Step-by-Step Guide for FSU Departments - J-1 Scholar Request

1. When you go to https://istart.fsu.edu, you will login with your FSUID and password, like you do for other FSU applications:

		SIGN	IN			
		ACoronaviru	us UpdatesA			
		Enter your FSUID a	and password			
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t ind	Password				The Party of the P	
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1000 mar	Manage FS	SUID/Password Sig	gn In Help Terms o	of Use	Collector -	A R R R R R R R R R R R R R R R R R R R

You may need to go through DUO Authentication also (<u>https://its.fsu.edu/2fa</u>), but click "Remember me for 30 days" to easily return to the form later.

If you are an FSU department HR representative or FSU faculty member, and you encounter a message that your account cannot be found, please request access, and we will approve the request by the next business day. Only FSU employees in an appropriate role, using an FSU email address, will be granted access.

E. Tanya Schaad 🔻

2. If the visiting scholar/employee has never been an FSU student or employee, you will need to Add a New Person:

Depa	Departmental Services						
Lists							
≣	My Current Cases	My Closed Cases	My Department's Current Cases				
=	My Department's Employees & Scholars						
Tasks							
+	Add New Person	Update Your Information	University Funding Form (FSU Students)				
₽	J1 Scholars						

You will need to ensure that you have the scholar's first name, last name, date of birth, gender, and email address, but you will answer no to the last two questions:

	tem. If an institutional university ID is not specified then the system will mail address are in the system. The new profile record will also be adde
*) Information Required	
Last Name*	
Potter	
First Name*	
Harry	
Middle Name	
Middle Name	
Niddle Name Date of Birth*	
Date of Birth*	
Date of Birth*	
Date of Birth*	
Date of Birth* 07/31/1980 Sender* Male	•
Date of Birth*	

the system finds someone with the same name, birthdate, and email address who already has an EMPLID (or temporary number in our system). If that happens, contact Angelique Stevens at <u>apstevens@fsu.edu</u> for the EMPLID.

Click Add a New Person and the next screen will show the available department forms, unless

3. Click on J-1 Scholars:

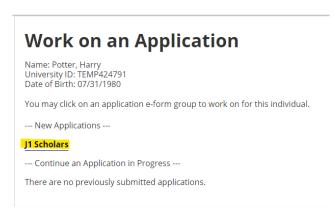
O Yes

O Yes

No

No

Do you have a network ID for this new profile?*



4. Click on J-1 Scholar Request:

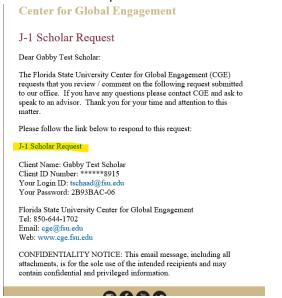
ew/Save/Print E-Form Group	
doctoral policies and required rate of at https://opda.fsu.edu/policies-a	om outside the U.S. will require the J-1 visa status. The university's post- of pay apply. More information can be found nchiring/information-fau-postdoctoral-administrators-and-pis u/research-offices/sra/facts-sheet/
The university policy and procedure here - https://global.fsu.edu/visiti	is regarding visiting scholars (unpaid or paid half-time or less) can be found ng-scholars
submission, the visiting scholar will	will complete the first portion of the J-1 Scholar request. Upon department receive an automated email with a link to their portion of the request. The umentation to be uploaded can be found here ployees/J-1
E-Forms	

5. After completing all sections of the form and uploading all required documents, click Submit. You may save a draft, if you are missing any documentation or information. You can begin again at the same place later. **DO NOT** click Save Defaults, as this will prevent form submission and will also block you from entering future forms.

	The CGE will complete J-1 eligibility review and DS-2019 processing within 2 weeks of a complete request with sufficient funds for the visit
	and no discrepancies in the documentation submitted.
Visitor	'Employee's name:*
Visitor	'employee's email address:*
Re-type	e Visitor/employee's email address:*
	<u>not</u> click "Save Defaults", as this action will prevent
-	from submitting this form and future J1 Scholar uest forms.

The submit button will no longer be an option if the submission was successful. If it still appears after 30 seconds, scroll to the top of the screen to see if there is missing information or a problem with the submission.

6. Once you have successfully submitted the form, an automated email will go directly to the visitor. The email will contain a link to their portion of the form. The link will automatically log the scholar into their specific form in Nole Start. The Client ID number that is partially blocked out will not be required:



7. Once the scholar has completed their portion of the J-1 Scholar Request, you will receive an automated email indicating that the form has been updated. The CGE will begin review and processing within 2 weeks of a complete submission, based on first in, first out order.