

# **International Center J-1 Scholar Portal User Guide**

- I. Inviting a New Scholar
- II. Inviting a Returning Scholar
- III. Requesting Extensions for Current Scholars
- IV. Checking Request Status

I-Center Scholar Portal hosted by Terra Dotta

Revised: February 2026

For assistance contact [InternationalCenter@tufts.edu](mailto:InternationalCenter@tufts.edu).

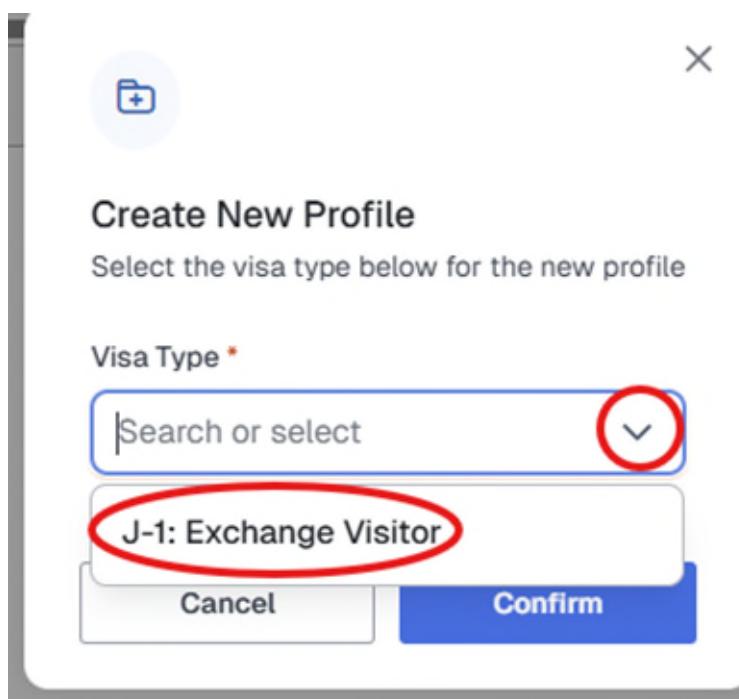
## I. Inviting a NEW Scholar

1. [Log into the J-1 Scholar Portal](#)
2. Upon accessing the portal, you will see a list of profiles of scholars hosted by your department.
3. Proceed to click on the **+Create** button to create a new profile and invite the scholar.

