

# **International Center J-1 Scholar Portal User Guide for Exchange Visitors**

- I. Login
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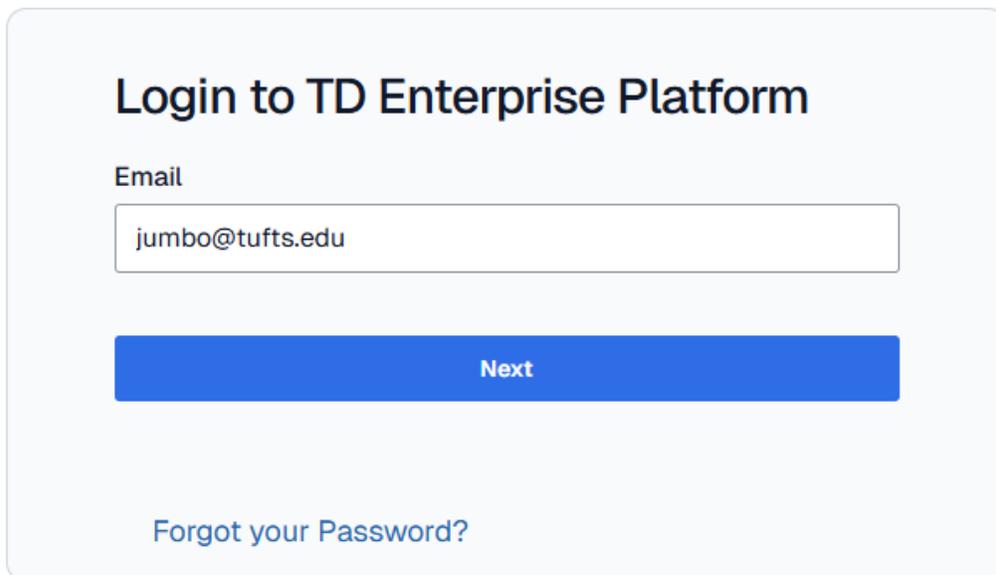
I-Center Scholar Portal hosted by Terra Dotta  
Revised: February 2026  
For assistance contact [InternationalCenter@tufts.edu](mailto:InternationalCenter@tufts.edu).

# I. Login

Access to the J-1 Scholar Portal is available to invited users only. J-1 Scholars at Tufts will receive an invitation to access the portal via email. Once received, the scholar must accept the invitation and create a password.

\*Please note that the login is **not** linked to a Tufts UTLN account and does not require the two-factor authentication.

1. [Log into the J-1 Scholar Portal](#)
2. Enter your email address in file



**Login to TD Enterprise Platform**

Email

Next

[Forgot your Password?](#)

3. Click Next and enter your password

# II. My Launchpad

My Launchpad shows three columns listing your requests and forms.

<b>Left Column- Action Required</b>	Shows a list of requests that require your response.
<b>Middle Column- Ongoing Requests</b>	Shows a list of requests in pending, draft, of submitted status.
<b>Right Column- Completed Requests</b>	Shows a list of requests processed by the International Center.

### III. Start a New Request

1. To start a new request, click on the Start New Request button
2. Select the Request Form from the list displayed:
3. Proceed to complete and submit the form



#### Start New Request

Review eligibility, preview request details, and begin your submission.

For You

J-1: Add Dependent <span>Available</span> <a href="#">Start Request</a>	J-1: Contact Information (Phone Number & Email) <span>Available</span> <a href="#">Start Request</a>	J-1: Create Out of Country <span>Available</span> <a href="#">Start Request</a>
J-1: Edit Foreign Address <span>Available</span> <a href="#">Start Request</a>	J-1: Edit U.S. Physical Address <span>Available</span> <a href="#">Start Request</a>	J-1: Reprint DS-2019 <span>Available</span> <a href="#">Start Request</a>
J-1 Scholar: Confirmation and Validation of Arrival <span>Available</span> <a href="#">Start Request</a>	J-1 Scholar: Confirmation and Validation of Arrival (Student Intern) <span>Available</span> <a href="#">Start Request</a>	J-1 Scholar: Late Arrival Report <span>Available</span> <a href="#">Start Request</a>
J-1 Scholar: Long-Term Employment with an Outside Organization <span>Available</span> <a href="#">Start Request</a>	J-1 Scholar: New Dental Preceptorship <span>Available</span> <a href="#">Start Request</a>	J-1 Scholar: Occasional Lecture and Consultation <span>Available</span> <a href="#">Start Request</a>

### IV. Updating your Address and Contact Information

To update your U.S. address only, select the form:

#### J-1: Edit U.S. Physical Address

#### J-1: Edit U.S. Physical Address Request

Request Information

J-1: Edit U.S. Physical Address | 1/1

Please fill in your U.S. Physical Address Update

U.S. Physical Address \*

Address 1 \*  
123 MAIN ST

Address 2  
Address 2

City \*  
BOSTON

State \*  
Massachusetts

Zip Code  
02129

To update your foreign address, select the form:  
**J-1: Edit Foreign Address and non-US phone number**

J-1: Edit Foreign Address Request

Request Information

J-1: Edit Foreign Address | 1/1

Please fill in your Foreign Address Update

Foreign Address \*

Address 1 \*  
calle de la cabeza 3

Address 2

City  
Buenos Aires

Province/Territory  
Buenos Aires

Postal Code  
000000

Country  
Argentina

Foreign Country Code \*  
99

Foreign Telephone Number \*  
12345678

To update your email address and U.S. phone number (and U.S. address), select the form:  
**J-1: Contact Information (Phone Number & Email)**

J-1: Contact Information (Phone Number & Email) Request

Request Information

J-1 Scholar: Contact Information | 1/1

Please fill in your Contact Information

Email Address \*  
fernandez\_gonzalez-scholar7@tufts.edu

U.S. Phone Number  
6176273456

U.S. Physical Address [Optional](#)

This section is optional, but if you choose to fill it out you must fill the required (starred) fields.

Address 1 \*  
123 MAIN ST

Address 2

City \*  
BOSTON

State \*  
Massachusetts

Zip Code  
02129