General Statement

The Student and Exchange Visitor Information System (SEVIS) is an electronic reporting system that provides the U.S. Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. Besides information routinely reported on a person's visa documents, other reported information includes academic status, employment and residential address.

Every school, college and university that admits students or scholars on F, J or M visas is mandated to implement SEVIS. With the University's increased responsibility to track and report international visitors on J-1 visas, it is critical that departments provide complete and accurate information about the J-1 visa holder.

A PeopleSoft ID is required to process SEVIS documentation. Departments must create a PeopleSoft record, generating an ID number for each visiting faculty, staff and student on a J-1 visa. Departments are also responsible for creating a PS ID for all eligible J-2 dependents. Departments will subsequently list the ID number(s) on the application for a SEVIS DS-2019 (Certificate of Eligibility for the J-1 Visa) and submit the application to ISSS. A DS-2019 is the document which allows the visitor to apply for a J-1 visa. A DS-2019 cannot be created without a PeopleSoft ID.
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J-1 Visa Categories

The J-1 visa is an Exchange Visitor Visa. The U of MN is authorized to offer three J-1 Visiting Scholar categories: Professor, Research Scholar, Short-term Scholar and one J-1 Student category. These are individuals who are coming to the U of MN to study, do research, teach a course, etc. For more information on J-1 visa status go to http://www.isss.umn.edu/J/

J-1 Visa Categories:

- **Professor** – Primarily teaching, lecturing, observing and may conduct research. The minimum stay in the U.S. is 3 weeks, maximum is 5 years.

- **Research Scholar** – Primarily conducting research, observing and may also teach or lecture. The minimum stay in the U.S. is 3 weeks, maximum is 5 years.

- **Short-term Scholar** – Person with similar education to professor/research scholar coming for short term visit primarily for lecturing, observing, training, etc. No minimum stay is required. Maximum stay in U.S. is 6 months.

- **Student** – J-1 student is an individual who is studying in the U.S., and pursuing a full course of study at a secondary accredited education institution. For more information on J-1 student eligibility and employing J-1 students, go to:
  - J-1 Student
    - [http://www.isss.umn.edu/Departments/j1stdvisa.html](http://www.isss.umn.edu/Departments/j1stdvisa.html)
  - Work Options for Students on a J-1 Visa
    - [http://www.isss.umn.edu/jstudent/JStworkoption.html](http://www.isss.umn.edu/jstudent/JStworkoption.html)

J-1 Visiting Scholar Application Process

The three J-1 categories for visiting staff and faculty, Visiting Professor, Research Scholar and Short-term Scholar, are referred to as “Visiting Scholars” in this business process.

The complete procedures to sponsor an international visiting scholar on a J-1 visa can be found at: [http://www.isss.umn.edu/Departments/JobVisa.html](http://www.isss.umn.edu/Departments/JobVisa.html)

1. When the sponsoring U of MN department/program invites a foreign national to become a visiting scholar, the department must apply for a DS-2019 from ISSS.
   - J-1 SEVIS Forms and Instructions
     - [www.isss.umn.edu/forms/j1forms.html](http://www.isss.umn.edu/forms/j1forms.html)

2. The sponsoring department is required to create a PS ID (and any accompanying J-2 dependents, see page 16.) The application for the DS-2019 requires a PS ID.

**NOTE:** The DS-2019 cannot be processed without a PS ID.
Two Types of IDs for a J-1 Visiting Scholar

There are two types of PeopleSoft IDs that can be created for J-1 Visiting Scholars; 1) Personal Information only and 2) Personal Information with a Job Record. The appropriate type of record depends on the individual’s relationship with the University.

1. Personal Information Only
   - Create a PS ID
     Campus Community > Personal Information > Add/Update a Person
   - NO Job Record
     J-1 Visiting Scholars who are not paid wages through the University do not have an employment relationship with the University. As such, a job record should not be created for these individuals.*
   - Access to University Privileges
     No access to University privileges unless sponsored by departments. (See page 18).

* Note: Prior to this business process, a WOS appointment was created for these individuals for the sole purpose of providing an ID. This practice ceased in 2003.

2. Personal Information plus Job Record
   - Create a PS ID and Job Record
     Workforce Administration > Personal Information > Add a Person
   - Receives access to University Privileges (See page 18).