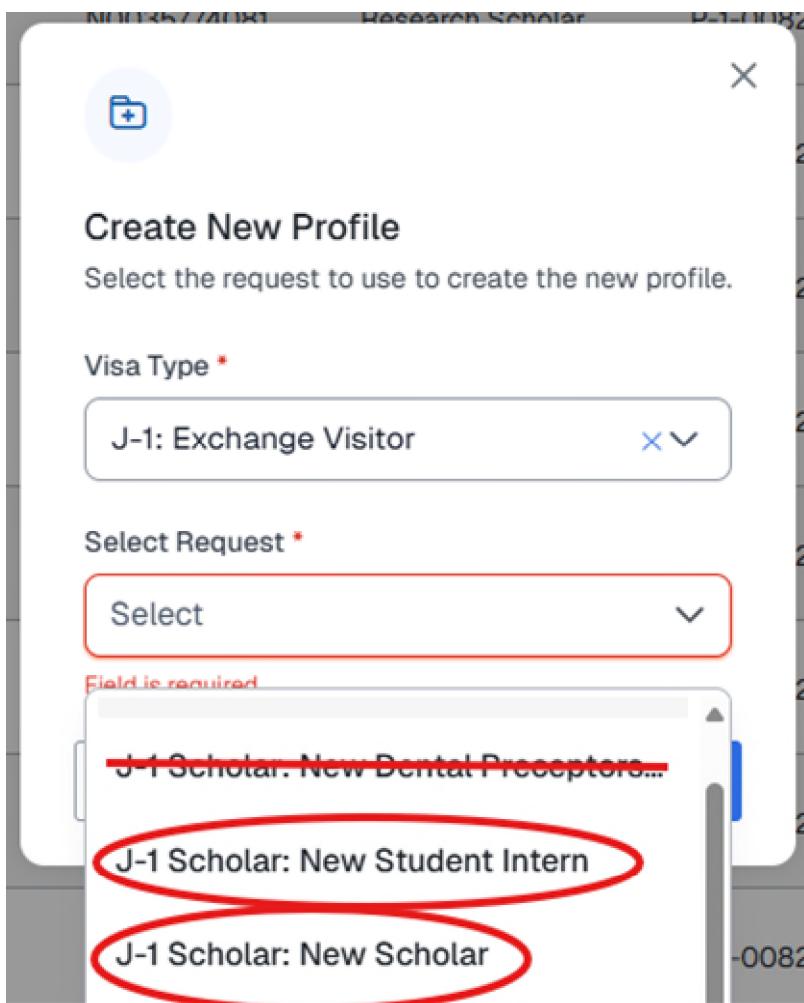
### All Profiles

	Profile	Visas	State	SEVIS ID	Category	SEVIS Site	Program Start Date	Program End Date	University ID	
<input type="checkbox"/>	GA Apple_Green neriliz.soto_gonzalez+scholar10@tuf	J-1	Initial	N0000750491	Short-Term Scholar	P-1-16283	02/01/2026	06/30/2026	--	
<input type="checkbox"/>	JA Appleseed_John patrick.himes+scholar@tufts.edu	J-1	Active	N0000742615	Professor	P-1-16283	07/22/2025	11/30/2027	07152026	
<input type="checkbox"/>	CA Away_Cast neriliz.soto_gonzalez+scholar@tufts.	J-1, J-1	Active	N0000742623	Short-Term Scholar	P-1-16283	10/01/2025	03/01/2026	07/17/2027	
<input type="checkbox"/>	CB Bing_Chandler marisa.silva+scholar@tufts.edu	J-1, J-1	Active	N0000743214	Professor	P-1-16283	09/01/2025	09/30/2027	08052025	
<input type="checkbox"/>	BB Bingo_Bluey neriliz.soto+studentintern@tufts.edu	J-1	Draft	--	Student Intern	--	--	--	--	

4. Select the **Visa Type** from the dropdown menu:



5. Select a **Request Form** from the dropdown menu



NIH 135774190 Research Scholar D-1-0082

**Create New Profile**

Select the request to use to create the new profile.

Visa Type \*

J-1: Exchange Visitor X ▼

Select Request \*

Select ▼

Field is required

- ~~J-1 Scholar: New Dental Preceptors...~~
- J-1 Scholar: New Student Intern**
- J-1 Scholar: New Scholar**

6. Proceed to complete the required fields and sections.

Once a complete request is submitted by the department, an automatic invitation will be sent to the invitee's e-mail address. The invited scholar will complete the remaining information necessary for International Center staff to produce J-1 visa documents.

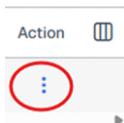
## II. Inviting a RETURNING Scholar

Use this option if you are re-inviting a scholar previously sponsored for a J-1 visa at Tufts.

