. If background check needs additional action, HR Analyst is notified.

**Edit Passports and Visa**

HR Analyst enters Passport.  
HR Analyst enter the applicable visa type (J-1) to be used for visa process. Enter “000” as the Visa number when the visa is in process.

- Job Aid: Edit Passports and Visa

**Organizational Assignments, Compensation, Costing Allocations** – entered by HR Analyst

**Academic Review**

Central Academic Partner reviews and enters Faculty Job classifications

**Approvals**

Approver can Approve to move forward, Send Back to the HR Analyst, Deny to end the transaction completely.

Export Control is first approval.

HR Partner

HR Division Partner

Provost Office Partner for academic hires.

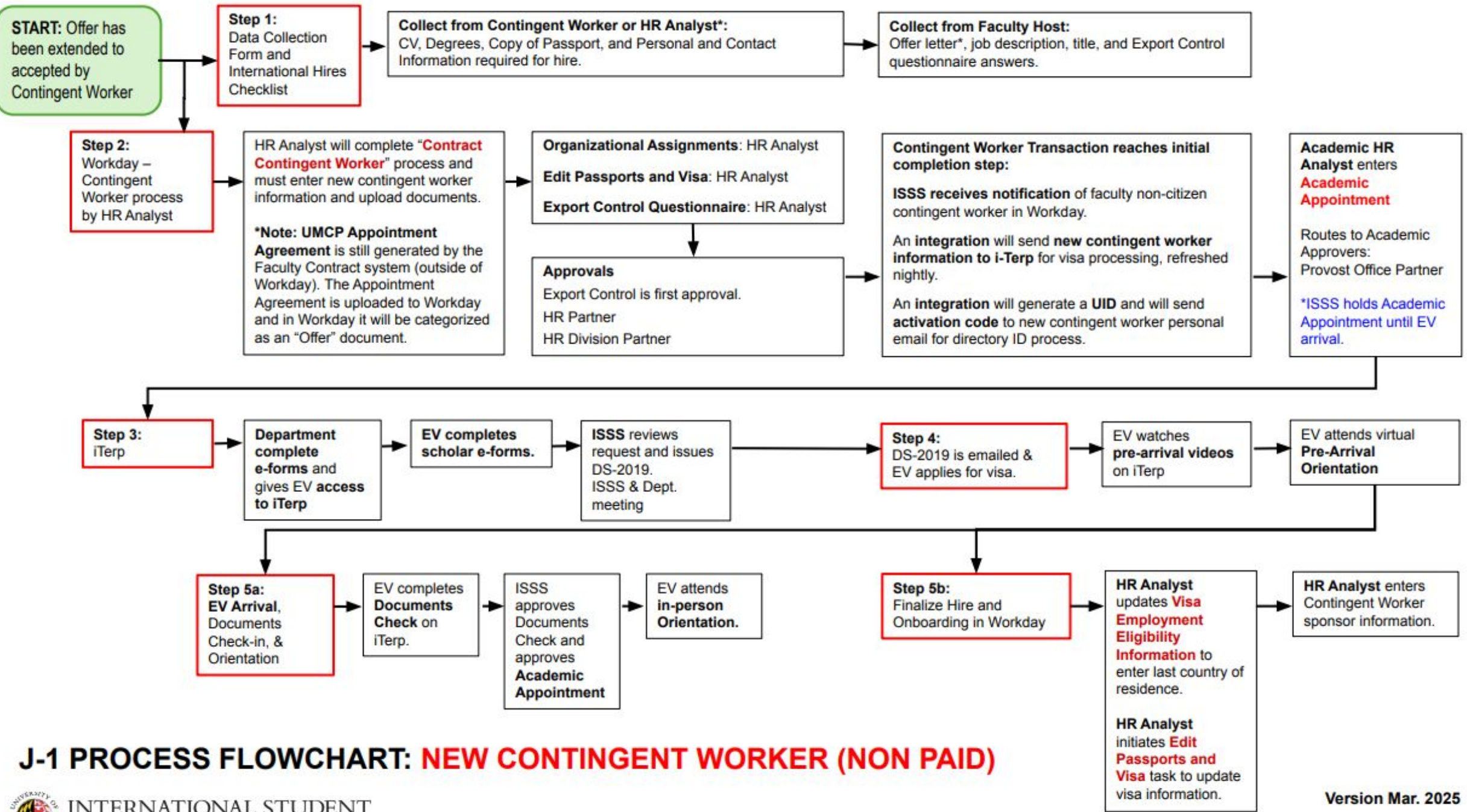
**Hire Transaction reaches initial completion step:**

**ISSS receives notification** of faculty non-citizen hire in Workday.

An **integration** will send **new hire information to i-Terp** for visa processing, refreshed nightly.

An **integration** will generate a **UID**, provide **temporary SSN** if needed, and will send **activation code** to new hire personal email for directory ID process.





## J-1 PROCESS FLOWCHART: NEW CONTINGENT WORKER (NON PAID)

# BEFORE YOU START: Search for Existing Records in Workday

**ALWAYS** enter the Name and UID (if known) in the Search Bar as a **FIRST STEP**

- **Configure your Search Settings to return "People," "Students" and "Recruiting"**
  - [Searching in Workday job aid](#)
- **If the person is a current/active worker – you cannot start a hire.**
  - You can **Request Transfer** if there is no break in service.
  - If there is a break in service, the current sup org must **Terminate Employee** before you can **Hire Employee**.
- **If the person is a current contingent worker, you cannot effective date a hire or effective date conversion prior to the Contingent Worker End Date.**
  - **Convert to Employee** is available prior to the End Date.
    - If a contingent worker end date is June 15, Convert to Employee is only available until June 14. After June 15, the contingent worker must be ended and Hire Employee using their UID must be used.
  - If the contingent worker is outside of your sup org hierarchy and past their End Date, the current department should **End Contingent Worker Contract**.
    - Then you can **Hire Employee** using the current UID if you start the transaction after the End Date.
    - NOTE: The current sup org can also use **Change Job** to edit an End Date if needed. For example, they are a contingent worker with an End Date of June 30, but you want to hire June 15: the current sup org can change the End Date to June 14 to allow for a June 15 hire.
  - Although the dates cannot overlap, you do NOT need to wait until the End Date to start the Convert or Hire process.
- **If the person has an active External Student Record (click on "Student" search results), you MUST use Hire Student.**
  - You do not need to use a student employee type or student job profile – but you MUST use the Hire Student process to prevent duplicate identity or collision.
  - If a student name does not appear in the Hire Student field or if there the Hire or Add Job buttons are not available on the Student Record – this means a Hire is currently In-Progress for that student record.



