Scholar Check-In Process Flowchart for Departmental Visa Contact People

Individual reports to departmental visa contact person

Is the individual a J-1 Scholar with a DS-2019 from UIUC?

Yes

Does individual have his/her Scholar Dossier user name and password?

Yes

Reset password in Scholar Dossier (Edit Visitor Login and Permissions under Tasks tab)

Visitor checks email to verify receipt of Scholar Dossier user name and password

Departmental visa contact person completes Scholar Check-In Information Sheet

Individual brings Scholar Check-In Information Sheet to ISSS office during check-in hours and completes check-in

ISSS advisor gives individual information about required J-1 scholar orientation session

Individual continues with HR process

No

Is the individual in B-1 status?

Yes

STOP
Contact ISSS per instructions on Scholar Check-In Information Sheet

No

Scholar completes HR process
(Banner appointment not needed, but NESSIE New Hire must be completed)

Departmental visa contact person completes Scholar Check-In Information Sheet, including Section B

Individual brings Scholar Check-In Information Sheet to ISSS office during check-in hours and completes the check-in process