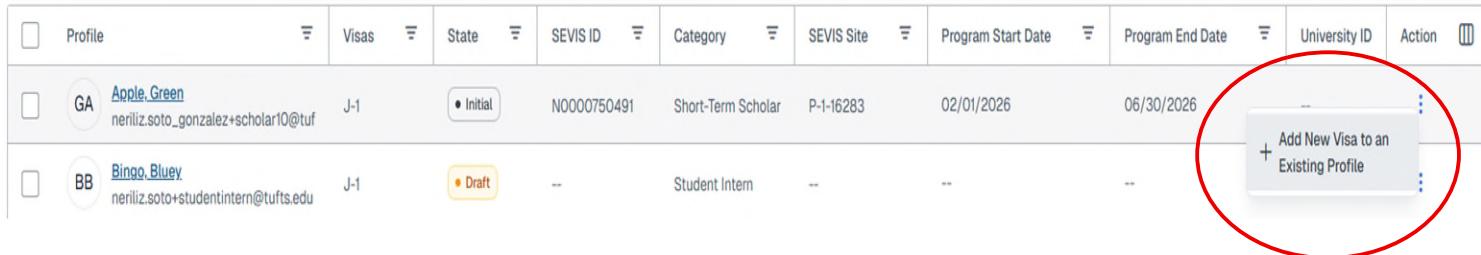
To re-invite a scholar, use their previous profile to create a new J-1 Scholar visa request. **\*\*If you cannot find the scholar's profile, please contact the International Center for assistance. Do not create a duplicate profile.**

1. [Log into the J-1 Scholar Portal](#)
2. Find the scholar's name in the profile list.

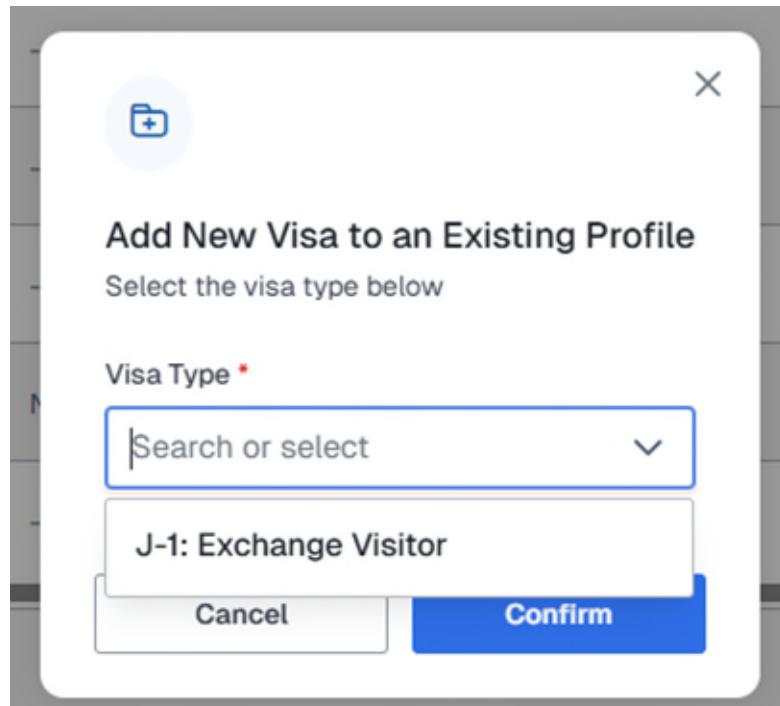
3. Click on the Action button



4. Click on "+Add New Visa to an Existing Profile".

A screenshot of a table listing scholar profiles. The columns include Profile, Visas, State, SEVIS ID, Category, SEVIS Site, Program Start Date, Program End Date, University ID, and Action. Two profiles are listed: 'Apple.Green' (GA) and 'Bingo.Bluey' (BB). The 'Action' column for each profile has a button with three dots, and a tooltip 'Add New Visa to an Existing Profile' is shown when hovering over it. A red circle highlights this tooltip for profile 'BB'.

5. Select a **Visa Type** from the dropdown menu.



6. Select the **Request Form** you would like to submit from the dropdown menu.

The screenshot shows a software window titled "Add New Visa to an Existing Profile". It has a sub-section titled "Select the request to use". Under "Visa Type \*", "J-1: Exchange Visitor" is selected. Under "Select Request \*", a dropdown menu is open with the option "Select" highlighted. Below the dropdown, a list of request types is shown, with "J-1 Scholar: New Scholar" circled in red. Other options in the list include "J-1 Scholar: New Student Intern" and "J-1 Scholar: New Researcher".