# BEFORE YOU START: Search for Person

- Search for Person will return **Terminated Worker** Records, allowing you to easily select the correct record to start a hire
- Search for Person will also return **Student results and direct you to use Hire Student**
- Search for Person will also return **"In Progress Hire"** messages. You cannot perform a hire transaction for a Terminated Employee if one is already In Progress. If you started an In Progress hire, you can cancel it.
- Search for Person will also return existing **Pre-hires**
- **Search for Person DOES NOT RETURN CURRENT RECORDS**
  - **Always start with searching in the main search bar for any existing Workday records**
  - If you create a new pre-hire but a worker record already exists, the duplicate hire transaction will 1) result in an incomplete UID; 2) cannot be processed for payroll because it will not allow you to enter a duplicate SSN; 3) cannot complete Onboarding because the Workday account is tied to the existing record and 4) will affect overall account services.



# Temporary SSNs

- SSN is entered during the Edit Government ID step in the National ID section
  - [Edit Government ID job aid](#)
  - [SSN Knowledge Article](#)
- Leave this BLANK to generate a NEW temporary SSN
- **If you enter an SSN and receive a duplicate SSN error, STOP!**
  - This means there is an existing Workday record and your transaction will create a duplicate record. If you are unable to find the record, submit a support case. Ask if they have ever worked, been affiliated, been a student, or registered for a course. Ask if they have had a name change since their previous record. Do NOT enter SSN in a support case. Provide the name, position and sup org for hire, and indicate you are receiving a duplicate SSN error. **Have all this information ready BEFORE submitting a support case.**
- SSN collisions will result in incomplete 6-digit UIDs
  - Confirm the Name, DOB, and SSN are entered correctly. Ask if they have ever worked, been affiliated, been a student, or registered for a course. Ask if they have had a name change since their previous record. **Have all this information ready BEFORE submitting a support case.**
- Coming Soon: Use the Lookup Tool to find previous identity information



# Notifications and Resolutions if UID is not generated

- Missing Home Email - email notification with instructions is sent to Initiator (Change Home Contact Information)
- Missing DOB - email notification with instructions is sent to Initiator (Edit Personal Information)
- If there is an SSN collision, the collision is reported to the HR Administrator and Integrations Administrator for action.
- **Before submitting a Service Now case:**
  - Confirm a non-UMD email address has been entered as HOME email.
  - Confirm the Name, DOB, and SSN are entered correctly.
    - Many cases due to incorrect spelling, UID is entered in SSN field, SSN numbers are transposed, other typos
  - Ask if they have ever worked, been affiliated, been a student, or even registered for a course.
  - Ask if they have had a name change since their previous record.
  - **Have all this information ready BEFORE submitting a support case. Enter these details in the support case.**



# Overview of Identity Collisions that affect UID

- New hire name is misspelled
  - From Worker Profile > Personal > Names > Legal Name > Edit button
- New hire has mismatched DOB information
  - From Worker Profile > Personal > Personal Information > Edit button
  - From Search Bar > Edit Personal Information
- ➔ After changes are entered correctly, the UID will update in Workday automatically.  
**But** the user account and activation email are updated overnight.
- New hire had a temp SSN previously but now has a new SSN
  - Collision is flagged for Technical Team to resolve in coordination with Payroll Services. Initiating HR Analyst is contacted as needed.
  - Coming Soon: Lookup tool using SSN, UID, or Directory ID



# Contingent Workers in Workday - J-1 Non Paid

- There are 3 types of Contingent Workers:
  - Employee of Supplier
  - Non Paid Non Worker → Affiliates
  - **Non Paid Worker → Non Paid Appointment**
- All contingent workers require a Job Profile. For **Non Paid Worker**,
  - **Non Paid Faculty**
  - Non Paid Staff
  - **Non Paid Trainee (coming soon!)**
- Business Title is a free text field. Follow ISSS policies regarding business titles.



# Create a Contingent Worker Record - J-1 Non Paid Faculty

- **BEFORE YOU START:** Search for Existing Records in Main Search Bar and use Search for Person
- **Task/Business Process:** [Contract Contingent Worker](#)
- **Contingent Worker Type:** Non Paid Worker
- **Job Profile:** Non Paid Faculty
- **Business Title:** For J-1s, please enter one of the following eligible faculty titles:
  - Faculty Assistant
  - Post-Doctoral Associate
  - Visiting Professor series & Visiting Scientist series
- When a Contingent Worker process is completed in Workday, please enter the **Academic Appointment as soon as the transaction is approved and a Worker Profile is created.** Entering the Academic Appointment provides the required Provost Office approvals.
- ISSS requires ECO Clearance and Academic Affairs approval before issuing an immigration document.





# Employees in Workday - J-1 Paid

- **Employee Types in Workday**

- **Faculty Regular**
- **Faculty Non Regular**
- Staff Regular
- Staff Contractual C1 (Fixed Term)
- Staff Contractual C2 (Fixed Term)
- Graduate Assistant
- Student Hourly (Fixed Term)
- Trainee/Intern (Fixed Term)

- **All Employees require a Job Profile. Use the Job Catalog to find the correct profile from the list of allowable profiles: RPT1096 COMPENSATION Active Job Catalog**

- **Faculty Assistant**
- **Post-Doctoral Associate**
- **Visiting Professor series & Visiting Scientist series**

