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Scholar Guidebook
Welcome to the University of California, San Diego! Your sponsoring department has requested that we, the International Faculty & Scholars Office, work with you to issue you the appropriate immigration paperwork for your appointment at UC San Diego. We will need specific information and documentation from you in order to issue you the DS-2019 for J-1 status, and we will use this web-based application, "ISD" (International Scholar Dossier), to collect this information from you and your sponsoring department. The information will be used by the International Faculty & Scholars Office to complete documents submitted to government agencies such as the Department of State (DOS) and United States Citizenship and Immigration Services (USCIS). Incorrect information could affect the application and could result in additional fees to correct the information.

Your rights regarding your personal data:

- Access: You have the right to access the personal data we may hold about you and the purposes for which we are using it. We may ask for proof of your identity. Upon receipt of such a request we will endeavor to respond to you as soon as possible, at most within one calendar month.

- Rectification: You have the right to request that we amend any personal data which is incorrect or requires updating.

- Erasure: You have the right to request that we delete any personal information pertaining to you. We will assess any deletion request on a case by case basis and will endeavor to respond to you as soon as possible, at most within one calendar month. Note however that certain U.S. laws may require that we retain certain information.

If you would like to exercise any of these rights, please contact ischolars@ucsd.edu.

How to Login to ISD
Your inviting department will have created an ISD login for you and generated an automatic email (with subject line: “You have been invited to...”) to you with your login/password information and URL for ISD. Follow the instructions in this automated email. If you forget your login/password information or have questions about the process, contact ischolars@ucsd.edu.

Recharge Fees
If your sponsoring department has requested that you pay the service fee for this request, you will have received an automated email (with subject line: “[SCHOLAR NAME]: Submission Confirmation, International Faculty & Scholars Office Visa Services Recharge Form”) you will need to pay this fee with a credit card before we will issue you the form DS-2019 for your J-1 visa stamp. Make sure you arrange with your bank to allow for foreign payment transactions on the credit card before attempting to pay. If you have questions about the payment process, contact ifsocharge@ucsd.edu. Note that institutional policy requires that departments pay the service fee for all persons appointed in Postdoctoral appointments.

Prepare to Complete Initial Application
To complete this process, you will need the following:

- Your valid passport
- The valid passport of your spouse and/or child(ren), if applicable
- Funding documentation if not being paid entirely by UC San Diego
- Documentation establishing English language proficiency (additional information on this in ISD)

**Quick Tips**
- The system times out after inactivity. Please make sure to save often to avoid losing any information.

![Save button]

- If you have questions about what to input in a data field, place your cursor over the question-mark icon for clarifying information. You do not need to click on the question-mark icon, just place your cursor over the icon. Use these for instructions regarding what information is necessary for that specific field.

**Example:**

<table>
<thead>
<tr>
<th>Passport Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport First Name</td>
<td></td>
</tr>
<tr>
<td>Passport Suffix</td>
<td>▼</td>
</tr>
</tbody>
</table>

- **Red dots** indicate that the field is required.

**Example:**

<table>
<thead>
<tr>
<th>Passport Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport First Name</td>
<td></td>
</tr>
<tr>
<td>Passport Suffix</td>
<td>▼</td>
</tr>
</tbody>
</table>

- **Additional tips** will be included throughout the guidebook in green font.

- **Save when going from one section to the next**, specially through the horizontal navigation bar sections. The system does not auto save or prompt you to save before leaving a section.

<table>
<thead>
<tr>
<th>Biographical</th>
<th>Address</th>
<th>Appointment</th>
<th>Site Of Activity</th>
<th>Funding</th>
<th>Other</th>
</tr>
</thead>
</table>

- **Changes/Information saved** will not be submitted to IFSO or Department unless you submit the changes via the Review and Submit to department option. Your department would then be prompted to review the changes/information; once they approve the changes/information they may submit the case to IFSO.
Initial Application
There are three basic steps to complete in this web-based application:

1. Enter your personal information
2. Attach supporting documentation
3. Review and submit to your sponsoring department at UC San Diego

The following provides detailed information on completing each of the above steps.

Step 1: Enter your personal information
On the left-side "Instructions" bar, click on "Edit Personal Information" to complete the application.

Please provide the requested information under each section of the Horizontal Fields Navigation Bar:
Biographical Tab
The following fields under “Biographical Information” are required:

- Passport Last Name
- Passport First Name
- Date of Birth
- City of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence
- Gender Identity on Passport
- Gender Identity
Once you’ve entered all required fields, click save.