7. Proceed to complete the required fields and sections.

Once a complete request is submitted by the department, an automatic invitation will be sent to the invitee's e-mail address. The invited scholar will complete the remaining information necessary for International Center staff to produce J-1 visa documents.

### III. Requesting an Extension for a Current Scholar

1. [Log into the J-1 Scholar Portal](#)
2. Upon accessing the portal, find the name of the scholar listed in your profiles list.
  - a. If you cannot find the scholar's profile, please contact the International Center. **Do not create a duplicate profile.**

3. Open the scholar's profile and click on the **Request** Tab to see more options.

[← Back to All Profiles](#)

TS Soto, Teddy

Actions ▾

SEVIS Status Active	Program Start Date 11/21/2025	J-1
SEVIS ID N0000746664	Program End Date 02/07/2028	Exchange Visitor Category Research Scholar
I-901 Fee --		
Date of Birth 07/01/1980	Sex Male	
Country of Citizenship Spain		

Profile Visa History Requests Documents Communication

Personal Information J

First Name Teddy	Middle Name --	Last Name Soto
Suffix --	Email neriliz.soto_gonzalez+scholar7@tufts.edu	Personal Email Address --
Upload Health Insurance IMG_0678.jpeg		

4. Click on the **+Create Request** button

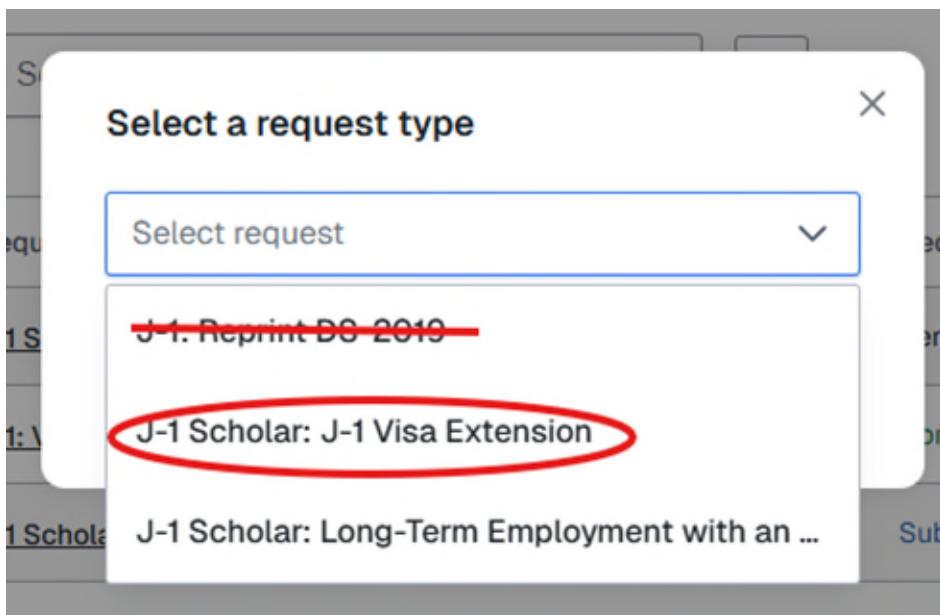
Profile Visa History Requests Documents Communication

Q Search ≡ ✖

↗ Send Request + Create Request

Request Type	Request Status	Batch ID	Created On	Updated On	Action
<a href="#">J-1 Scholar: J-1 Visa Extension</a>	Pending	--	11/25/2025	11/25/2025	⋮
<a href="#">J-1: Validate</a>	Completed	--	11/25/2025	11/25/2025	⋮
<a href="#">J-1 Scholar: J-1 Visa Extension</a>	Submitted	--	10/30/2025	10/30/2025	⋮

5. Select **J-1 Visa Extension** from the dropdown menu.



6. Proceed to complete the required fields and sections.

Once a complete request is submitted by the department, an automatic notification will be sent to the scholar's email address on file. The scholar will complete the remaining information necessary for International Center staff to produce updated J-1 visa documents.