NOTE: In some cases, J-1’s who are not employees can receive funds for expenses only. This type of payment does NOT constitute an employment relationship therefore should not have a job record. For more information on how to process expenses for a J-1, go to: http://www1.umn.edu/ohr/payroll/international/contractors/pay/
Creating an ID for J-1 Visiting Scholars

It is possible to create an ID before an individual arrives in the U.S. by entering a minimum amount of personal information through Campus Community. If the individual will be a future employee, an EmpID should be established through Workforce Administration (see pages 10-14). If a J-1 Visiting Scholar becomes an employee, a job record should be established on their already existing ID.

To aid departmental entry into PeopleSoft a HRMS SEVIS Entry Form is available on the HRMS website at http://www1.umn.edu/ohr/hrms.

Search/Match

Conducting a thorough Search/Match is a critical function in preventing duplicate ID’s. Duplicate records can have a great adverse impact for the individual and are complicated and costly to reconcile, this is especially true regarding SEVIS data.

A search may be initiated in PS in two places:

1. Campus Community > Personal Information > Search/Match
2. Workforce Administration > Personal Information > Search for People

NOTE: Both menu paths lead to the same search information.

The following has been determined to be the most comprehensive search strategy:

1. **Partial Last, Partial First**: Searching by partial last and partial first names will provide more search results for those people with like names. If no results are returned, clear the fields and conduct a search by putting the last name in the “first name” field and the first name in the “last name field”, this way it may be possible to catch names that were transposed upon entry into PS.

2. **Social Security Number only**: If the partial name search does not yield results, clear all fields and input the SSN. (Note: Visiting Scholars may not have a SSN, so it is not advisable to use the SSN as primary search criteria.)

Additional hints to the Search/Match process:

- Always confirm an individual’s SSN and date of birth on the Search Results before selecting the ID.
- Always watch for any matching birthdates when receiving multiple possibilities.
- Be sure to compare addresses on each ID.
- Never ignore the system warning “**WARNING: Potential duplicates were found - this person may already exist in the database.**” Always investigate before saving the record.
- If a duplicate record is identified, report it immediately to the OHR Call Center at 612/625-2016.
Creating an ID Without a Job Record

It is critical that the name entered into the system is exactly as it appears on all identification documents (i.e. passport, DS-2019, and Social Security Card). If there are discrepancies, contact the J-1 Visiting Scholar to determine the correct name. Stress the importance of accuracy and consistency to all potential visiting scholars and dependents.

NOTE: Due to the split of the Human Resources and Student databases in PeopleSoft 9.2, it is necessary to create an ID without a job record through the Student database navigation and not Workforce Administration.

Campus Community > Personal Information > Add/Update a Person

Click “Add a New Value”.

Click “Add”.
Biographical Details

Enter the following information:

- **Effective Date** - leave at default, this should be the date of entry into PS
- **First Name** - if none, enter a "FNU"
- **Middle Name** - if none, leave blank
- **Last Name** - if single name, enter in the Last name field
- **Date of Birth**
- **Birth Information**
  - Birth Location - City of Birth
  - Birth Country – (click on the spyglass. Do not enter data manually.)
- **Gender**
- **Social Security Number**: enter if known. (If no SSN is entered, the system will fill in the field with XXX-XX-XXXX).

*If there is only one name listed on the documentation, ALWAYS enter it into the Last Name field and enter "FNU" (First Name Unknown) into the First Name field.
Addresses

For accurate mail delivery and X.500 processing, it is very important that departments enter addresses correctly. Review the “Addresses” business process for instructions on entering and formatting addresses. http://www1.umn.edu/ohr/hrms/processaid/index.html

- **Email Address** (if known)
- **Address Types**
  1. **Mailing** - (required for SEVIS)
     - **Effective Date**: leave at default.
     - **Status**: leave at default.
     - **Country**: leave at default (USA is correct).
     - Click “Edit Address” and input the address. Return to Contact Information, click on the “+” to add other addresses.
  2. **Campus Office Location** - (where the J1 will be conducting their activity).
     - **Effective Date**: leave at default.
     - **Status**: leave at default.
     - **Country**: leave at default (USA is correct).
     - Click “Edit Address” and input the address. Return to Contact Information, click on the “+” to add other addresses.
  3. **Foreign Address – Intl Only**
     - **Effective Date**: leave at default.
     - **Status**: leave at default.
     - **Country**: Click on the spy glass to choose the correct country code. (Do not enter manually).
     - Click “Edit Address” and input the address.

