

J-1 Visitor Application Guide for Departmental Contacts

[Welcome to ISO's Client Portal Login Page \(rochester.edu\)](#)

<https://urcompass.ur.rochester.edu/istart/controllers/start/StartEngine.cfm>

UNIVERSITY OF ROCHESTER

URcompass

Welcome to ISO's Client Portal Login Page

The University of Rochester's International Services Office (ISO) is pleased to offer this user platform to better communicate and collaborate with our international students, scholars, and employees, and their hosting UR departments. Development of these tools will continue to evolve, with changing immigration requirements and institutional priorities. Please see the online services available below.

Current Students, Faculty, or Staff

Secure access for international students, scholars, and employees who have valid UR network credentials. The link below will prompt you to login with your UR NetID and activated password.

[Login](#)

*A Network ID and password are required.

Don't Have a Valid Network ID?

International students, scholars, and employees should use URcompass Limited Services ONLY when they do not have valid UR network credentials (NetID/URID). An ID number and personal access code are required. To obtain a personal access code (PIN) please determine the appropriate option below:

Graduated Students: contact ISO at questions@iso.rochester.edu for further details.

Scholars/Employees: contact your academic/hosting department for further details.

You will be notified once your account is activated to obtain your PIN.

[PIN Access Login](#)

The screenshot shows the University of Rochester website's navigation bar with the logo and search function. Below the navigation bar, there is a sidebar on the left with links for 'sunapsisqa', 'NetID Info', 'Acceptable Use Policy', and 'Need Help?'. The main content area features a login form titled 'Login with your NetID credentials' with fields for 'Username' and 'Password', and a 'Login' button. The entire login form is highlighted with a red border. At the bottom of the page, there is a footer with links for 'Parents', 'Visitors', 'Community', 'Text', 'Calendar', 'Directory', 'A to Z', 'Contact', 'IT', 'Giving', and 'myRochester', along with 'EMERGENCY INFO' and '© University of Rochester'.

- Launch Application
- Admissions
- Departmental Services**
- F-1 & J-1 Student Services
- International Office

sunapsis®: International Office Module Launch Page

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The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

- Launch Application
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- International Office

Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

Tasks

- Update Your Information
- H-1B Initial & Transfer
- IOC J-1 Student Intern
- J-1 Scholar New Request**
- New Student Intake

- Launch Application
- Admissions
- Departmental Services**
- F-1 & J-1 Student Services
- International Office

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) Information Required

University ID*

Date of Birth*

Find Record

Step 1: Forms to be completed by the Department

Once you have looked up the scholar record, complete the E-forms in the order listed.

J-1 Scholar New Request

[View/Save/Print E-Form Group](#)

New J-1 Application forms for the department and scholar

Forms for the Department to Complete

- REQUIRED
[J-1 Department Information](#)
- REQUIRED
[J-1 Department Position Information](#)
- REQUIRED
[J-1 Department Funding Information](#)
- REQUIRED
[J-1 Department Site of Activity](#)
- REQUIRED
[J-1 Department English Proficiency](#)
- NOT YET AVAILABLE
[J-1 Faculty Supervisor Review](#)

After the **Faculty Supervisor Review** is submitted, you will wait for the Scholar to complete their E-forms in the portal.

Forms for the Scholar to Complete

- REQUIRED
[J-1 Scholar Personal Information](#)
- REQUIRED
[J-1 Scholar Dependent Information](#)
- REQUIRED
[J-1 Scholar Financial and Health Insurance Information](#)
- REQUIRED
[J-1 Scholar Current US Visa Information](#)
- REQUIRED
[J-1 Scholar US Visa History](#)
- REQUIRED
[J-1 Scholar Final Submit](#)

Complete This Form After The Scholar Forms Have Been Submitted

- REQUIRED
[J-1 Department Final Review and Submit](#)

The **Department Final Review** cannot be submitted until all Department and Scholar forms are done and the application is complete.

Step 2: Once the ‘J-1 Faculty Supervisor Review’ has been approved by the Supervisor, you will receive a confirmation email that should resemble the text below:

Dear %recipient%,

Thank you for submitting the J-1 New Scholar Request for %name%.

The exchange visitor has been invited to complete their J-1 Scholar forms.

