


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:



You may need to go through DUO Authentication also (<https://its.fsu.edu/2fa>), 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.

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





E. Tanya Schaad ▾

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:

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(*) Information Required

Last Name*
Potter

First Name*
Harry

Middle Name

Date of Birth*
07/31/1980

Gender*
Male

Email Address*
harrypotter@hogwarts.edu

Campus*
Main Campus

Do you have an institutional university ID for this new profile?*

Yes

No

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

Yes

No

Add New Person

Click Add a New Person and the next screen will show the available department forms, unless 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 apstevens@fsu.edu for the EMPLID.

3. Click on J-1 Scholars:

Work on an Application

Name: Potter, Harry
University ID: TEMP424791
Date of Birth: 07/31/1980

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J1 Scholars

--- Continue an Application in Progress ---

There are no previously submitted applications.

4. Click on J-1 Scholar Request:

J1 Scholars

[View/Save/Print E-Form Group](#)

Post-doctoral researchers coming from outside the U.S. will require the J-1 visa status. The university's post-doctoral policies and required rate of pay apply. More information can be found at <https://opda.fsu.edu/policies-and-hiring/information-fsu-postdoctoral-administrators-and-pis> and <https://www.research.fsu.edu/research-offices/sra/facts-sheet/>

The university policy and procedures regarding visiting scholars (unpaid or paid half-time or less) can be found here - <https://global.fsu.edu/visiting-scholars>

The inviting/hiring FSU department will complete the first portion of the J-1 Scholar request. Upon department submission, the visiting scholar will receive an automated email with a link to their portion of the request. The visiting scholar's list of required documentation to be uploaded can be found here - <https://cge.fsu.edu/scholars-employees/j-1>

E-Forms

REQUIRED
J-1 Scholar Request

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 Visitor/employee's email address:*

Do not click "Save Defaults", as this action will prevent you from submitting this form and future J1 Scholar Request 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 revealed:

Center for Global Engagement

J-1 Scholar Request

Dear Gabby Test Scholar:

The Florida State University Center for Global Engagement (CGE) requests that you review / comment on the following request submitted to our office. If you have any questions please contact CGE and ask to speak to an advisor. Thank you for your time and attention to this matter.


Please follow the link below to respond to this request:

J-1 Scholar Request

Client Name: Gabby Test Scholar
Client ID Number: *****8915
Your Login ID: tschaad@fsu.edu
Your Password: 2B93BAC-06

Florida State University Center for Global Engagement
Tel: 850-644-1702
Email: cge@fsu.edu
Web: www.cge.fsu.edu

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.



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.