- **Business Title should match Job Profile.**



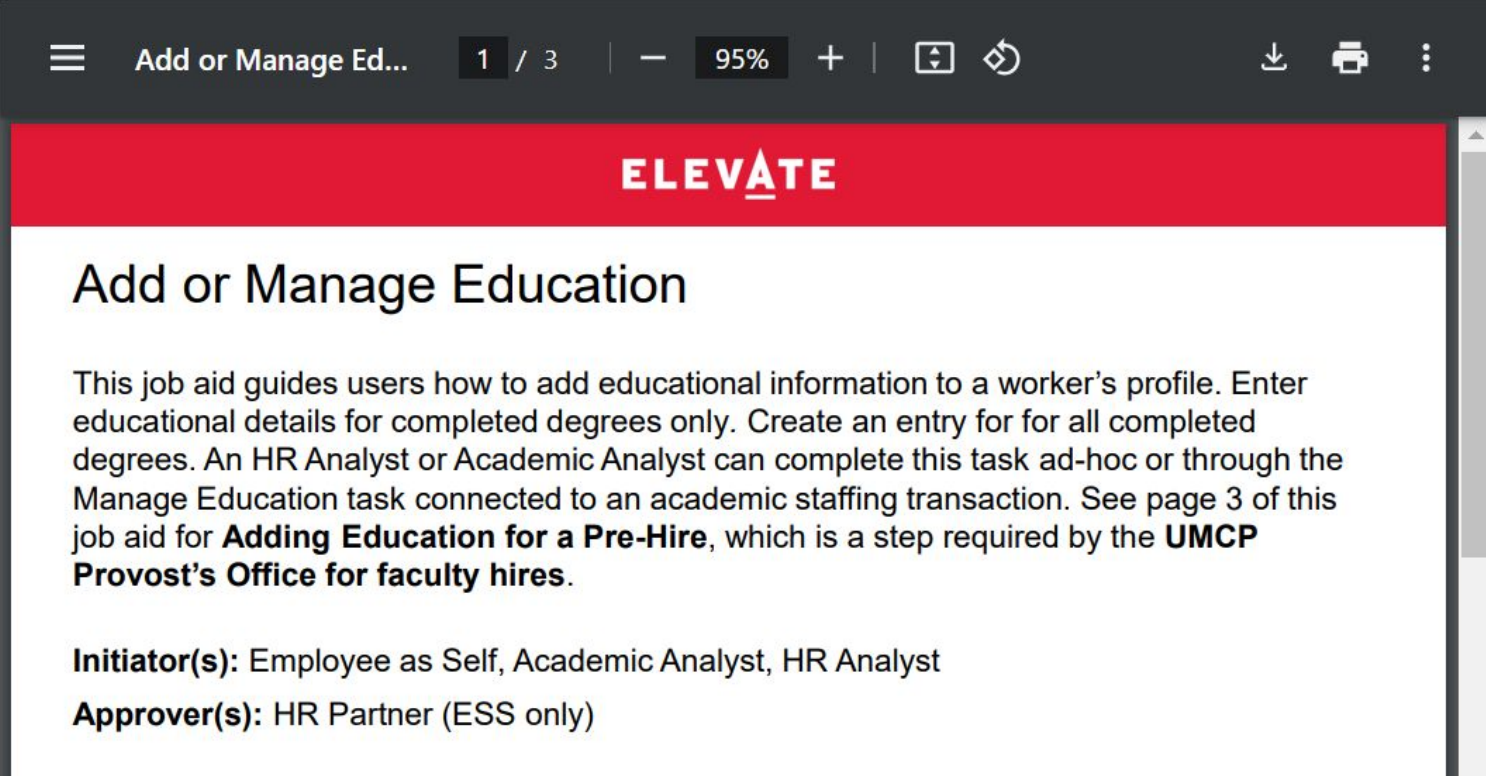
# Hire Employee- J-1 Paid Faculty

- **BEFORE YOU START:**
  - For a PM sup org, Create Position process must be completed.
  - Search for Existing Records in Main Search Bar and use Search for Person
  - Enter Education information for the Pre-hire record, required by Provost Office
- **Task/Business Process:**
  - Create Position
  - Hire Employee
- **Worker Type:** Faculty Regular, Faculty Non-Regular (if less than full-time)
- **Job Profiles Allowed, Business Title should match Job Profile:**
  - Faculty Assistant
  - Post-Doctoral Associate
  - Visiting Professor series & Visiting Scientist series
- **Export Control Questionnaires and Approvals is** part of the hire process within Workday
- **Review and Approval Routing for Paid Faculty:**
  - *Central Academic Partner - Reviews and enters SOC codes*
  - Export Control Office - 1st approval
  - HRP and HRDP - Sup Org approvals
  - Faculty Affairs Partner - only if outside of Division of Academic Affairs/Provost hierarchy
  - President Office partner - only if Vice President or Direct Report to Vice President or President
  - Provost Office Partner
- **Academic Appointment action step** will fire during business process.
- **Payroll Processing:** After a hire is complete, 2 additional steps are required UPON ARRIVAL to send record for payroll processing.



# Add or Manage Education Job Aid

- All previously earned education is required in Workday.
- Please follow the Job Aid [here](#) to make sure the hire's profile is complete.
- [Degree requirements](#)



The screenshot shows a web browser window displaying a job aid page. The browser's address bar shows the title 'Add or Manage Ed...' and the page number '1 / 3'. The page features a red header with the 'ELEVATE' logo. The main content area is titled 'Add or Manage Education' and contains the following text: 'This job aid guides users how to add educational information to a worker's profile. Enter educational details for completed degrees only. Create an entry for for all completed degrees. An HR Analyst or Academic Analyst can complete this task ad-hoc or through the Manage Education task connected to an academic staffing transaction. See page 3 of this job aid for **Adding Education for a Pre-Hire**, which is a step required by the **UMCP Provost's Office for faculty hires**.' Below this text, the 'Initiator(s)' are listed as 'Employee as Self, Academic Analyst, HR Analyst' and the 'Approver(s)' as 'HR Partner (ESS only)'.

1 / 3 | 95%

## ELEVATE

### Add or Manage Education

This job aid guides users how to add educational information to a worker's profile. Enter educational details for completed degrees only. Create an entry for for all completed degrees. An HR Analyst or Academic Analyst can complete this task ad-hoc or through the Manage Education task connected to an academic staffing transaction. See page 3 of this job aid for **Adding Education for a Pre-Hire**, which is a step required by the **UMCP Provost's Office for faculty hires**.

**Initiator(s):** Employee as Self, Academic Analyst, HR Analyst  
**Approver(s):** HR Partner (ESS only)



## Workflows: Export Control

- When the Hire's citizenship is **neither a US Citizen or Permanent Resident**, a questionnaire is sent to the HR Analyst in Workday as an Initial Screen for Hire.
- The HR Analyst works with the **Faculty Host** to complete the questionnaire.
- Once completed, a new long or short questionnaire arrives as an item in My Tasks, depending on the responses to the Initial Screen for Hire questionnaire.

### Complete Questionnaire

'Export Control Initial Screen' for Hire: Pascal Professor - Associate Professor Emeritus

Export Control Initial Screen

The UMD appointment process includes a check point for the Export Compliance Office to "screen" individuals who are neither a Citizen or Permanent Resident (a.k.a. "Green Card") of the US to ensure the University is in compliance with any applicable US export laws. The UMD Export Compliance Office checks the name of the individual and the individual's foreign employer (if applicable) against a US government database of sanctioned countries, entities, and individuals. In addition to the database check, the UMD Export Compliance Office reviews that Questionnaire responses. The purpose of the screening and Questionnaire is to verify that there are no sanctions or export control licensing requirements applicable to the visit. *It is essential that the faculty host, who has knowledge and oversight over the visit, provide the answers to the Questionnaire questions. If you are entering the request on behalf of the Host, please ensure you keep a record of the responses that they have provided.*

Please allow a three workday turnaround time for processing. The UMD Export Compliance Office may require additional time if there is an issue with the individual or entity screened.

