IVANDAL

- DEPARTMENTAL USER GUIDE FOR J-1 SCHOLAR EXCHANGE VISITOR APPLICATION
What is iVandal?

- The University of Idaho’s International Programs Office (IPO) presents iVandal, an international case management system.

- iVandal (Sunapsis) was developed by the International Student and Scholar office at Indiana University and is currently adapted for use by hundreds of Higher Ed institutions across the country.

- iVandal, implemented at UofI in 2014, is currently being used by UofI students and scholars.
• All exchange visitor applications for employees, scholars and visitors must now be processed in iVandal by the hiring host or department.

• Before a foreign national can begin working, conducting research, etc., the International Programs Office (IPO) must approve the e-forms in iVandal.
After completing this tutorial, you should be able to do the following:

- Request “Departmental Access” and add a department contact
- Add a New Person (Exchange Visitor)
- Review your Open Cases
- Identify e-forms processed by Department, Applicant, and IPO
- Understand the workflow for inviting an exchange visitor
REQUESTING DEPARTMENTAL SERVICES

DEPARTMENT USER IN IVANDAL

1. Go to the iVandal online portal at the following URL: https://www.ivandal.uidaho.edu

2. At the bottom of the page, click on the link for “IPO and Administrative Services.”
REQUESTING DEPARTMENTAL SERVICES

USER ACCESS IN IVANDAL

3. Login using your UI NetID and Password:
REQUESTING DEPARTMENTAL SERVICES

DEPARTMENTAL ACCESS REQUEST FORM

4. On the blue menu on the left, select “Departmental Services
5. Next, select “Departmental Access Request
6. On this e-form, enter the following:
   - Your Full Name
   - Your U of I email address
   - Choose your campus
   - Enter your FULL department name, not an acronym or an abbreviated version
   - Your campus phone number
   - Your campus address
   - Confirm and Submit

7. Once you submit this e-form, a notification is sent to IPO to review and approve your request. You will receive an email once it is approved. **NOTE:** You will need to logout and log back in to see additional e-forms now available to you.
8. On the menu, the following options now appear:

- **Departmental Services Overview**
  - This screen displays cases opened by you
- **Add a New Person**
  - This is an e-form to add a new person profile into iVandal
- **J-1 Scholar Application**
  - This e-form allows you to review the cases of any scholars, even those you have not created, but for whom you have obtained a University ID and Date of Birth.
- **Update Your Information**
  - On this e-form, you will see your contact information. You may update it at any time.
ADD A NEW PERSON

9. On this e-form, enter the information for the scholar you are inviting to the University of Idaho.

If you answer, “YES,” a text box will appear for you to enter the Vandal ID.

If you answer, “YES,” a text box will appear for you to enter the Net ID.
Now that the profile for the J-1 Scholar is created, select **Departmental Services Overview**, on the menu. The name of the scholar you created should now appear under “Current Cases.”

10. Select the name of the Scholar under the **Current Cases** menu.

11. Click on the link at the bottom of the Case Information Display: **J-1 Scholar Application for New Exchange Visitor**
13. After a few seconds, the J-1 Scholar Application for New Exchange Visitor should appear on the screen.
14. You can monitor these stages on the Departmental Services Overview tab on the menu, next click on the Scholar Name, then select, “J-1 Scholar Application for New Exchange Visitor.”

**J-1 SCHOLAR APPLICATION STAGES**

- **Stage 1:** Department Submits Initial Request e-Forms
- **Stage 1a:** IPO Hold - Pending Review of Department e-Forms
- **Stage 2:** Scholar Submits e-Forms
- **Stage 2a:** IPO Hold – Pending Review of Scholar e-Forms
- **Stage 3:** Department Submits Compliance e-Forms
- **Stage 3a:** IPO Hold – Pending Review of Department Compliance e-Forms
- **Stage 4:** IPO DS-2019 Creation and Final Department Approval
- **Stage 5:** Scholar Submits “Pre-Arrival” e-Forms
- **Stage 6:** IPO & Department Complete Administrative Tasks
- **Stage 7:** Scholar On-Campus Arrival e-Forms
J-1 SCHOLAR APPLICATION WORKFLOW

**Stage 1**
- Add a New Person
- Before You Begin
- Dept. Contact Info

**Stage 1a**
- IPO Alerted New Person
- Program Information

**Stage 2**
- Scholar Email Invite
- Applicant Information
- Financial Information
- Dependents
- Language Proficiency
- Health Insurance
- Volunteering

**Stage 2a**
- TASK: Review Dept. e-Forms
- TASK: Approved
- TASK: Denied

**Stage 3**
- Export Control Cert.
- Cultural Exchange
- Language Verification
- Volunteers

**Stage 3a**
- TASK: Review Scholar e-Forms
- TASK: Approved
- TASK: Denied

**Stage 4**
- Create Dept. Compliance Certification
- Send Package to Dept. for Final Approval
- Create DS-2019
- Upload Final Approval Doc.
- Pay SEVIS I-901 Receipt
- Deliver Scholar Packet
J-1 SCHOLAR APPLICATION WORKFLOW

Stage 5
- TASK: Issue Vandal Account
- Applying For Your Visa
- Flight Arrangements
- Early-Arrival Housing
- On-Off Campus Housing
- Upload Vandal ID Card Photo
- Health Ins Information

Stage 6
- TASK: HR Clearance Form
- Setup NetID Account
- DUO Multi-Factor
- Access VandalMail
- Access VandalWeb
- Social Security
- Issue SSN Letter/Denial
- EPAF Creation
- Vandal Card Creation

Stage 7
- Required Check-In & Orientation
- Visa Information
- Passport Information
- Current (Local) Address
- Email Address & Phone
- Issue SSN Letter/Denial