

1126 HJ Patterson Hall, College Park, MD 20742 301-314-7740 · isss.umd.edu

J-1 Checklist

* Job offer email or letter
* [Export Control Clearance](https://research.umd.edu/resources/research-compliance/export-compliance-office-eco/foreign-scholar-appointments)
* Job ad/E-terp job description
	+ Title
	+ Job descriptionChecklists for International Visitors/Hires

H-1B/E-3 Checklist

* + - Job offer email or letter
		- [Export Control Clearance](https://research.umd.edu/resources/research-compliance/export-compliance-office-eco/foreign-scholar-appointments)
		- Job ad/E-terp job description
			* Title
			* Job description (research/teach,
	+ Minimum requirements (degree, field of study)
* UMCP Appointment Agreement
* Appointment
	+ Use department address to create appointment. Update upon scholar arrival
	+ Wait 24 hours before starting iTerp e- forms
	+ If paid, use 1st of the month
	+ Academic Affairs approval required before ISSS processes.
* Submit J-1 request in iTerp
	+ Supervisor/Faculty Sponsor name & contact info
	+ Site(s) of activity
	+ Funding: Paid or non-paid?
		- If non-paid: Collect funding documents from scholar
	+ English proficiency
* Prepare FedEx label and customs declaration for international shipment

If J-1 Student Intern, additional items are required:

* [DS-7002 Training Plan](https://eforms.state.gov/Forms/ds7002.PDF)
* MOU - is there an MOU that needs to be signed?
* Current degree transcripts
* CV or Resume

TN Checklist

* Job offer email or letter
* [Export Control Clearance](https://research.umd.edu/resources/research-compliance/export-compliance-office-eco/foreign-scholar-appointments)
* Job ad/E-terp job description
	+ Title
	+ Job description (research/teach, supervisory duties)
	+ Minimum requirements (degree, years of experience, certifications, travel)
* Contact ISSS to request a template for a TN letter
* iTerp Request, if directed by ISSS
	+ Site(s) of employment
* Prepare FedEx label and customs declaration for international shipment supervisory duties)
	+ Minimum requirements (degree, years of experience, certifications, travel)
* UMCP Appointment Agreement
* Prepare Comparable Pool for the Actual Wage Determination e-form
* Appointment
	+ Use department address to create appointment. Update upon arrival.
	+ Wait 24 hours before starting iTerp e- forms
	+ Academic Affairs approval required before ISSS submits petition to USCIS
* Credentials Evaluation, if needed
* Submit H-1B/E-3 request in iTerp
	+ Appointment FTE
	+ Salary
	+ Site(s) of employment
	+ Departmental Support Letter
	+ MOU or Employment Agreement, if applicable
	+ Premium Processing?
* Prepare FedEx label and customs declaration for international shipment

O-1 Checklist

* Job offer email or letter
* [Export Control Clearance](https://research.umd.edu/resources/research-compliance/export-compliance-office-eco/foreign-scholar-appointments)
* Job ad/E-terp job description
	+ Title
	+ Job description (research/teach, supervisory duties)
	+ Minimum requirements for position (degree, years of experience, certifications, extensive travel)
* Contact ISSS to set up meeting
	+ Review eligibility requirements
	+ Peer advisory opinion.
	+ Collect evidence of extraordinary ability
* iTerp Request
	+ Salary
	+ FTE
	+ Site(s) of Employment