Completing a J-1 Scholar Request in iTerp

**Before Starting**

- Connect to UM Apps via VPN – Cisco AnyConnect
- Login to iTerp - https://staff.iterp.umd.edu
- Click on Administrative Services for University Departments
- Click on Departmental Services

1. Connect to UM Apps via VPN – Cisco AnyConnect
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4. Click on Departmental Services
5. **Does the scholar have a record in PHR?**
   - Yes
     - Click on J-1 Scholar Initial Request
     - Enter the UID and DOB for the Scholar*, click Find Record
   - No
     - Create a PHR record (be sure to create and release the appointment screen.)
     - Allow 24 hours for the PHR data to feed to SUNAPSIS

*If the scholar’s record is not found in iTerp, check that an appointment exists in PHR. It takes 24 hours from the date a PHR appointment is created to feed into SUNAPSIS.

6. Land on the J-1 Scholar Initial Request page.
   - On the main request page all the e-forms will be shown. For the request to be complete both the department and scholar will need to complete all required e-forms (required= □)

7. Complete the Scholar Access e-form to send an automatic email to the scholar.
   - The email will direct the scholar to iTerp where s/he will supply required biographical and immigration history information. Once the scholar has completed the e-forms under FORMS TO BE COMPLETED BY THE VISITOR, you will receive a notification email.

8. Complete and SUBMIT the departmental e-form, J-1 Program Information.

9. Once all e-forms have been completed by the department and scholar, complete the J-1 Scholar Initial Request by clicking Complete J-1 Request.
   - This will notify ISSS the request is ready for processing. ISSS will follow-up with any questions if necessary.

**Visitor E-Form Responsibility**

- Biographical Information
- Current Immigration Status
- U.S. Immigration Status
- Health Insurance Requirement
- Dependent (Spouse and Child)
- Notify my Department of Completion

**Department E-Form Responsibility**

- Scholar Access
- J-1 Program Information
  - (includes Financial Support and Funding)
- Complete J-1 Request

Don’t forget to click SUBMIT after completing EACH eform.