

International Center J-1 Scholar Portal User Guide

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I-Center Scholar Portal hosted by Terra Dotta
Revised: February 2026
For assistance contact InternationalCenter@tufts.edu.

I. Inviting a NEW Scholar

1. [Log into the J-1 Scholar Portal](#)

- Upon accessing the portal, you will see a list of profiles of scholars hosted by your department.
- Proceed to click on the **+Create** button to create a new profile and invite the scholar.

All Profiles

Q Search ≡ Actions ▼ **+ Create** ⌵

<input type="checkbox"/>	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 Awav, 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	--	--	--	--	

- Select the **Visa Type** from the dropdown menu:

×

Create New Profile

Select the visa type below for the new profile

Visa Type *

Search or select

▼

J-1: Exchange Visitor

Cancel

Confirm

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

The screenshot shows a web form titled "Create New Profile" with a sub-instruction "Select the request to use to create the new profile." The "Visa Type" field is set to "J-1: Exchange Visitor". The "Select Request" field is open, showing a list of options. The first option, "J-1 Scholar: New Dental Preceptors...", is crossed out with a red line. The second option, "J-1 Scholar: New Student Intern", and the third option, "J-1 Scholar: New Scholar", are both circled in red. A red error message "Field is required" is visible below the "Select Request" field.

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.

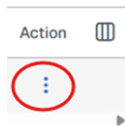
II. Inviting a RETURNING Scholar

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

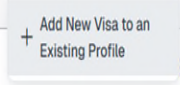
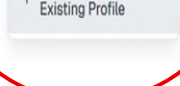
To re-invite a scholar, use their previous profile to create a new J-1 Scholar visa request. **If you cannot find the scholar's profile, please contact the International Center for assistance. **Do not create a duplicate profile.**

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

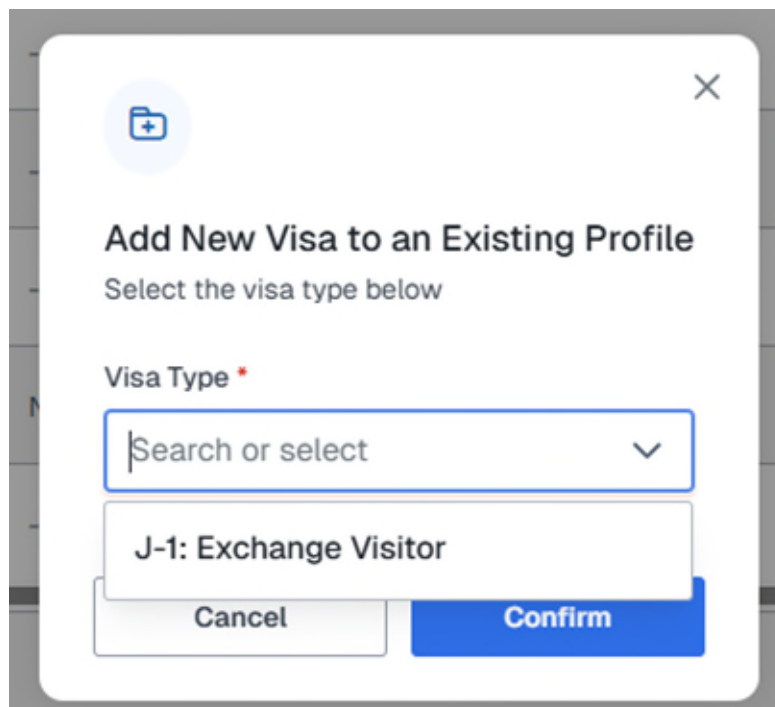
3. Click on the **Action** button



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

Profile	Visas	State	SEVIS ID	Category	SEVIS Site	Program Start Date	Program End Date	University ID	Action
<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"/> BB Bingo, Bluey neriliz.soto+studentintern@tufts.edu	J-1	Draft	--	Student Intern	--	--	--	--	

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

A screenshot of a modal dialog box titled 'Add New Visa to an Existing Profile'. The dialog has a close button (X) in the top right corner. Below the title, it says 'Select the visa type below'. There is a label 'Visa Type *' followed by a search or select dropdown menu. The dropdown menu is open, showing 'J-1: Exchange Visitor' as the selected option. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Confirm'.

