JOB AID 2: COMPLETING J1 SCHOLAR E-FORM

Once the ISSO has determined the person in which you’d like to bring to UMass Lowell, fits the J-1 Scholar category, you will receive an email from the ISSO Advisor working on your case, and will provide you with a temporary ID (TEMP ID) for the potential scholar. Please click on the following link to access the iStart System:

https://sun-prd.erp.umasscs.net/istart/controllers/start/start.cfm

1. Click on the Administrative Services for University Departments hyperlink (circled in maroon) and log in with your UMass Lowell credentials.
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2. You will be brought to the home page. Click on UMass J-1 Scholar under UMASS SCHOLAR PROCESSING tab on the left menu bar.

3. Select “UMass J-1 Scholar”

4. The form will appear with a checklist of items. You should click on “Initiate J Scholar Process”.

5. Enter the scholar’s name and email. (This prompts an email sent to the scholar, instructing them to complete a biographical information e-form.)
6. After submission, the form will bring you back to the main page. You will see the “Initiate J Scholar Process now has the arrow icon. Please move on to complete “Program Information”
7. Complete the Program Information e-form. Please note this is just a portion of the form, and the form further asks for financial information, and medical insurance.
8. Once you have completed the Program Information, move on to Export Controls.

Complete Export Controls. For questions on this portion of the form, please contact Thomas_Porro@uml.edu

At the time you initiated the Program information, the scholar received an email instructing them to complete the biographical portion of the e-form. Once you submit the Export Control section, Export Control Manager, Thomas Porro will review the information and documents submitted. Once Export Control has approved (only if needed), you will be emailed to complete “Department Certifications”
9. Tom Porro approves the Export Control section of the E-form

10. Once step 9 is completed, YOU will receive an email prompting you to go back in to the system, to complete “Department Certifications”.

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Dear [Name],

Information concerning a pending e-form request (Export Controls) has been updated by [Name] has updated information relating to their currently active departmental application. If necessary, please log into the online departmental services to review this information and complete the application.

[Link]

International Students & Scholars Office
[Link]

CONFIDENTIALITY NOTICE: This email message, including all attachments, if for the sole use of the intended recipients and may contain confidential and privileged information.
11. Submit Department Certifications – but pay close attention to where it asks you to input “TITLE, NAME, EMAIL ADDRESS & RE-TYPE ADDRESS” – These fields should reflect Ruby Carnevale’s information. Title – HR, Name: Ruby Carnevale, Email Address: Ruby.Carnevale@uml.edu

12. Once the department certifications are completed and you have entered in Ruby’s information, Ruby Carnevale from Employment Services will be alerted via email to provide final approver. ISSO will now begin processing the scholar DS2019.