



**University of Idaho**

International Programs Office

## **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.

# PROCESSING EXCHANGE VISITORS

## EMPLOYEES, SCHOLARS & VISITORS IN IVANDAL

- 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.

# DEPARTMENTAL TUTORIAL

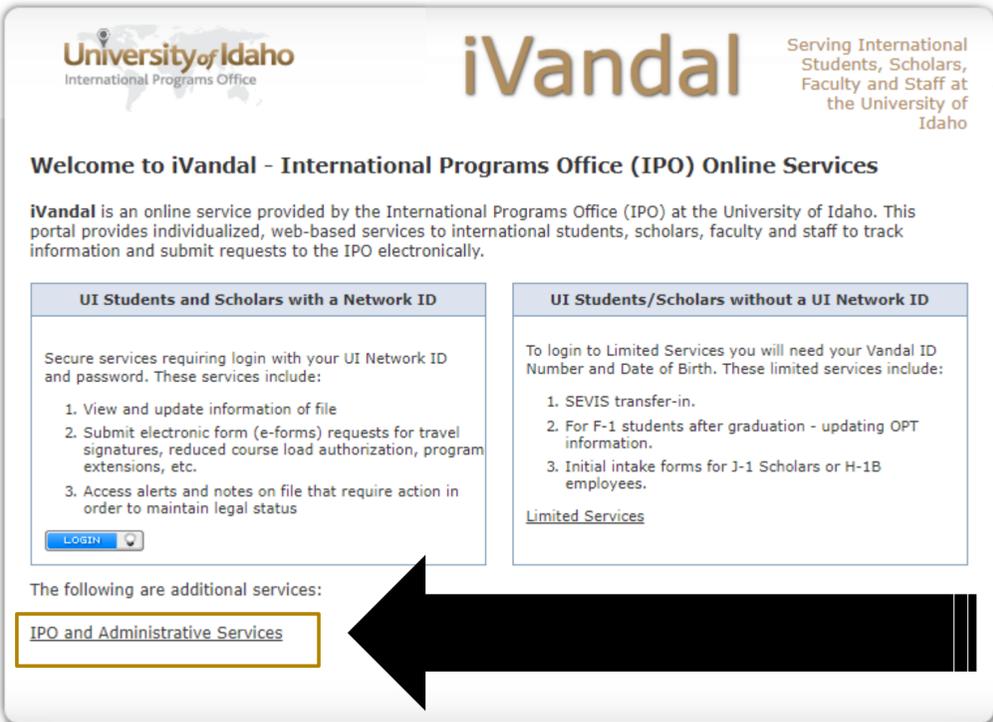
After completing this tutorial, you should be able to do the following:

- 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.”

