# J-1 Visitor Application Guide for Departmental Contacts

Welcome to ISO's Client Portal Login Page (rochester.edu)

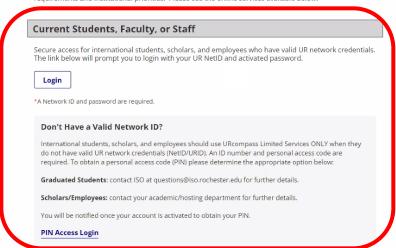
https://urcompass.ur.rochester.edu/istart/controllers/start/StartEngine.cfm

UNIVERSITY OF ROCHESTER

**URcompass** 

### Welcome to ISO's Client Portal Login Page

The University of Rochester's International Services Office (ISO) is pleased to offer this user platform to better communicate and collaborate with our international students, scholars, and employees, and their hosting UR departments. Development of these tools will continue to evolve, with changing immigration requirements and institutional priorities. Please see the online services available below.





#### UNIVERSITY OF ROCHESTER

#### **URcompass**

Launch Application
Admissions

Departmental Services

F-1 & J-1 Student Services
International Office

# sunapsis®: International Office Module Launch Page

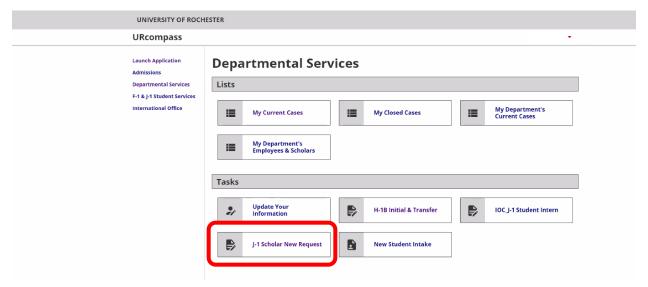
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The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policles with respect to access, use, or disclosure of information.

Download the Windows launcher 1.0.2 for sunapsis®: International Office Module

Download the Mac launcher 1.0.2 for sunapsis®: International Office Module



# URcompass Launch Application Admissions Departmental Services F-1 & J-1 Student Services International Office Lookup International Record Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system. (\*) Information Required University ID\* Date of Birth\* MM/DD/YYYY Find Record

# **Step 1:** Forms to be completed by the Department

Once you have looked up the scholar record, complete the E-forms in the order listed.

# J-1 Scholar New Request

View/Save/Print E-Form Group

New J-1 Application forms for the department and scholar

Forms for the Department to Con	nplete	-
REQUIRED J-1 Department Information		
☐ REQUIRED  J-1 Department Position Information		
☐ REQUIRED  J-1 Department Funding Information		
☐ REQUIRED J-1 Department Site of Activity		
☐ REQUIRED J-1 Department English Proficiency		
NOT YET AVAILABLE  J-1 Faculty Supervisor Review	After the <b>Faculty Supervisor Review</b> is submitted, you will wait for the Scholar to complete their E-forms in the portal.	
Forms for the Scholar to Complete		_
☐ REQUIRED  J-1 Scholar Personal Information		
☐ REQUIRED  J-1 Scholar Dependent Information		
☐ REQUIRED  J-1 Scholar Financial and Health Insurance	e Information	
☐ REQUIRED  J-1 Scholar Current US Visa Information		
☐ REQUIRED  J-1 Scholar US Visa History		
☐ REQUIRED  J-1 Scholar Final Submit		
Complete This Form After The Schola	r Forms Have Been Submitted	-
☐ REQUIRED  J-1 Department Final Review and Submit		
	The <b>Department Final Review</b> cannot be submitted until all Department and Scholar forms are done and the application is complete.	

# <u>Step 2</u>: Once the 'J-1 Faculty Supervisor Review' has been approved by the Supervisor, you will receive a confirmation email that should resemble the text below:

Dear %recipient%,

Thank you for submitting the J-1 New Scholar Request for %name%.

The exchange visitor has been invited to complete their J-1 Scholar forms.

The faculty supervisor has been asked to review the information you provided.

You will receive an email letting you know when the exchange visitor has completed their forms and you can submit everything to the chair for approval.