The faculty supervisor has been asked to review the information you provided.

You will receive an email letting you know when the exchange visitor has completed their forms and you can submit everything to the chair for approval.

International Services Office
Scholar and Employee Services
Email: scholars@iso.rochester.edu
Web: <https://www.iso.rochester.edu/>

Step 3: Forms to be completed by the Scholar

The Scholar will receive the following email inviting them to complete their E-forms:

Dear %name%,

A J-1 visa request has been started by a department at University of Rochester. Your action is required in order to proceed with this request. Please login to URCompass and submit all the Scholar forms.

You will need to have digital copies of the following:

- Copy of identity pages of a valid passport for J-1 applicant
- Current curriculum vitae
- Proof of permanent residency if applicant is a citizen of one country but legal permanent resident of another
- Copies of degrees and certificates earned
- People who are not going to be paid by the University of Rochester **MUST** provide proof of funding.
- If transferring to the University of Rochester, provide copies of:
 - Current DS-2019
 - Current I-94 card
 - Current J-1 visa stamp

If you have any J-2 dependents, you will need to upload a digital copy of their passport(s), marriage certificate, and/or birth certificate.

Please login here with your University of Rochester ID to proceed:

[URCompass](#)

The Scholar will log in and complete the following E-Forms:

Forms for the Scholar to Complete

- ✓ SUBMITTED
[J-1 Scholar Personal Information](#)
- ✓ SUBMITTED
[J-1 Scholar Dependent Information: 08/10/2023 09:53 AM | Submitted - 1, West](#)
- + [Add New J-1 Scholar Dependent Information](#)
- ✓ SUBMITTED
[J-1 Scholar Financial and Health Insurance Information](#)
- ✓ SUBMITTED
[J-1 Scholar Current US Visa Information](#)
- ✓ SUBMITTED
[J-1 Scholar US Visa History](#)
- ✓ SUBMITTED
[J-1 Scholar Final Submit](#)

The Scholar will **NOT** be able to see the Departmental E-Forms

When the Scholar has submitted all of their E-forms, they will receive a confirmation email:

Dear %name%,

Thank you for completing the necessary forms for your J-1 visa paperwork request. At this time your department has been notified that your forms are complete. They will finalize your application and then it will be routed to our office for processing.

If we need any additional information we will contact you.

International Services Office
Scholar and Employee Services
Email: scholars@iso.rochester.edu
Web: <https://www.iso.rochester.edu/>

Returning to the final Department E-form

Once the Scholar has submitted all of their E-forms, you will receive an email inviting you to return to the **J Visitor Application to Submit Request to Department Chair**.

Dear %recipient%,

The J-1 visa request has been submitted by %name%. Please login to [URCompass](#) to review and send on for approval to your department chair.

International Services Office
Scholar and Employee Services
Email: scholars@iso.rochester.edu
Web: <https://www.iso.rochester.edu/>

Click on the link in the email, and login to URCompass. Select 'My Current Cases' and then click on the J-1 Scholar case you are working on.

The screenshot shows the URCompass interface for the University of Rochester. The header includes 'UNIVERSITY OF ROCHESTER' and 'URcompass'. A left sidebar lists navigation options: 'Launch Application', 'Admissions', 'Departmental Services', 'F-1 & J-1 Student Services', and 'International Office'. The main content area is titled 'Departmental Services' and is divided into 'Lists' and 'Tasks' sections. In the 'Lists' section, there are four buttons: 'My Current Cases' (highlighted with a red box), 'My Closed Cases', 'My Department's Current Cases', and 'My Department's Employees & Scholars'. The 'Tasks' section contains five buttons: 'Update Your Information', 'H-1B Initial & Transfer', 'IOC J-1 Student Intern', 'J-1 Scholar New Request', and 'New Student Intake'. A footer bar at the bottom indicates a 'Secure Online Session'.

After looking up the Scholar, complete the **J-1 Department Final Review And Submit E-Form**.

ONCE THE FINAL E-FORM IS SUBMITTED, ISO WILL BE NOTIFIED OF AND
WILL REVIEW THE NEW J-1 SCHOLAR APPLICATION.

IF THE APPLICATION IS COMPLETE, PLEASE ALLOW THE NECESSARY
PROCESSING TIME OF 2 WEEKS.