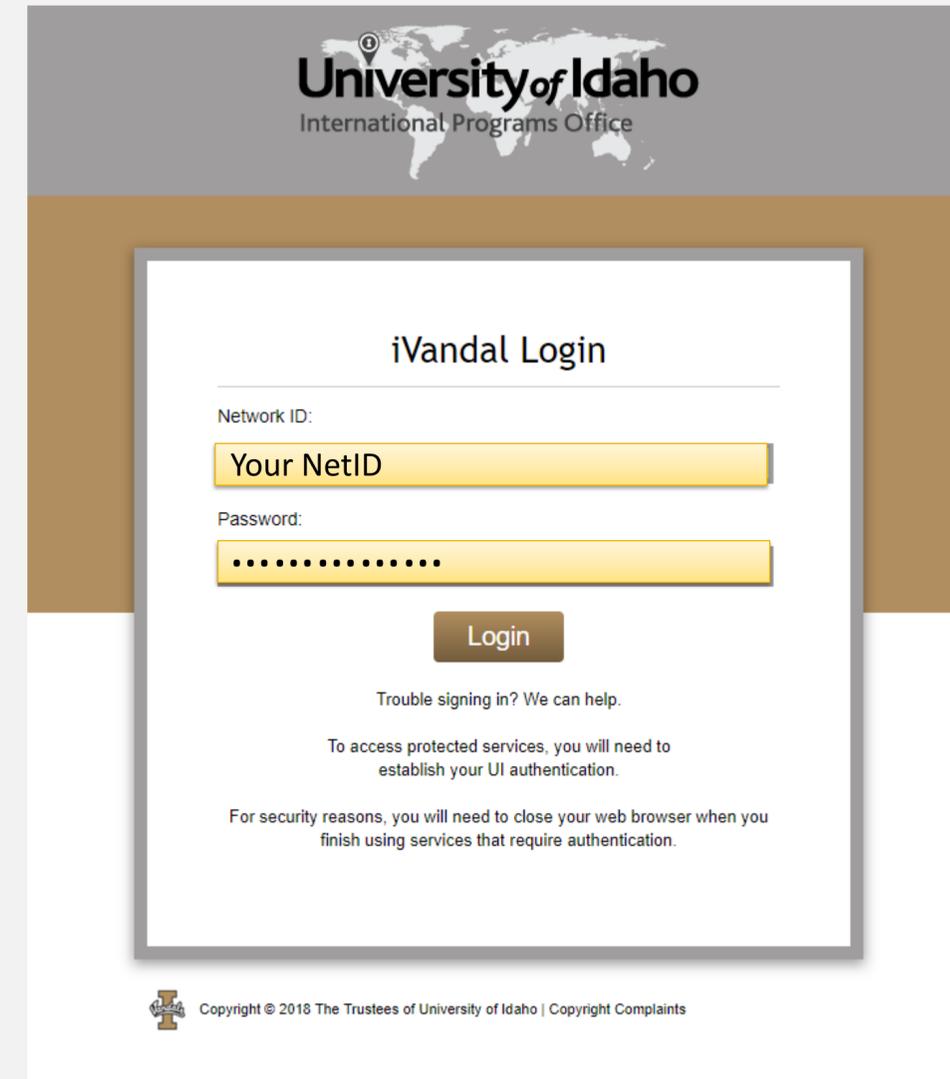


The screenshot displays the iVandal portal interface. At the top left is the University of Idaho International Programs Office logo. The main header features the 'iVandal' logo and the tagline 'Serving International Students, Scholars, Faculty and Staff at the University of Idaho'. Below the header, a welcome message states: 'Welcome to iVandal - International Programs Office (IPO) Online Services'. A paragraph explains that iVandal is an online service for international students, scholars, faculty, and staff to track information and submit requests. Two main service categories are presented in boxes: 'UI Students and Scholars with a Network ID' and 'UI Students/Scholars without a UI Network ID'. The first box lists services like file management, travel requests, and alerts, with a 'LOGIN' button. The second box lists limited services like SEVIS transfer-in and OPT updates, with a 'Limited Services' link. At the bottom, a section titled 'The following are additional services:' contains a yellow-bordered link for 'IPO and Administrative Services'. Two large black arrows point towards this link from the left and right sides of the page.

# REQUESTING DEPARTMENTAL SERVICES

## USER ACCESS IN IVANDAL

3. Login using your UI NetID and Password:



The screenshot shows the iVandal Login interface. At the top, the University of Idaho logo and 'International Programs Office' are displayed. The main heading is 'iVandal Login'. Below this, there are two input fields: 'Network ID:' with the placeholder text 'Your NetID' and 'Password:' with a masked password field. A 'Login' button is positioned below the password field. At the bottom of the form, there are three lines of text: 'Trouble signing in? We can help.', 'To access protected services, you will need to establish your UI authentication.', and 'For security reasons, you will need to close your web browser when you finish using services that require authentication.' The footer contains the University of Idaho logo and the text 'Copyright © 2018 The Trustees of University of Idaho | Copyright Complaints'.

# REQUESTING DEPARTMENTAL SERVICES

## DEPARTMENTAL ACCESS REQUEST FORM

4. On the blue menu on the left, select “Departmental Services
5. Next, select “Departmental Access Request

The screenshot shows the iVandal web interface. On the left is a blue navigation menu with the following items: 'iVandal Home Page', 'Departmental Services' (expanded), 'Departmental Access Request' (selected), 'International Office', 'Upgrade / Installation Procedures', and 'Logout of iVandal'. The main content area is titled 'Departmental Access Request Form' and includes the University of Idaho logo, the text 'iVandal Serving International Students, Scholars, Faculty and Staff at the University of Idaho', and a 'Secure Online Session' indicator. Below the title is a description: 'Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.' The form fields include: 'Your Name', 'Network ID: Your NetID', 'Your Network ID' (with a circled '5' and an arrow pointing to the input field), 'Campus \*' (dropdown), 'Department \*', 'Campus Phone Number', 'Street', 'City', 'State' (dropdown), and 'Zip Code'. At the bottom, there is a checkbox for 'I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. \*' and a 'Request Access' button. A legend indicates '\* required fields'.

# REQUESTING DEPARTMENTAL SERVICES

## DEPARTMENTAL ACCESS REQUEST FORM

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.