**Address Tab**
You will see three Address Types: local, permanent and mailing. Please note that UC San Diego emails have been getting blocked/bouncebacks for “@hanmail.net” emails. Please try to avoid using that email when possible.

**TIP**: Do not click “Add New.”

![Address Information](image)

This tab lists your addresses information.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>Street Address Blvd Apt. 0123</td>
<td>(858) 246-1448</td>
<td><a href="mailto:email@ucsd.edu">email@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>San Diego, CA 92093</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>Somewhere Abroad #0123 City</td>
<td></td>
<td><a href="mailto:email@gmail.com">email@gmail.com</a></td>
</tr>
<tr>
<td>Mailing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local
Currently in the U.S.:
Local is typically associated with a San Diego or U.S. address. If you are currently living in the U.S., click on the "Edit" button associated with the "Local" Address type and fill in all appropriate fields with your local U.S. address.

**TIP:** Do not forget to enter your apartment or unit number, if applicable.

If you have a UCSD-issued email address, include it here; if not, provide an email address (gmail, hotmail, etc.) at which we can reach you. We typically recommend not using emails from other institutions incase the other institution discontinues your access.

**NOT** currently in the U.S.:
If you are not currently inside the U.S., leave "Local" address information blank as you are not currently residing in the U.S.

However, you **must** include an email address in this section. The local email address is used as the primary email by the International Faculty & Scholars office to contact you.

Permanent
Permanent must always be a foreign address. Click on the "Edit" button associated with "Permanent" Address type and fill in all appropriate fields **with your home country address** information.

**TIP:** Do not forget to enter your apartment or unit number, if applicable.

Include your permanent email address (gmail, hotmail account, etc.)

**TIP:** If you do not have additional email addresses, you can list the same email in the local and permanent “address types”
Mailing
Mailing section will always be left blank. Please do not complete this section.

Click save after completing the required address fields.

Appointment Tab
Select the appropriate J visitor category for your visit to UC San Diego and click save.

TIP: If you are uncertain of which J visitor category you will enter on, please confirm with your department.

Position in Home Country Tab
Enter the following fields:
- Position Title in Home Country
- Employer or institution for above employment
- Employer Type
Click save after completing required address fields.

**Passport and Visa Tab**

**Passport Section**
Using your passport biographical page, enter the following fields:
- Passport Number
- Passport Expiration Date
- Passport Country

**I-94 Section**
If you are **not** currently in the U.S., please disregard all I-94 fields.

If you are currently in the U.S., please use your most recent I-94 to complete the fields.

**Prior Visa History Section**
Complete required fields; leave blank any "fields that don’t apply

**TIP**: Don’t forget to place your cursor over the question-mark icon for clarifying information regarding how to complete each section.

Click save once all information in the Passport and Visa tab has been completed.

**Other Tab**
The “Other Tab” has three sections that need to be completed.

**Education Section**
The Education section only has two questions that need to be completed. Once completed, click on save.
**Dependent-Specific Section**

If you will not have J-2 dependents with you in the United States, you do not need to complete the Dependent-Specific and Dependent-General Sections. Proceed to Step 2 “Attach Supporting Documentation” instructions below.

If you plan to bring J-2 dependents, please complete the information in both the Dependent-Specific and Dependent-General sections.

1. Select “Add New.” You will need to select this and complete this section for each dependent.

2. Using the passport biographic page, complete the following fields:
   - Last Name
   - First Name
   - Date of Birth
   - City of Birth
   - Country of Birth
   - Country of Citizenship
   - Country of Permanent Residence
   - Relationship

   **TIP:** Ignore the Campus ID field

Click save. If you have additional dependents, click “Add New” and repeat filling in the same fields.
**TIP**: You will know the dependent information saved because their information will be visible on the screen. If the dependent information is not listed, then the information was not saved properly.

**Dependent Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Date Of Birth</th>
<th>Country Of Birth</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/01/2017</td>
<td>China</td>
<td>Child</td>
</tr>
</tbody>
</table>

**Dependent-General Section**

If you will **not** have J-2 dependents with you in the United States, you do not need to complete the Dependent-Specific and Dependent-General Sections. Proceed to Step 2 instructions below.

If you plan to bring J-2 dependents, please complete the information in the Dependent-General Section.
Click save once the information has been completed.

**Step 2: Attach Supporting Documentation**
On the left-side "Instructions" bar, click on "Attach Documents."

Click “Choose File,” and select the appropriate required document from your computer. Then key in the name of the document in “Document Name” and select Document Type from the drop-down menu. Click save. Repeat file uploads for all required documentation.