Please send questions and requests to expedite the screening process to [export@umd.edu](mailto:export@umd.edu).

Will the Foreign Person be involved in scientific research, or have access to research labs or network drives that are used to store unpublished research data? (Required)

Yes

No

Will the Foreign Person be the subject of an H-1B, H-1B1 Chile/Singapore, L1, or O-1A nonimmigrant worker petition to be filed by UMD? (Required)

Yes

No

# Academic Affairs – Appointment Agreement

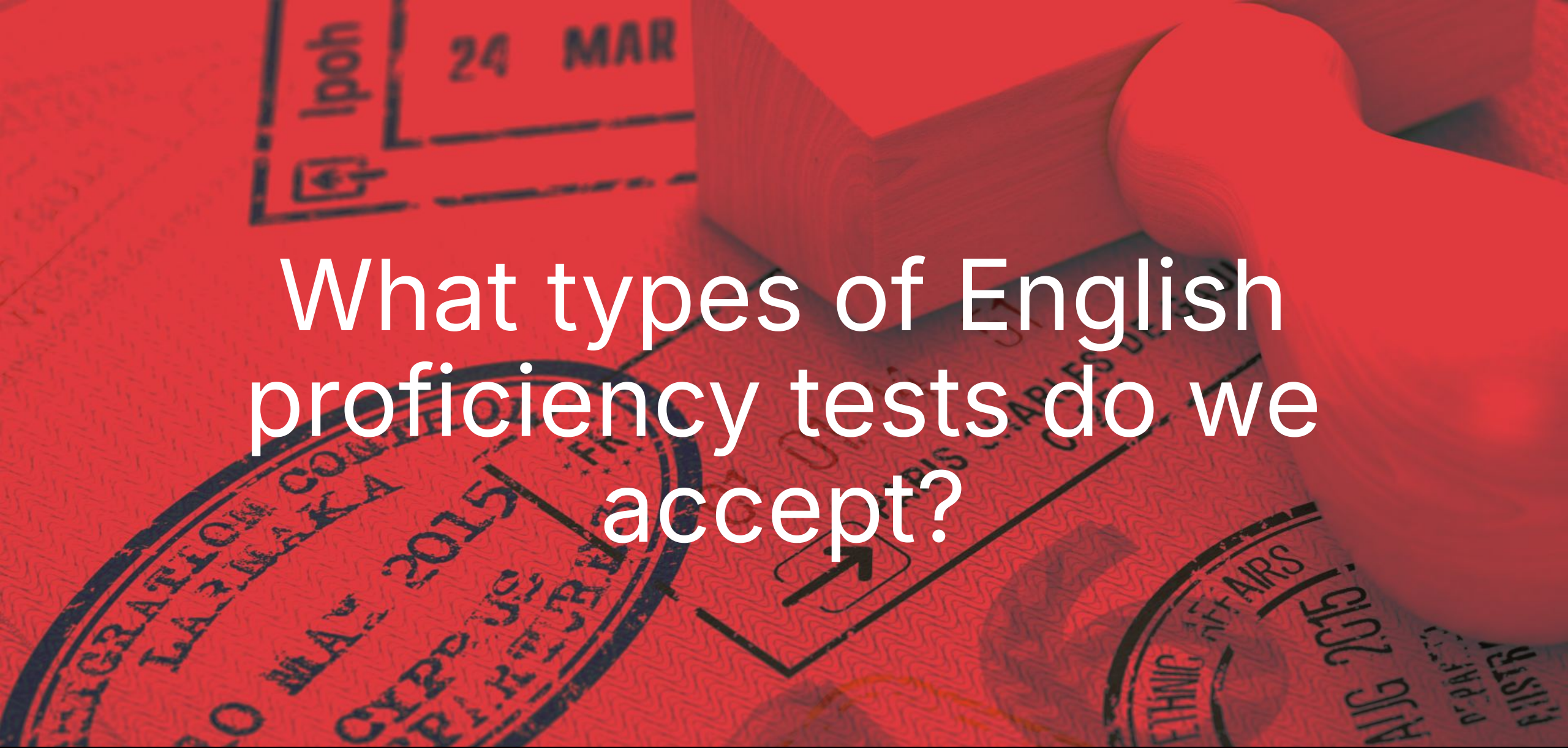
- HR Analyst creates Faculty Contract Agreement on Faculty Affairs website (same process as current state)

[UMCP Faculty Agreement](#)

(<https://faculty.umd.edu/appt/appointment-agreements>)

- Signed Contract Agreement is uploaded as attachment in Workday as part of the Hire process



The background features a hand holding a pen over a document. The document has several stamps: a rectangular one with 'Ipoh' and '24 MAR', a circular one with 'IMMIGRATION COMMISSIONER LA RIZAKA' and '2015', and another circular one with 'ETHNIC AFFAIRS' and '2015'. There is also a date stamp '2015' and some other text like 'OFFICE OF THE COMMISSIONER'.

# What types of English proficiency tests do we accept?



# English Proficiency

- The J-1 Exchange Visitor must possess English language skills sufficient to function on a day-to-day basis and to successfully participate in their program. Proof of English proficiency can be:
  - **English Language Tests:**
    - TOEFL with a minimum score of 80
    - IELTS with a minimum score of 5.5
    - TOEIC Listening and Reading Test with a minimum score of 400 on listening and 400 on reading
    - Duolingo English Test with a minimum score of 75
  - **English Proficiency Interview can be conducted by MEI:**
    - [Maryland English Institute](#)
      - [Overview of MEI process](#)
      - Purchase a voucher and [schedule an appointment](#)
  - For citizens of English-speaking countries, or people who have earned a degree in an English-speaking country, we will not require additional documentation. The department can upload the passport or degree for the proof. Click here to view a list of [English Speaking Countries](#).



# Titles Eligible for J-1

**Note:** The J-1 visitor should plan to remain in J-1 status for a minimum of three years before requesting a change of status, particularly to H-1B. If the intent is to sponsor the visitor for an H-1B and permanent residency, the use of the J-1 would not be appropriate.

