J-1 Process Flowchart

Step 1: Export Compliance Office (ECO) → Use ECO Google Form to submit the Export Control Clearance → ECO emails clearance to department

Step 2: Faculty Affairs → Complete agreement or contract. Submit academic credentials.

Step 3: PHR → PHR appointment is created & released for approval* → Appointment routes to Provost for approval → After Provost approval, ISSS holds appointment until EV arrives

Step 4: iTerp → Complete e-form: "Request for Immigration Sponsorship" → ISSS Approves e-form, granting access to department e-forms → Department completes e-forms and gives EV access to iTerp.

Step 5: iTerp → EV attends Pre-Arrival Orientation → EV watches Pre-Arrival Videos on iTerp

Step 6: EV arrival, Documents Check-in, & Orientation → EV completes Documents Check and sends invitation to Orientation → ISSS approves Documents Check and sends invitation to Orientation → EV attends virtual Orientation

*If new to UMD, process an initial appointment.
*If a repeat visitor with an existing profile, process a Reappointment/renewal
*If currently employed at UMD, ISSS will use the current appointment.