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

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✕

Add New Visa to an Existing Profile

Select the request to use

Visa Type *

J-1: Exchange Visitor ✕ ▾

Select Request *

Select ▾

Field is required

~~J-1 Scholar: New Student Intern~~

J-1 Scholar: New Student Intern

J-1 Scholar: New Scholar

1-008 01

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

SEVIS ID
N0000746664

Program Start Date
11/21/2025

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

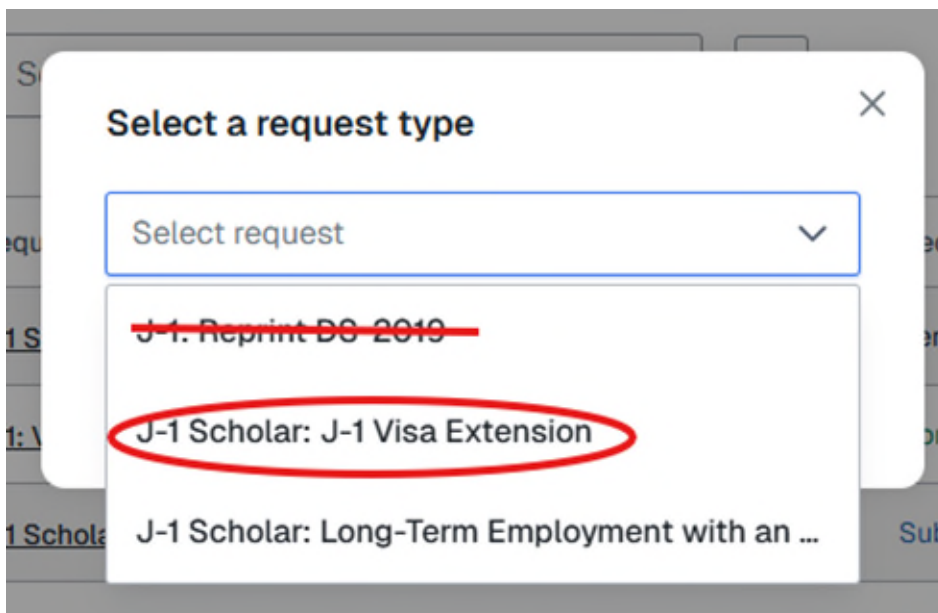
Q Search

Send Request

+ Create Request

Request Type	Request Status	Batch ID	Created On	Updated On	Action
J-1 Scholar: J-1 Visa Extension	Pending	--	11/25/2025	11/25/2025	⋮
J-1: Validate	Completed	--	11/25/2025	11/25/2025	⋮
J-1 Scholar: J-1 Visa Extension	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 ▾

Profile

Visa History

Requests

Documents

Communication

Personal Information J

First Name
Teddy

Suffix
--

Upload Health Insurance
IMG_0678.jpeg

Middle Name
--

Email
neriliz.soto_gonzalez+scholar7@tufts.edu

Last Name
Soto

Personal Email Address
--

564

Date
8

Program Start Date
11/21/2025

Exchange Visitor Category
Research Scholar

Sex
Male

Citizenship

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

Profile Visa History Requests

Q Search

Request Type	Request Status	Batch ID	Created On	Updated On
J-1 Scholar: New Scholar	Submitted	--	02/03/2026	02/03/2026

Show Items 50 Go to Page 1 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.

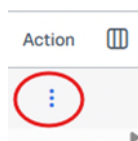
Request Status	Description
Pending	The department has submitted the request. The scholar has been notified of the request and must respond to it.
Submitted	The department and the scholar have submitted the required information for the request.
Completed	The International Center has processed the request.

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
J-1 Scholar: J-1 Visa Extension	Pending	--	10/21/2025 04:39:54 PM	
J-1 Scholar: J-1 Visa Extension	Created	--	10/21/2025 04:39:54 PM	

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	Responded	10/21/2025 04:39:54 PM