International Services Office Scholar and Employee Services

Email: <a href="mailto:scholars@iso.rochester.edu">scholars@iso.rochester.edu</a>
Web: <a href="mailto:https://www.iso.rochester.edu/">https://www.iso.rochester.edu/</a>

## **Step 3:** Forms to be completed by the Scholar

The Scholar will receive the following email inviting them to complete their E-forms:

Dear %name%,

A J-1 visa request has been started by a department at University of Rochester. Your action is required in order to proceed with this request. Please login to URCompass and submit all the Scholar forms.

You will need to have digital copies of the following:

- Copy of identity pages of a valid passport for J-1 applicant
- Current curriculum vitae
- Proof of permanent residency if applicant is a citizen of one country but legal permanent resident of another
- Copies of degrees and certificates earned
- People who are not going to be paid by the University of Rochester MUST provide proof of funding.
- If transferring to the University of Rochester, provide copies of:
  - o Current DS-2019
  - o Current I-94 card
  - o Current J-1 visa stamp

If you have any J-2 dependents, you will need to upload a digital copy of their passport(s), marriage certificate, and/or birth certificate.

Please login here with your University of Rochester ID to proceed:

<u>URCompass</u>

# The Scholar will log in and complete the following E-Forms:

✓ SUBMITTED I-1 Scholar Personal Information	
) i seliciai i elscilai illorillacion	
/ SUBMITTED	
J-1 Scholar Dependent Information: 08/10/2023 09:53 AM	Submitted - 1, West
+ Add New J-1 Scholar Dependent Information	
Add New J-1 Scholar Dependent Information	The Scholar will NOT be able to
/ SUBMITTED	see the Departmental E-Forms
J-1 Scholar Financial and Health Insurance Information	
✓ SUBMITTED	
J-1 Scholar Current US Visa Information	
A SUDVITED	
✓ SUBMITTED  J-1 Scholar US Visa History	
<u>, , , , , , , , , , , , , , , , , , , </u>	
/ SUBMITTED	
J-1 Scholar Final Submit	

# When the Scholar has submitted all of their E-forms, they will receive a confirmation email:

Dear %name%,

Thank you for completing the necessary forms for your J-1 visa paperwork request. At this time your department has been notified that your forms are complete. They will finalize your application and then it will be routed to our office for processing.

If we need any additional information we will contact you.

International Services Office Scholar and Employee Services Email: <a href="mailto:scholars@iso.rochester.edu">scholars@iso.rochester.edu</a>

Web: https://www.iso.rochester.edu/

## **Returning to the final Department E-form**

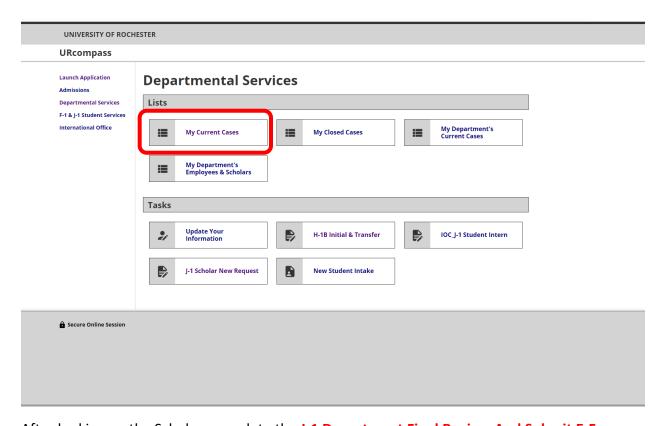
Once the Scholar has submitted all of their E-forms, you will receive an email inviting you to return to the J Visitor Application to Submit Request to Department Chair.

Dear %recipient%,

The J-1 visa request has been submitted by %name%. Please login to <u>URCompass</u> to review and send on for approval to your department chair.

International Services Office Scholar and Employee Services Email: <a href="mailto:scholars@iso.rochester.edu">scholars@iso.rochester.edu</a> Web: <a href="https://www.iso.rochester.edu/">https://www.iso.rochester.edu/</a>

Click on the link in the email, and login to URCompass. Select 'My Current Cases' and then click on the J-1 Scholar case you are working on.



After looking up the Scholar, complete the J-1 Department Final Review And Submit E-Form.

# ONCE THE FINAL E-FORM IS SUBMITTED, ISO WILL BE NOTIFIED OF AND WILL REVIEW THE NEW J-1 SCHOLAR APPLICATION.

IF THE APPLICATION IS COMPLETE, PLEASE ALLOW THE NECESSARY PROCESSING TIME OF 2 WEEKS.