- Faculty Titles eligible for J-1 program:
  - Faculty Assistant
  - Post-Doctoral Associate and Post-Doctoral Scholar
  - Visiting titles in the Professor or Scientist series
  - *These titles represent temporary positions at the university and are not considered permanent.*
- Position Titles not eligible for the J-1 program:
  - Professor series
  - Scientist series
  - Faculty Specialist (including Visiting)





# J-1 Request – Funding

- EVs must have funding sufficient to cover living expenses for the duration of their program.  
Required minimum funding amounts:
  - J-1 scholar: \$44,986/year or \$3,749/month
  - J-2 dependent: \$5,000/year or \$417/month (for each dependent)
- EVs paid by UMD must meet the minimum salary requirement for the title they hold, as per Faculty Salary Guidelines.
  - Paid researchers and faculty should be awarded a salary that meets department and University equity standards and is commensurate with the scholar's related experience.
- When an EV has funding from a third-party source, the university may supplement the remaining amount to meet the minimum salary requirement.
- EV's activity should be reflected as full-time. Please discuss reductions in FTE with an ISSS advisor before processing.
- Fair Labor Standards Act
  - ISSS must follow the FLSA when reviewing funding and issuing immigration documents
  - Volunteering is not permitted when the individual was previously employed to perform such duties. FLSA Section 3(e)(4)(a).



# J-1 Request – Funding

- **International Graduate Students (Master's or PhD)**
  - Usually in the title of Faculty Assistant, academic benefit
  - May be paid by the University, self-funded, funded from third-party sources (scholarships/fellowships), or a combination. Can use 100% personal funds for up to 12 months
- **Post-Doctoral Researchers**
  - Must be paid for the duration of the program, either by UMD or third-party sources. No personal funds permitted.
- **Visiting Faculty from institutions abroad**
  - Usually in a "Visiting" title equivalent to their home institution title
  - May use third party funding sources (scholarships, salary, etc.) and supplement with personal funds (50% of funding must be third-party)
- Lecturers and Visiting Professors must be paid for their teaching duties.



# J-1 Request – Funding

- Funding documents from third party sources should include:
  - Date
  - EV's name
  - Specifics regarding availability of funding (dates, \$ amount)
  - Translation with the original document
  - Signed on official letterhead
- Examples of documents not acceptable as proof of funding
  - Pay stubs
  - Documents dated more than 3 months ago
  - Scholarship or employer letters that do not specifically state the dates of funding or that the scholar will continue to receive the funding while at the University of Maryland.

# iTerp E-forms



## DEPARTMENT REQUEST FOR J-1 SPONSORSHIP

- REQUIRED  
Request for J-1 Immigration Sponsorship

## FORMS TO BE COMPLETED BY THE DEPARTMENT

- NOT YET AVAILABLE  
J-1 Program Information
- NOT YET AVAILABLE  
English Proficiency
- REQUIRED  
Program Funding Requirements
- NOT YET AVAILABLE  
Departmental Responsibilities
- NOT YET AVAILABLE  
Scholar Access

## FORMS TO BE COMPLETED BY THE VISITOR

- NOT YET AVAILABLE  
Biographical Information
- REQUIRED  
U.S. Immigration History
- NOT YET AVAILABLE  
Health Insurance Requirement
- REQUIRED  
Dependent Spouse and Children
- REQUIRED  
Current Immigration Status
- NOT YET AVAILABLE  
Notify My Department of Form Completion

# iTerp

- Workday record feeds into iTerp after Academic Affairs approval
- Wait overnight after Workday processing
  - Email Address must be HOME EMAIL to generate a UID
- Log into the GlobalProtect VPN
- Log into [iTerp](#)
- Go to "Departmental Services" on the left
- Click on "J-1 Scholar Initial Request" Checklist
  - Do NOT "Add a New Person" in iTerp
- Input the beneficiary's UID and date of birth
- Complete the e-forms



# Let's Review the J-1 e-forms



# DS-2019

ISSS is now offering J-1 Pre-Arrival Orientations every month. Please encourage your scholars to attend to gain more information that will help them get settled at the University of Maryland.

- ISSS reviews iTerp Request and determines eligibility; normal processing time with ISSS is 2 – 3 weeks for completed requests.
  - ISSS sends e-signed DS-2019 via email to the dept. and to the EV.
  - EV should wait until they receive their SEVIS number via email before booking a visa appointment and making travel arrangements. They will need the original DS-2019 for the visa appointment.
- Once the exchange visitor receives the DS-2019 form they will:
  - Review the DS-2019 for errors
  - [Pay the SEVIS fee](#) of \$220 online
  - Complete the [DS-160 visa application form](#)
  - Schedule and appear at [visa appointment](#) at the US Embassy/Consulate by selecting the region. If EV is subject to administrative processing, add 4 - 12 weeks or possibly more to the visa application process. If administrative processing is not required, ISSS estimates an average of one month to prepare for travel and settle into their community.



# J-1 Arrives at UMD

*EV must complete check-in process within 30 days of program start date:*

- Check in with the department
  - EV reports to the hosting department and brings immigration documents (passport, visa, entry stamp, [I-94](#), and DS-2019)
  - The visa coordinator provides EV their Faculty Identification Number (FID/Temp SSN) and UID
- Check in online with ISSS through iTerp
  - The visa coordinator will assist the EV to check-in electronically, if necessary
- ISSS reviews check-in documents, validates J-1 record in SEVIS
  - Paid Scholars are approved through the I-9 process
  - Non-Paid Scholars have their academic appointment approved by ISSS
- EV attends in-person scholar orientation: ISSS will schedule with the EV (every other Thursday, currently)





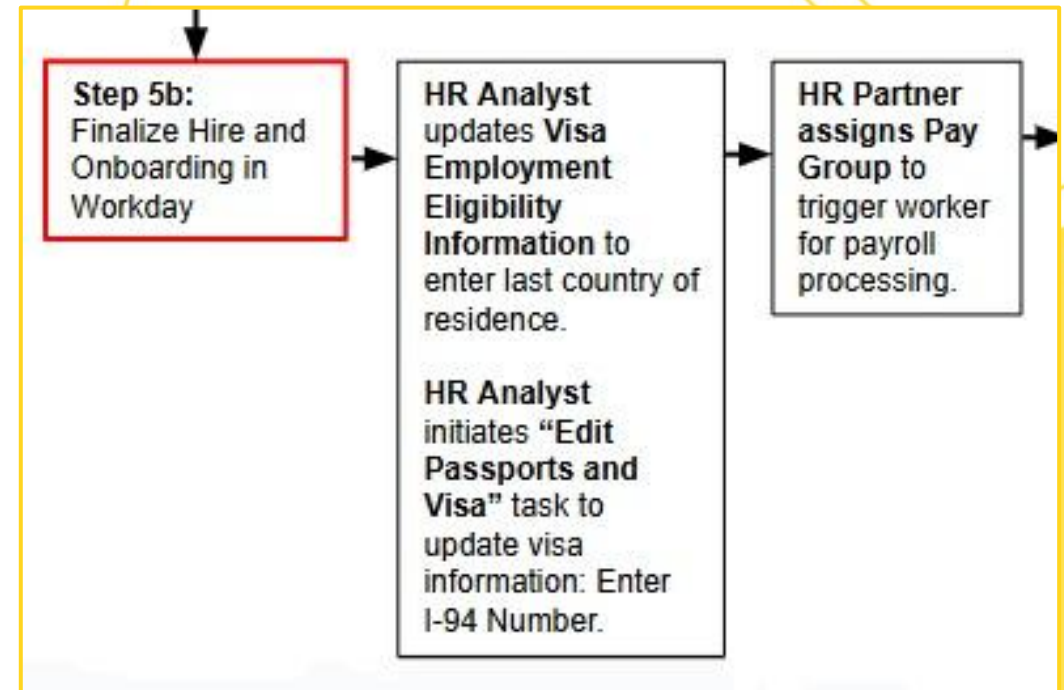
# J-1 Arrives at UMD (continued)