**NOTE**: J-2 Dependents should NOT have a “Campus Office Location”, but they should have a “Mailing” address.
Citizenship

Citizenship is a critical data field for ISSS tracking. Click on the “Citizenship” link at the bottom of the Biographical Details page.

Departments should enter only the Country and Citizenship Status. (Note: Do NOT enter data in the Passport Information area. Only Central Payroll may enter information in the Passport Information section. View Access to the Visa Permit Data is only available through Workforce Administration.)

Country One (required):
- **Country** – USA. (The first citizenship status row is always USA.)
- **Citizenship Status** – choose “Alien Temporary”.
- **Passport Information** – leave blank. This will be completed centrally.

Country Two (required):
Enter a second Country by clicking on “+” within the Citizenship/Passport section.
- **Country** - choose the Nonresident Alien’s home country from the country drop-down menu.
- **Citizenship Status** – leave blank. (Most often, the citizenship status of the person to their home country is not known, so leave it blank.)
- **Passport Information** – leave blank. This will be completed centrally.

Click OK then click SAVE on the Biographical Details page.
Creating an ID with a Job Record

Workforce Administration > Personal Information > Biographical > Add a Person

Click “Add the Person”. (Choose “Search for Matching Persons” first if a Search for People has not been done.)

Biographical Details

Click “Add Name”

- **First Name** - (if none, enter FNU)*
- **Middle Name** - (if none, leave blank)
- **Last Name** - (if single name, enter the name in the Last name field)*
- **Date of Birth**
- **Birth Information**
  - Birth Location - City of Birth
  - Birth Country – (click on the spyglass. Do not enter data manually.)
- **Gender**
- **Social Security Number**: enter if known. (If no SSN is entered, the system will fill in the field with XXX-XX-XXXX).

* If there is only one name listed on the documentation, ALWAYS enter it into the Last Name field and enter “FNU” (First Name Unknown) into the First Name field.
Contact Information

It is critical for mail delivery and X.500 processing that addresses be entered correctly. Review the “Addresses” business process for formatting addresses.  
http://www1.umn.edu/ohr/hrms/processaid/index.html

Required Address Types:
1. **Home** – required for employees.
2. **Campus** – required for employees. Be sure to choose the correct CAMPUS MAIL DELIVERY CODE found at http://www1.umn.edu/ohr/hrms/processingaid/index.html  
   (A system edit prevents Campus Mail codes from being entered manually.)
3. **Mailing** - required for SEVIS reporting.
4. **Foreign Address – Intl Only**

Click “Add Address Detail”

- **Effective Date** - leave at default
- **Country** - USA is the default. (for “Foreign Address-Intl Only” - click on the spyglass and find the correct country code. Do not enter manually.)
- **Status** - leave at default

Click “Add Address” and input the address. Go back to the Contact Information page, click on the “+”, choose the correct address type from the drop down menu and repeat the process to add the other three addresses.
HRMS Business Process: SEVIS - Student and Exchange Visitor Information System

Regional

- Regulatory Region (leave at default. USA is correct.)
- Ethnic Group – if known, choose a category from the dropdown menu and click “Primary”.
- History section – (leave blank)

Organizational Relationships

Select the “Employee” checkbox and click the “Add the Relationship” button. The screen will automatically navigate to Job Data in Workforce Administration where the job record can be created.

WAIT! See page 9 for Citizenship details.

Citizenship can only be entered through Campus Community. Remember, it is the responsibility of the department to enter citizenship on all employees. It is especially critical that citizenship data exist in PS for J-2 Visiting Scholars as required by ISSS and Homeland Security regulations.
Creating a Job Record on an Existing ID

Workforce Administration > Job Information > New Employment Instance

Type in the EmplID and click “Add Relationship”.

The screen will automatically navigate to Job Data in Workforce Administration where the job record can be created. Once in Job Data, enter all the appropriate job information and save the record.
J-2 Dependents

SEVIS requires J-2 dependents have his or her own DS-2019, so a PS ID should be created for each dependent. It is the responsibility of the sponsoring department to create a PS ID for each J-2 Dependent. (See pages 6-9.)

J-2 Dependents
http://www.isss.umn.edu/j/j2visa.html

A J-2 dependent may accompany the J-1 Visiting Scholar when the J-1 enters the U.S., or the J-2 dependent may join the J-1 at a later date.

