

# The International Scholar Dossier (ISD) Database

User Guide for Department Administrators:

Inviting J-1 Scholars



## International Center

Medford Campus: AS&E

Cummings School of Veterinary Medicine

Fletcher School of Law and Diplomacy

Friedman School of Nutrition

Human Nutrition and Research Center on Aging

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## Creating a Scholar Record in ISD

**Create a Record for a New Scholar.** Skip this part if the scholar has previously been at Tufts and has an ISD record.

Log into ISD: <https://escholar-dept-prod.tts.tufts.edu/Login.aspx>

To create a new record in ISD click on **add visitor** on the left side column of the homepage.

The screenshot shows the 'Add Visitor' form in the ISD system. On the left, a navigation menu includes 'Home', 'Administration' (with sub-items like 'Manage Users', 'Manage Advisors', etc.), and 'Record Manager' (with 'Add Visitor' highlighted in a red box). The main form area is titled 'Add Visitor' and has buttons for 'Save', 'Cancel', and 'Reset'. Below these is a 'Basic Information' section with a yellow header that says 'Please fill the basic visitor information below.' The form contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Campus ID', 'Campus' (a dropdown menu), 'Academic Department' (a dropdown menu), 'Department User' (a dropdown menu), and 'ISSO Advisor' (a dropdown menu). Red dots are visible next to the 'Last Name' and 'Academic Department' fields, indicating required information.

Fill out the biographical information for the new scholar:

- Last name
- First name
- Email address

Create a username for the scholar:

i.e. scholar: John Smith username: *jsmith* or *johns*

**Visitor permission:** Select Read/Write. Then click save.

## Entering Scholar's Appointment Data in ISD

The host department must provide information about the appointment period, location and funding.

### Required Fields

**Biographical Information** (Use full legal name. Do not abbreviate)

- Last name
- First name + middle name

### Appointment Tab

- Employer Name
- School Name

- Start and End Date
- Job Title
- Dept. Administrator- please type the **email address** of the administrator
- Faculty Sponsor- type the name of the faculty member
- Is employment less than 6 months?-
  - If **yes**, is there a possibility of extension?  
*Scholars with an appointment length of 6 months or less will not be able to extend their program. Please consider this fact before selecting the J visa scholar category.*
- J visa category- Select from the drop-down menu
  - Research Scholar- the scholar's main purpose at Tufts is to engage in research for 6 months- 5 years
  - Short-term scholar- a scholar doing research or teaching for up to a period of 6 months
  - Professor- the scholar's main purpose at Tufts is teaching for a period of 6 months- 5 years
- Subject field code- Select a subject field code from the drop-down menu. Use the code to specify the scholar's field of work in your department.
  - i.e. School of Engineering- Civil Engineering
- Is the position tenure track?- select an option from the drop-down menu

#### **Site of Activity Tab**

- Select the school from the Prefill SOA drop down menu

**Funding Tab** For information about **Estimate of Expenses** please visit the **Faculty and Scholars** section on the webpage "For New Students, Scholars, and Faculty" <http://students.tufts.edu/student-affairs/living-campus/group-six/international-center/immigration/new-students-scholars-and-faculty>

- Indicate the source of funding for the scholar's appointment.
- If Tufts is paying the scholar add the funding in the Program Sponsor field ; **do not provide explanation for Program Sponsor Funds**
- Provide explanation for government funds and other organization funds
  - Government funds refers to the scholar's government
  - Other organization refers to a sponsor like a university, a hospital, etc.
- Enter personal funds if the scholar will be self-funded. Only enter the amount required for the length of the program; **do not write explanation for personal funds**
- Upload evidence of government and other organization funds in the **documents tab** if available

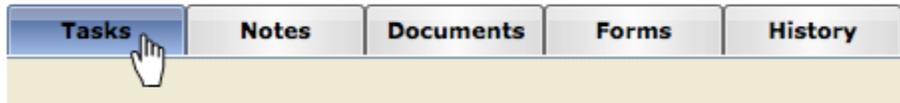
#### **Documents Tab**

- Upload the scholar's offer or invitation letter to ISD
- Click browse and select the file from your computer
- Type the document name and click save

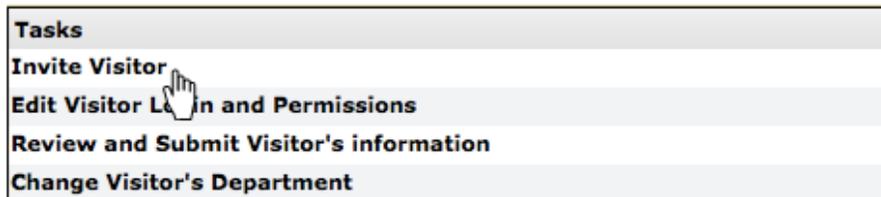
## Inviting a Visitor to use ISD

After completing the required fields, the department must invite the visitor to complete their biographical information.