- EVs are required to purchase insurance through the University
  - Paid Employees eligible for UMD benefits: Enroll in UMD Benefits Plan (depts. will provide guidance to J-1s) and purchase medical evacuation/repatriation coverage online
  - Non-Paid Employees and paid employees who not eligible for benefits: Purchase SHIP online (ISSS provides J-1 health insurance letter and instructions)
- After the Workday appointment is approved, the EV will be able to obtain the ID card and set up the Directory ID



# Finalize Employee or Contingent Worker in Workday

- These steps should only be completed in Workday upon arrival.
- **Paid and Non Paid:** Visa Employment and Eligibility Information must be completed first by HR Analyst.
- **For Paid Scholars only:**
  - Assign Pay Group is then completed by HR Partner.
  - Both steps must be completed in order to receive pay.
  - Completing these steps prior to arrival will result in overpayment if start date is incorrect.
- Enter I-94 number using Edit Passports and Visa – do NOT create a new Visa. Update the “000” number.



# Visa and Employment Eligibility Information

Complete **To Do** Update Visa and Employment Eligibility Information

For [Supervisory Organization is Listed Here](#)

Overall Process Hire: [Worker Name is Listed Here](#)

Overall Status Successfully Completed

Due Date 03/02/2025

Instructions **Once the Worker arrives**, update relevant Visa fields in the Visa and Employment Eligibility Information section:

Steps:

1. Navigate to the Worker Profile
2. Go to the Personal Tab, then click Additional Data.
3. Click Edit under **Visa and Employment Eligibility Information**, and fill out the fields accordingly.
- 4. Come back to this Inbox item and click Submit.**

enter your comment



**Submit**

Save for Later

Close

**Edit Additional Data**

Worker Name listed here



Custom Object Visa and Employment Eligibility Information

## Visa and Employment Eligibility Information

Last Country of Residence Prior to US

Arrival Date

MM/DD/YYYY

Employment Eligibility Expiration Date

MM/DD/YYYY

DS-2019/I-20 Category

Permanent Resident Number

International Paperwork Received by Department

MM/DD/YYYY

International Paperwork Received by Payroll

MM/DD/YYYY

OK

Cancel



INTERNATIONAL STUDENT  
& SCHOLAR SERVICES

# Assign Pay Group for Paid Scholars

☆ ⚙️ 📄 Created: 02/28/2025 |

## Assign Pay Group

Event

**For** Worker Name and Position is listed in this line

**Proposed Supervisory Organization**

Effective Date

Current Pay Group

**Proposed Pay Group**

- UMCES Faculty/Staff
- UMCES Hourly
- UMCES NRA Non-EE
- UMCP Faculty/Staff
- UMCP Hourly
- UMCP NRA Non-EE
- UMES Faculty/Staff
- UMES Hourly
- UMES NRA Non-EE
- USMO Faculty/Staff
- USMO Hourly

\* Search

× UMCP Faculty/Staff

# When Appointment Dates have changed

- For paid employees:
  - DO NOT Complete Employment Eligibility and Pay Group steps prior to arrival. If these steps are completed prior to arrival, the worker will be paid.
  - Discussion ongoing with UHR and Payroll Services on new form or new support case category.
  - At this time, you may submit a support case:
    - If the start date has not passed and request is prior to payroll processing deadlines, a hire can be rescinded. You will re-enter the hire with new start date.
    - If the Pay Group step was incorrectly completed prior to arrival, a rescind may not be possible because a payroll record has been created.
  - If the start date has passed or rescind is not possible, you may Terminate Employee effective the same date of the hire and re-hire with a new date.
    - If the Pay Group step was incorrectly completed prior to arrival, an overpayment recovery may apply.
- Contingent Workers: Not required to change start date
  - Limited to one year.
  - Needs to do "Change job" to extend beyond one year



# Additional Resources



# How to view your Department's Employees & Scholars (H-1B,J-1)

You can now see a list of your department's H-1B employees and J-1 scholars from iTerp.

- The list includes employees who have been active within the last 90 days.
- Dates are based on:
  - H1B - Approval Notice Dates
  - J-1 - DS-2019 Start/End Dates
- The employee must have the same cost center assignment as the visa coordinator.

The screenshot shows the iTerp interface for the University of Maryland. The 'Departmental Services' section is visible, with a list of options. The option 'My Department's Employees & Scholars' is highlighted with a red box. A red arrow points from this option to the detailed view shown in the next screenshot.

The screenshot shows the 'My Department's Employees & Scholars' page in iTerp. The page displays a table of employee and scholar information. The table has columns for Scholar/Employee, University ID, Position Description, Immigration Status, Employment Status, Start Date, and End Date. The table shows 10 entries, with a 'Show 10 entries' dropdown menu. The table is sorted by Start Date in ascending order.

Scholar/Employee	University ID	Position Description	Immigration Status	Employment Status	Start Date	End Date
Ali, Waseem	120383601	Assistant Research Scientist	H1B	Active	05/01/2023	09/17/2025
Angel Lopez, Yessine Belkacem	118486987	Assistant Research Scientist	J1	Active	10/01/2021	09/30/2026
Arulraj, Mahaveesh	117574548	Assistant Research Scientist	H1B	Active	07/01/2024	06/30/2025
Begert, Linda	121338389	Post-Doctoral Associate	J1	Active	10/01/2024	09/30/2027
Buchkewitz, Christopher Allen	117008753	Visiting Assistant Research Scientist	H1B	Active	06/01/2024	06/03/2025
Calvach Lopez, Miguel Angel	119073773	Post-Doctoral Associate	J1	Active	04/01/2022	03/31/2027
Chen, Sun Seon	121392657	Post-Doctoral Associate	J1	Active	09/01/2022	08/31/2027
Chen, Ye Seul	121341501	Post-Doctoral Associate	J1	Active	08/01/2024	06/30/2025
Choi, Seungjae	118399348	Assistant Research Scientist	H1B	Active	05/01/2023	04/30/2026
Dubey, Aditya Kumar	119439302	Post-Doctoral Associate	J1	Active	12/01/2022	08/25/2025