1. Dependent accompanying J-1 on initial entry
   J-2 dependents may accompany the J-1 visitor when first starting his or her J-1 program. The J-2s’ DS-2019(s) must be requested along with the J-1’s initial DS-2019 application. Each J-2’s information must be provided in the UMN Department Request for DS-2019, which is submitted to ISSS by the J-1’s UMN hosting department.

2. Dependent joining J-1 at a later date.
   If J-2 dependent(s) will join the J-1 visitor after his or her J-1 program has started, the J-1 should download and complete the J-2 Dependent DS-2019 Request form. Once completed, the J-1 should meet with an advisor at ISSS to submit the application and additional documentation as requested on the application.

Employment of J-2 Dependents
http://www.isss.umn.edu/j/j2visa.html

1. J-2 dependents are required to apply for employment authorization from Department of Homeland Security (DHS) to be eligible for any type of employment in the U.S. This application process requires forms listed under “J-2 Work Permission”.
   http://www.isss.umn.edu/forms/j2forms.html

2. J-2 dependents are eligible to apply to DHS for employment authorization as long as the employment is not for the purpose of supporting the J-1.
Changing the Primary Name of a J-1 or J-2 in PeopleSoft

In order to comply with US government reporting requirements, it is ESSENTIAL that the name entered in PeopleSoft be consistent with the name appearing on both the foreign national's passport and social security card.

Differences in a foreign national's name on their passport and social security card may result in significant consequences to the individual and possible fines for the University. These inconsistencies will cause delays in document processing that may affect a foreign national’s ability to enter and/or stay in the U.S. Name discrepancies in PS are likely to cause duplicate records as well.

In the case where the passport and the Social Security card do not match the individual can apply for a name correction to their social security card by visiting any Social Security Administration office, http://www.ssa.gov/cardcenters/cardcenterinfo.html

When the individual receives a new card or if the department can verify that the name was entered incorrectly into PS, the department should enter the correct name through Campus Community.

IMPORTANT NOTE: the name should NEVER be changed in PS until the department can verify the name on the social security card. (A passport can be used if the individual does not have a SSN.)

Campus Community > Personal Information > Add/Update a Person > Names

- **Type of Name**: Primary
- **Effective Date**: leave at default. (The day it was entered into PS.)
- **First, Middle, Last names**: enter correct name(s)

Click “submit”, “OK” and save the record.

**Remember**: PeopleSoft requires a First and Last name to save the record. If there is only one name listed on the documentation, it should ALWAYS be entered into the Last Name field, and “FNU” (First Name Unknown) should be entered into the First Name field.
Access to University Privileges for J1 Visiting Scholars – Non-Employees

If a department would like a J-1 Visiting Scholar who is not an employee to have access to email/internet accounts, U Card privileges, building access or library services, departments may "sponsor" services for the J-1 Visitor as long as that individual provides a service or function that directly impacts University students, faculty or staff. The sponsored services are available at cost to the departments. For the Sponsored Internet Account Application form, go to: www.umn.edu/dirtools/sponsor

- **Email/Internet (x.500) Accounts**
  - [https://www.umn.edu/dirtools/sponsor](https://www.umn.edu/dirtools/sponsor)
  - The Internet ID (X.500 username) can only be provided with an email account.
  - Cost: The fee for this service is $8/month, with a one-time $9 setup fee.

- **U Card**
  - [http://www1.umn.edu/ucard/umtc/visitors.html](http://www1.umn.edu/ucard/umtc/visitors.html)
  - [http://www1.umn.edu/ucard/umtc/sponsor.html](http://www1.umn.edu/ucard/umtc/sponsor.html)
  - A Visiting Scholar must be sponsored by a University department to be eligible for a U Card. The U Card Office will grant a one-year term for U Card eligibility. At the end of that year, the U Card office will request departmental verification of an individual's continued status. A U Card is required for a variety of services on campus.
  - Cost: $20.00 one-time fee.

- **Building Access**
  - [www.facm.umn.edu](http://www.facm.umn.edu)
  - Departments should carefully consider each request before awarding access to University sites. There are two ways to acquire building access: the key swipe or building/department keys. Both circumstances require a PS ID. Departments should determine the appropriate level of access before making a key request. A U Card is required prior to granting building security.