**TIP:** if all documents are scanned in a single file, name the file “Given Name Family Name Complete” and select "Complete Supporting Documentation File" as the Document Type.
TIP: Ignore the “Is Active?” option

TIP: Do not use any symbols when naming a document.

You will need electronic files of the following for this step:

**Passport Biographical Page**
The Passport Biographical page must be from your current unexpired passport.

When uploading your document, use the following format:
- Document Path: [select the appropriate file from your computer]
- Document name: SCHOLAR LAST NAME, First Initial Passport Biographical page
- **Example:** CHEN, L Passport Biographical Page
- Document Type: Passport Biodemographic Page

![Passport Biographical Page](image)

**Funding Documentation**
We require proof of financial support in the following amounts:
- Scholar only: $2400/month
- Accompanying J-2 spouse: $800/month
- Accompanying J-2 children: $400/month per child
If UC San Diego is providing you with a salary that meets these minimum amounts, no documentation is needed from you. Your department will provide IFSO with the necessary documentation.

If UC San Diego is not providing you with funding that meets these amounts, you must upload documentation proving you have financial support for the minimum amounts mentioned above for the entire during of your J-1 program.

Funding documentation may include:
- Funding organization letter indicating amount of funds and disbursement period
- Employer letter stating your salary and that you will continue to be paid for the date range of your program at UC San Diego
- Bank statement showing personal funds of scholar or sponsor (if sponsor, include affidavit of support for scholar from sponsor that indicates amount of funding provided for the date range of your program).

When uploading your document, use the following format:
- Document Path: [select the appropriate file from your computer]
- Document name: SCHOLAR LAST NAME, First Initial Funding
  - Example: CHEN, L Funding
- Document Type: Funding

**English Language Proficiency**
We require proof of English Language Proficiency. Please provide one of the following:
- Test score results
  - IELTS band 6 or higher; or
  - TOEFL 61 (IBT), 173 (computer-based); or
  - 500 (paper based); or
  - PETS level 5 or higher
- Institutional or English language school certification
  - This certification must be in English, on letterhead, with school official signature, and issued within past six months to verify that Exchange Visitor possesses English proficiency high enough to function daily with the UCSD position and local community.
- Verification statement from your UC San Diego department
  - In order to select this option, your UC San Diego department will interview you in English and submit a statement to us certifying your English language proficiency. Your department will provide us with this documentation.

When uploading your document, use the following format:
- Document Path: [select the appropriate file from your computer]
- Document name: SCHOLAR LAST NAME, First Initial English Language Proficiency
  - Example: CHEN, L English Language Proficiency
- Document Type: English Language Proficiency

**Passport Biographical page(s) of dependent(s)**
Upload Passport Biographical page(s) for any spouse and/or children who will need J-2 status.
You will know the items have been successfully uploaded because they will be visible on the List of Documents. If an item you uploaded is not listed on the List of Documents, please upload again.

You will know the items have been successfully uploaded because they will be visible on the List of Documents. If an item you uploaded is not listed on the List of Documents, please upload again.

### Document Attachments

**File Saved successfully**

<table>
<thead>
<tr>
<th>Attach Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Path</strong>: Choose File</td>
</tr>
<tr>
<td><strong>Is Active?</strong>: ✔</td>
</tr>
<tr>
<td><strong>Document Name</strong>:</td>
</tr>
<tr>
<td><strong>Document Type</strong>:</td>
</tr>
</tbody>
</table>

### List of Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Type</th>
<th>Last Updated</th>
<th>Is Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEN, L Funding</td>
<td>Funding</td>
<td>10/31/2019</td>
<td>✔</td>
</tr>
<tr>
<td>Chen, L English Language Proficiency</td>
<td>English Language Proficiency</td>
<td>10/31/2019</td>
<td>✔</td>
</tr>
<tr>
<td>CHEN, L Passport Biographical Page</td>
<td>Passport Biodemographic Page</td>
<td>10/31/2019</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Step 3: Review and Submit to Department**

On the left-side "Instructions" bar, click on "Review and Submit to Department" to complete the application.

Review all the information that you have entered. Any outstanding fields requiring data entry will be listed and need to be completed in each section. If you see this alert at the top, you must complete the fields listed in red before submitting.
Example: The notice below is letting you know that you did not complete the highest degree earned information in the Education tab.

Review and Submit Information to Your Department

Please fill all the required fields listed below before you submit your information to department. The Submit button will be unavailable until all the required fields are filled.