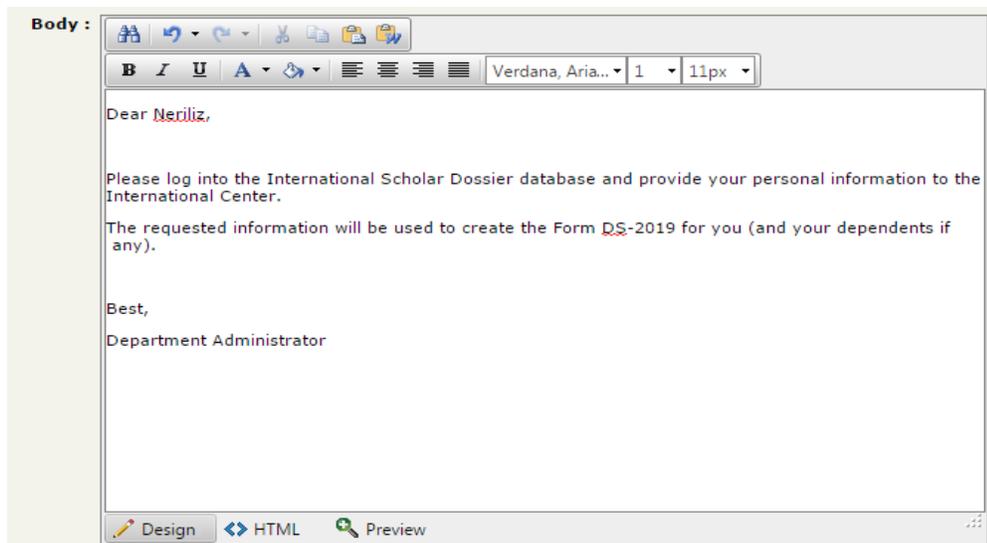
Step 1 Click on the **Tasks** tab



Step 2 Click on **Invite Visitor**



Step 3 Type a brief message for the scholar and click send. See sample text below:



Step 4 After getting an email notification that the scholar has completed the ISD record, please submit the [Department Request Form](#) to the appropriate I-Center advisor.

### ISD Fields to be Completed by the Scholar

The scholar will receive an email with username and password. The link for the scholar's ISD is: <https://escholar-visitor-prod.tts.tufts.edu/Login.aspx>

**The visiting scholar must provide the information below:**

#### **Required fields**

##### ***Biographical Information***

- All fields are required

##### ***Address Information***

- Permanent Address
  - Address line 1 & 2
  - City
  - State/province
  - Zip code
  - Country
  - Phone 1 and type
  - Email

##### ***Position in Home Country***

- Position Title in Home Country
- Employer Type- enter the employer category: i.e. government, hospital, university, etc.

##### ***Passport and visa***

- Currently in the U.S.?
  - If yes, what is the status?
    - Requesting change of status or subject to 212e?
- Have you ever been to the U.S. on J-1 status?
  - If yes, total prior months?
  - If yes, have you received a 212e waiver?

##### ***Education***

- All fields are required

##### ***Current U.S. Institution***

- Currently employed in the U.S.? if yes, respond subsequent questions
- Will you the scholar be affiliated with another institution? If yes, respond subsequent questions.

### ***Dependent Specific***

- Click on 'add new' if you are bringing a spouse and/or children

### ***Documents Tab***

Please upload the copies of the following documents:

- Passport ID page
- Financial documents if receiving support from home government/university, outside organization or personal funds.
  - Acceptable documents are: fellowship/studentship or grant letters, official sponsor letters or personal bank statements in English. If the document is written in a different language, please include a translation.

After completing the required fields in ISD, please inform the Department administrator or contact person working with your visa request.

### [FAQ for Department Administrators](#)

**Department Admin:** I haven't used ISD before. How do I access the database?

**I-Center:** First time users must email their contact at the International Center to get access to the ISD database.

**Department Admin:** I locked my account and I cannot access ISD. What should I do?

**I-Center:** If you locked your account, you should contact the I-Center to reset your password.

**Department Admin:** I have entered the scholar's information but the scholar cannot access ISD to complete their record. What should I do?

**I-Center:** After entering a scholar's information in their ISD record, make sure you have sent an invitation via ISD to the scholar. The invitation will provide the scholar with a username and temporary password.

**Department Admin:** A returning scholar has an old record in ISD. Do I need to create a new record and invite him/her again?

**I-Center:** No, you do not need to create a new record for a returning scholar. Please, follow the instructions on how to bring a returning scholar available on our [website](#).