



# INTERNATIONAL STUDENT & SCHOLAR SERVICES

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301-314-7740 · [iss.umd.edu](http://iss.umd.edu)

## Checklists for International Visitors/Hires

### J-1 Checklist

- Job offer email or letter
- [Export Control Clearance](#)
- Job ad/E-terp job description
  - Title
  - Job description
  - 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 1<sup>st</sup> 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](#)
- 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](#)
- 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

### H-1B/E-3 Checklist

- Job offer email or letter
- [Export Control Clearance](#)
- Job ad/E-terp job description
  - Title
  - Job description (research/teach, 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](#)
- 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