Showing 1 to 10 of 29 entries

Previous 1 2 3 Next



# Department Responsibilities

During a J-1 exchange visitor program, the hosting department:

- Monitors EV while at UMD to ensure the successful completion of their J-1 program objective and hosting supervisor serves as a mentor
- Serves as the liaison between ISSS and the EV
- Serves as a first point of contact for the EV prior to program implementation
- Reports any changes in employment conditions to ISSS prior to implementation
  - Terminations in iTerp (if the program ends more than 15 days before the end date)
  - Transfers
  - Pay increases/decreases
  - Maintaining program objective or job duties as per contract/offer letter
- Ensures that all EVs check-in with ISSS and attend an orientation session
- Ensures that all EVs are aware of health insurance requirements and provide proof to ISSS









# J-1 Scholar Documents: I-94 Record



The screenshot shows the U.S. Customs and Border Protection website interface. At the top left is the department's seal. The header text reads "U.S. Customs and Border Protection" with the tagline "Securing America's Borders" below it. The main heading is "Most Recent I-94". Below this, the following information is displayed: Admission (I-94) Record Number: 122345678901; Most Recent Date of Entry: 2018 April 22; Class of Admission: J1; Admit Until Date: D/S. A note states "Details provided on the I-94 Information form:". Personal details include: Last/Surname: MOUSE; First (Given) Name: MICKEY; Birth Date: 1928 NOVEMBER 18; Passport Number: AB1234567; Country of Issuance: FRANCE. A "Get Travel History" button is located at the bottom right of the record area.

**U.S. Customs and Border Protection**  
Securing America's Borders

**Most Recent I-94**

Admission (I-94) Record Number : 122345678901  
Most Recent Date of Entry: 2018 April 22  
Class of Admission : J1  
Admit Until Date : D/S  
Details provided on the I-94 Information form:

Last/Surname : **MOUSE**  
First (Given) Name : **MICKEY**  
Birth Date : **1928 NOVEMBER 18**  
Passport Number : **AB1234567**  
Country of Issuance : **FRANCE**

[Get Travel History](#)

- Establishes the scholar's permitted length of stay when entering the US
- Record ends when the scholar departs the U.S., receives new record and number upon re-entering
- For all scholars entering by air, I-94 record is electronic
- Record should indicate J1 D/S
- Available online:  
<https://i94.cbp.dhs.gov/>



# J-1 Scholar Documents: DS-2019

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)		OMB APPROVAL NO 1405-0119 9916-201 ESTIMATED BURDEN TIME: 45 min *See Page 3
<b>1. Sponsoring/Primary Name:</b> Name (Last-First-Middle Initial): <u>MOUSE</u> Date of Birth (MM-DD-YYYY): <u>18NOV1928</u> City or State: <u>Baltimore</u> Country of Birth: <u>FRANCE</u> Citizenship Country Code: <u>FR</u> Citizenship Country: <u>FRANCE</u> Gender: <u>M</u>		ID Number: <u>N0012345678</u>  <b>J-1</b>
<b>2. Program Information:</b> Legal Permanent Resident Country Code: <u>FR</u> Legal Permanent Resident Country: <u>FRANCE</u> Position Code: <u>214</u> Position: <u>UNIVERSITY GRADUATE STUDENTS</u> Primary Site of Activity: <u>University of Maryland, College Park</u> Dept of: <u>Physics</u> Physical Sciences Complex: <u>College Park, MD 20742-2440</u> Program Number: <u>P-1-00793</u> Participating Program/Grant Number(s): <u>PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTER; STUDENT NON-DEGREE</u>		
Person of this form: <u>Begin new program</u>		
<b>3. Form Covers Period:</b> From (mm-dd-yyyy): <u>04-05-2018</u> To (mm-dd-yyyy): <u>04-30-2020</u>		<b>4. Exchange Visitor Category:</b> RESEARCH SCHOLAR Subject/Field Code: <u>49-0801</u> Subject/Field Code Remarks: <u>Research involving the construction &amp; data analysis of thin-film structures</u>
<b>5. During the period covered by this form, the total unearned financial support (U.S. \$) to be provided to the exchange visitor by:</b> Current Program Sponsor: <u>Funds - \$18,000.00</u> Other: <u>\$10,000.00</u>		
<b>6. U.S. DEPARTMENT OF STATE/DSO USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (PAGE 16 OF 16).</b>		<b>7. Donald Duck</b> Alternate Responsible Officer Title: <u>International Student and Scholar Services</u> Telephone Number: <u>301-314-7749</u> Date (mm-dd-yyyy): <u>02-28-2016</u>
<b>8. Signature of Responsible Officer for Release of Sponsor (FORM TRANSFER OF PROGRAM)</b> Effective Date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.		
<b>9. Preliminary Endorsement of Consular or Immigration Officer Regarding Section 212(e) of the Immigration and Nationality Act and PL 94-484, as Amended</b> (See item 16 of page 3)		<b>TRAVEL VALIDATION BY RESPONSIBLE OFFICER</b> (Validation validation period is 1 year) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholar and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor in good standing at the present time (2) Exchange Visitor in good standing at the present time (3) Exchange Visitor in good standing at the present time (4) Exchange Visitor in good standing at the present time
The Exchange Visitor in the above program: <input checked="" type="checkbox"/> Not subject to the two-year residence requirement. 1. <input type="checkbox"/> Subject to two-year residence requirement based on: A <input type="checkbox"/> Government funding and/or B <input type="checkbox"/> The Exchange Visitor Skills List under: C <input type="checkbox"/> PL 94-484 as amended ALL VISAS PARTICIPANTS (J-1 AND J-2) AND ALL ALIEN INTERCHANGES SPONSORED BY J-1-0010 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.		Date (mm-dd-yyyy): <u>05/15/2018</u> Signature of Responsible Officer or Alternate Responsible Officer: <u>Donald Duck</u> Title: <u>Consular Officer</u> Date (mm-dd-yyyy): <u>04/01/2018</u>
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.		Signature of Responsible Officer or Alternate Responsible Officer: _____ Title: _____ Date (mm-dd-yyyy): _____
Signature of Applicant: <u>Mickey Mouse</u> Place: <u>College Park, MD</u> Date (mm-dd-yyyy): <u>04/05/2018</u>		Signature of Responsible Officer or Alternate Responsible Officer: _____ Title: _____ Date (mm-dd-yyyy): _____

**INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:**  
 Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

- I understand that the following conditions are applicable to exchange visitors:
  - TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED):**  
 RULE: Exchange visitors whose programs are financed in whole or in part directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for 2 years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intra-company transferee (L) status. However, if exchange visitors are acquiring a skill that is in short supply in their home country (skills skills appear on the "Exchange Visitor Skills List") they will be subject to the two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(e).  
 NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.
  - Extension of Stay/Program Transfers:** A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.
  - Limitation of Stay:** STUDENTS - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Student for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate. post-doctoral academic training may be approved by the sponsor for a period not to exceed 18 months. SECONDARY STUDENTS - up to 1 academic year. TRAINEES - 18 months. TEACHERS - 1 year. PROFESSORS and RESEARCH SCHOLARS - 5 years. SHORT-TERM SCHOLARS - 6 months. SPECIALISTS - 1 year. INTERNATIONAL VISITORS - 1 year. ALIEN PHYSICIAN - the visa typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State. GOVERNMENT VISITOR - up to 18 months. CAMP COUNSELOR - up to 4 months. SUMMER WORK/TRAVEL - up to 4 months. AU PAIR - 1 year. INTERN - up to 12 months. For details, see 22 CFR Part 62.
  - Documentation Required for Admission/Readmission as an Exchange Visitor:** To be eligible for admission to the United States, an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly annotated Form DS-2019 (with J-1 bar code), which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (e.g., obtain a new visa) under duration of the program as indicated by the dates on this form (see item 7 on page 1 of this form).
  - Change of Visa Status:** Exchange visitors (and dependents) are expected to leave the United States upon completion of their program objectives. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government(s) or an international organization(s) or member of the family or attendant of either of these types of officials or employees.
  - INSURANCE:** Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children as 1) visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$100,000 per person per accident or illness; (2) repatriation or return to the amount of U.S. \$25,000; and (3) expenses associated with medical evacuation in the amount of U.S. \$50,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must cover other medicals specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer or Alternate Responsible Officer (see item 7 on page 1 of this form).
- EXCHANGE VISITOR CERTIFICATION:** I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and any J-2 spouse/dependents throughout my J-1 program. I understand that it is my responsibility to maintain my exchange visitor status. For the purposes of 30 U.S.C. 1232j and 22 CFR 62.1, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations. Signature of Applicant: The J-1 exchange visitor should sign the J-1 under the Signature of Applicant. The J-2 spouse/dependents should sign the J-2 form under Signature of Applicant unless the J-2 dependent is under the age of 14, in which case the J-1 exchange visitor, as the parent or legal guardian, must sign.

**NOTICE TO ALL EXCHANGE VISITORS**

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer or Alternate Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year\* or until the end date in item 3 on page 1 of this form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

\*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.

\* Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (Embassy) to secure an exchange visitor (J-1, J-2) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, ATISS/DIR, Washington, D.C. 20520.

# Department Attestation

During a J-1 program, the hosting department:

- Department understands that funding is guaranteed for the duration of the program.
- Supervisor will be present at UMD for the duration of the program.
- Supervisor will serve as a mentor and guide the scholar towards their research goals. Supervisor will meet with the scholar to help achieve these goals.
- Notify ISSS immediately if any issues/emergencies arise with the scholar. These may include extended absences, work performance, adjustment issues.
- This is a temporary exchange program and not to be used for employment.



# J-1 Exchange Visitor Responsibilities

- The J-1 must be pursuing a specific program objective at the University of Maryland
- The J-1 must check-in with ISSS and attend orientation
- The J-1 must not depart the U.S. for more than 30 days per trip
- The J-1 must maintain health insurance and medical evacuation and repatriation insurance for the duration of the program for themselves & any J-2 dependents
- The J-1 activities must be conducted at UMCP; Telework is limited up to 1-2 days per week.
- Permission must be obtained from ISSS before off-site activities begin



# J-1 Restrictions

## Restriction

## Trigger

## Effect

### 12-month Bar

Participation in any J visa program (including J-2) except for Short-Term Scholar

At the time of application for a J-1 Research Scholar or Professor program, if the visitor has spent 6 or more of the past 12 months in J status, they cannot begin a new J-1 Research Scholar or Professor program.

### 24-month Bar

Participation in a J-1 Research Scholar or Professor program

Visitor cannot start a new J-1 Research Scholar or Professor program until two years after the end of the first program. (Ban on repeat participation within two years.)

### 2-year Home Residency Requirement (212e)

Use of government funding for a J program (can be US gov't or foreign gov't)  
OR  
Participating in a J program that is listed on the Exchange Visitor Skills List

Visitor cannot change from J-1/J-2 status to any other status while inside the US

AND

Visitor cannot obtain H-1B, L-1, or Permanent Residency status until the visitor has either spent two years in their home country or received a waiver of the requirement.



# 212(e) Home Residency Requirement

- If the EV is subject, it will be indicated on the entry visa stamp and/or DS-2019 form
- The two-year home residency rule does NOT affect the EV's ability to return in any other non-immigrant status such as B-1 (WB)/B-2 (WT) or F-1
- Must be fulfilled in last country of permanent residence or country of citizenship
- Individual must live in, work in, and contribute to their home country in order to fulfill the requirement. Vacations do not satisfy this requirement.
- The Skills List was revised in December 2024 and removed India and China





# J-2 Dependents

- Spouses and legal children under the age of 21 are eligible for J-2
- Dependents may join the J-1 as a J-2 or in another visa status. In choosing the best visa status, consider:
  - Length of stay
  - Future plans
  - Eligibility
- Must have funding of at least \$5,000/year or \$417/month calculated from when the J-2 DS-2019 is requested
- In order to request a J-2,
  - Prior to arrival, the EV will complete the Dependent e-forms, or:
  - After the J-1 has arrived, EV will use iTerp to request J-2 dependents DS-2019
- J-2 dependents are eligible for employment (EAD) and study.



# J-1 Extensions and Transfers

- **J-1 Extensions**

- Use the "J-1 Scholar Program Extension" e-form
- Submit the completed request 2-3 months in advance of the end date of the current DS-2019

- **J-1 Transfer-In**

- Start process with the "J-1 Immigration Sponsorship Request" e-form
  - *Transfers require completed J-1 request process*
- Submit the completed request 2-3 months in advance of the requested transfer-in date



# Resources

- [Chat](#) online with us for quick inquiries:  
Monday to Friday,  
10:30am-12:30pm
- Our [website](#) contains most information you need to make J-1 requests with ISSS
- [Make an appointment](#) with an ISSS advisor



# Thank You For Listening!

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