  - **Key Card Swipe** – used for those buildings/departments that require a key card.
    - The department should contact "Card Access Support" in Facilities Management to request this type of access. Normally, access codes are attached to a person’s Ucard.
    - Cost: None
  - **Keys** – each building has a “key controller” who will approve and issue keys. Departments should contact their building’s key controller to make such a request. Contact Facilities Management for names of key controllers.
    - Cost: cost of making the keys

- **Library Access**
  - [www.lib.umn.edu](http://www.lib.umn.edu)
  - Sponsored accounts are not eligible for access to the U of MN Libraries’ electronic resources from outside a University library. Visit: [https://www.umn.edu/dirtools/sponsor](https://www.umn.edu/dirtools/sponsor) and click on "Entitlements for Accessing Electronic Resources". Free on-site service is available (check-out books, recalls, access to some databases).
    - [http://www.lib.umn.edu/services/visitors](http://www.lib.umn.edu/services/visitors)

- **One Stop**
  - [http://onestop.umn.edu/index.html](http://onestop.umn.edu/index.html)
  - One Stop is the website to search for various campus services and to locate key places at the University to contact for more information. J1 Visiting Scholars Non-Employees may or may not have access to various services.
Resources

International Student and Scholar Services (ISSS)
www.isss.umn.edu

ISSS Forms
www.isss.umn.edu/forms

ISSS-Information for Departments
http://www.isss.umn.edu/Departments/depindex.html

SEVIS Guidelines for J-1 Scholar and Their Dependents
http://www.isss.umn.edu/jscholar/J_SEVIS_Scholar.html

UMN Department Request for SEVIS DS-2019 (application)
www.isss.umn.edu/forms/j1forms.html

Instructions for Department Request for DS-2019 for Newly Arriving Scholars
www.isss.umn.edu/Departments/InstDepDS2019.html

Application for a SEVIS DS-2019 for Continuing Scholars
www.isss.umn.edu/forms/j1forms.html

Human Resource Management System
www.umn.edu/ohr/hrms/

Payroll Forms for International Students, Scholars and Visitors
http://www1.umn.edu/ohr/payroll/international/index.html

Visa Status Requirements for Short-term International Visitors (Payroll)
http://www1.umn.edu/ohr/payroll/international/contractors/visa/index.html
Job Aid

Required Personal Information for J-1 Visiting Scholars and J-2 Dependents

www.isss.umn.edu/forms/

It is possible to create an ID before an individual arrives in the U.S. by entering a minimum amount of personal information in Campus Community. This will fulfill the ISSS ID requirement in order to complete the “Department Request for DS-2019”. If necessary, a job record can be created at a later date using the established ID.

Always conduct a Search/Match to ensure the individual does not have an existing ID created from prior contact with the University.

Campus Community > Personal Information > Add/Update a Person

- **Effective Date**: (leave at default.)
- **First Name**: (if none, enter FNU.)
- **Middle Name**: (if none, leave blank.)
- **Last Name**: (if one name, enter into Last Name field.)
- **Date of Birth**
  - **Birth Information**
    - **Birth Location**: City of Birth
    - **Birth Country**: select from the drop down menu
- **Gender**
- **Current Email Address** (if available)
- **Contact Information**
  - **Address Type**: Current Mailing (required for SEVIS)
    - Country Code will default to USA (this is correct). Enter a current US address (cannot be a PO Box).
    - **Effective Date**: leave at default
    - **Status**: leave at default
  - **Address Type**: Campus Office Location 1
    - Country Code will default to USA (this is correct). Enter address where the J1 will be conducting their activity (cannot be a PO Box).
    - **Effective Date**: leave at default
    - **Status**: leave at default
  - **Address Type**: Foreign Address – Intl Only
    - **Country**:
      1. Choose the correct Country Code from the drop down menu.
      2. Click “Edit Address”, enter the address (cannot be a PO Box) and click “okay”.
        - **Effective Date**: leave at default
        - **Status**: leave at default
- **Citizenship**
  - **Country 1**: type in “USA”
  - **Citizenship Status**: choose “Alien Temporary”
    - Add a new row by clicking on the plus (+) button.
  - **Country 2**: Country of Citizenship (choose from the drop down menu)
  - **Citizenship Status**: leave blank
    - All other fields, leave blank

**NOTE**: If the J-1 is a University employee, they should have an official Campus Address. See [http://www1.umn.edu/ohr/hrms/processaid/index.html](http://www1.umn.edu/ohr/hrms/processaid/index.html) for more information. J-2 Visa holders should NOT have a “Campus Office Location” address. They should only have a “Mailing” address.