## IV. Checking Request Status

### Check the status of your Application Request:

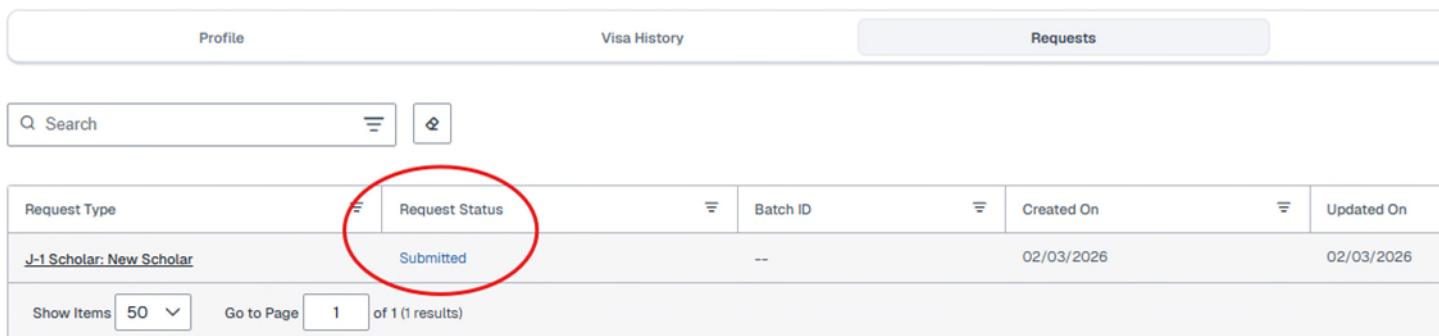
1. Open the Scholar's profile and click on the **Request** tab.

Soto, Teddy Actions ▾

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		Profile	Visa History	Requests	Documents	Communication
564 Date 8	Program Start Date 11/21/2025					
	Exchange Visitor Category Research Scholar					
Sex Male Citizenship	First Name Teddy	Middle Name --	Last Name Soto			
	Suffix --	Email neriliz.soto_gonzalez+scholar7@tufts.edu	Personal Email Address --			
		Upload Health Insurance IMG_0678.jpeg				

The **Request Status** will be listed as **Pending**, **Submitted**, or **Completed**.



The screenshot shows a table of requests. The columns are: Request Type, Request Status, Batch ID, Created On, and Updated On. One row is visible, showing 'J-1 Scholar: New Scholar' under Request Type, 'Submitted' under Request Status, '--' under Batch ID, '02/03/2026' under Created On, and '02/03/2026' under Updated On. A red circle highlights the 'Submitted' status in the Request Status column. The table includes a search bar at the top, and buttons for 'Show Items' (50), 'Go to Page' (1), and 'of 1 (1 results)'.

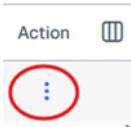
In limited circumstances, the request status could be different from the standard options. If you have questions about the status, please contact your International Center Advisor.

Request Status	Description
<b>Pending</b>	The department has submitted the request. The scholar has been notified of the request and must respond to it.
<b>Submitted</b>	The department and the scholar have submitted the required information for the request.
<b>Completed</b>	The International Center has processed the request.

The International Center will be automatically notified by the Portal when the request is ready for reviewing in **Submitted** status.

### Check Scholar's Response Status:

If the response is **pending**, the Department administrator can check on the status of the scholar's response by opening the request:

1. Click on **Action**  button

2. Proceed to click on **Open Request**.

Request Type	Request Status	Batch ID	Created On	Action
<a href="#">J-1 Scholar: J-1 Visa Extension</a>	Pending	--	--	 Open Request

3. Scroll down to the Approval section to see the status of the scholar's response.

 [Teddy Soto | Participant](#)

Name	Email	Approver Type	Status	Date & Time Responded
Teddy	neriliz.soto_gonzalez+scholar7@tufts.edu	Participant	<span>Responded</span>	10/21/2025 04:39:54 PM