- Highest degree earned in (Education tab)

Tip: to update any missing information you must go to the Horizontal Fields Navigation Bar then return to Review and Submit to Department section.

Once all fields have been entered, click on "Submit" button in upper left-hand corner of screen.
### Review and Submit Information to Your Department

Once you click Submit the information you completed and documents uploaded will be sent to your Department. They will be notified via email that the information in ISD is ready for their review and final approval. Your department will then submit the final version of the information and documents to IFSO for processing.

Please refer to our website: [http://ifso.ucsd.edu/dept-facilitators/j1/index.html](http://ifso.ucsd.edu/dept-facilitators/j1/index.html) for processing time information.
**Extension Process For Scholar Already in ISD**

**Step 1: Edit your personal information**

On the left-side "Instructions" bar, click on "Edit Personal Information" to update your information.
Update the information under each section of the Horizontal Fields Navigation Bar

**Address Tab**
Click on Address Tab on Horizontal Fields Navigation Bar and click on the “Edit” button associated with your “Local” address and enter your local residential address, telephone number, and UCSD email.

**TIP**: Do not use the Mailing Address Type and do not click on New Address.
Click save after completing the required address fields.

**Passport and Visa Tab**
Update information in the following sections:
- I-94 section: all questions
- Prior Visa History Section:
  - “Is the scholar subject to the 2-year residency requirement?”
  - “Have you received a U.S. Dept of State waiver recommendation letter?”
  - “Does the scholar have a petition for permanent residency pending?”

**Step 2: Attach Supporting Documentation**
On the left-side "Instructions" bar, click on "Attach Documents."

Click “Choose File,” and select the appropriate required document from your computer. Then key in the name of the document in “Document Name” and select Document Type from the drop-down menu. Click save. Repeat file uploads for all required documentation.

**TIP:** if all documents are scanned in a single file, select "Complete Supporting Documentation File" as the Document Type.
TIP: Ignore the “Is Active?” option

Items that need to be uploaded:

**I-94 form**
Upload your most recent I-94 form. When uploading your document, use the following format:
- Document Path: [select the appropriate file from your computer]
- Document name: I-94 LAST NAME, First Initial
- Document Type: Immigration Documents

**Funding Documentation**
We require proof of financial support in the following amounts:
- Scholar only: $2400/month
- Accompanying J-2 spouse: $800/month
- Accompanying J-2 children: $400/month per child

If UC San Diego is providing you with a salary that meets these minimum amounts, no documentation is needed from you. Your department will provide IFSO with the necessary documentation.

If UC San Diego is not providing you with funding that meets these amounts, you must upload documentation proving you have financial support for the minimum amounts mentioned above for the entire duration of your J-1 program.

Funding documentation may include:
- Funding organization letter indicating amount of funds and disbursement period
- Employer letter stating your salary and that you will continue to be paid for the date range of your program at UC San Diego
- Bank statement showing personal funds of scholar or sponsor (if sponsor, include affidavit of support for scholar from sponsor that indicates amount of funding provided for the date range of your program).

When uploading your document, use the following format:
- Document Path: [select the appropriate file from your computer]
- Document name: SCHOLAR LAST NAME, First Initial Funding
- Example: CHEN, L Funding
- Document Type: Funding
Step 3: Review and Submit to Department

On the left-side "Instructions" bar, click on "Review and Submit to Department" to complete the application.

Review all the information that you have entered. Any outstanding fields requiring data entry will be listed and need to be completed in each section. If you see this alert at the top, you must complete the fields listed in red before submitting.

Example: The notice below is letting you know that you did not complete the highest degree earned information in the Education tab.

Review and Submit Information to Your Department

Please fill all the required fields listed below before you submit your information to department. The Submit button will be unavailable until all the required fields are filled.

- Highest degree earned in (Education tab)

Tip: to update any missing information you must go to the Horizontal Fields Navigation Bar then return to Review and Submit to Department section.
Once all fields have been entered, click on "Submit" button in upper left-hand corner of screen.

Once you click Submit the information you completed and documents uploaded will be sent to your Department. They will be notified via email that the information in ISD is ready for their review and final approval. Your department will then submit the final version of the information and documents to IFSO for processing.

Please refer to our website: http://ifso.ucsd.edu/dept-facilitators/j1/index.html for processing time information.
Questions
Contact your department with any questions you may have regarding the documentation submitted, login difficulties, or processing time. Your Department Admin will contact IFSO if they are unable to answer your question.