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.
JOB AID 2: COMPLETING J1 SCHOLAR E-FORM

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.
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.”
Once the department certifications are completed, Ruby Carnevale from Employment Services will be alerted via email to provide final approver. ISSO will now begin processing the scholar DS2019.

9. Click on the email and go to Department Certifications and complete!