**University of Idaho**  
International Programs Office

**iVandal**  
Serving International Students, Scholars, Faculty and Staff at the University of Idaho

**Secure Online Session**

Your Name  
Network ID: Your NetID

**Departmental Services**

- Departmental Access Request
- International Office
- Upgrade / Installation Procedures
- Logout of iVandal

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

Your Network ID  
Your Network ID

Your Full Name \*  
Your University E-mail \*  
Campus \*  
Department \*  
Campus Phone Number  
Street  
City  
State  
Zip Code

I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. \*

\* required fields Request Access

# REQUESTING DEPARTMENTAL ACCESS

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

- iVandal Home Page
- [-] Departmental Services
  - Departmental Services Overview
  - Add New Person
  - J-1 Scholar Application
  - Update Your Information
- [+] International Office
- [+] Upgrade / Installation Procedures
- Logout of iVandal

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

## Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Last Name \*

First Name \*

Middle Name

Date of Birth \*

Gender \*

Email Address \*

Campus \*

Do you have an institutional university ID for this new profile? \*  YES  NO

Do you have a network ID for this new profile? \*  YES  NO

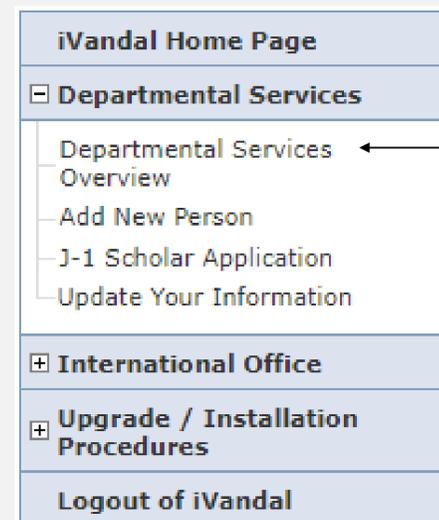
\* required fields

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.

# DEPARTMENTAL SERVICES OVERVIEW

10. 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.”



## Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

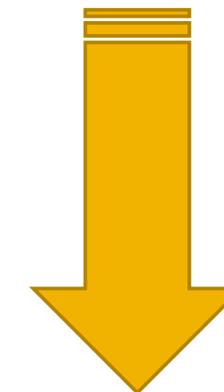
### Current Cases

[Visiting Scholar](#)

### Case Information Display

**Visiting Scholar**  
TEMP830710  
September 24, 2000

There are no case updates from the international office.



### Past Cases

[J-1 Scholar Application for New Exchange Visitor](#)

† Case has been updated in the past week

✓ Individual has filled out client accessible e-form

11. Select the name of the Scholar under the **Current Cases** menu.
12. Click on the link at the bottom of the Case Information Display: **J-1 Scholar Application for New Exchange Visitor**

# J-1 SCHOLAR APPLICATION

## J-1 Scholar Application for New Exchange Visitor

Below you will find an e-form group - a collection of forms used to facilitate the sponsor an International to participate in, or extend participation in, a J-1 Exchange Visitor program at the University of Idaho.

There are two (2) sections below:

1. International Scholar Section:  
**E-Forms To Be Completed By The International**
2. Department Section:  
**To Be Completed By The Sponsored Dept and IPO**

If found eligible for a J-1 program, the International Programs Office (IPO) will issue a J-1 Form DS-2019 to the named International and a J-2 Form DS-2019 to qualifying dependents.

The Form DS-2019 is generated through the Student and Exchange Visitor Information System (SEVIS) by a U.S. Department of Homeland Security designated responsible officer in the International Programs Office (IPO) at the University of Idaho.

13. After a few seconds, the **J-1 Scholar Application for New Exchange Visitor** should appear on the screen.

### TEMP830710 | VISITING SCHOLAR

- [Before You Begin \(Dept\)](#)
- [Department Contact Info \(Dept\)](#)
- [Program Information \(Dept\)](#)
- [Export Control Certification \(Dept\)](#)
- [Cultural Exchange \(Dept\)](#)
- [English Language Ability Verification \(Dept\)](#)
- [Volunteers \(Dept\)](#)
- [Package to Dept for Final Approval \(IPO\)](#)
- [Upload Final Approval Document \(Dept\)](#)
- [SEVIS I-901 Fee \(Dept\)](#)
- [Deliver Scholar Packet \(IPO\)](#)
- [Flight Arrangements](#)
- [Early-Arrival Housing](#)
- [On/Off Campus Housing](#)
- [Upload Vandal Card Image](#)
- [HR Clearance Form \(IPO\)](#)
- [EPAF Creation \(IPO\)](#)
- [Request Vandal Card \(IPO\)](#)
- [Request Email Account \(IPO\)](#)

### E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

- Applicant Information
- Financial Information
- Dependents (Spouse / Children)
- English Language Proficiency Requirement
- Health Insurance Requirements
- Volunteering
- Applying for your Visa
- Health Insurance Information
- Set Up NetID Account
- DUO Multi-Factor Authentication (MFA)
- Access VandalMail
- Access VandalWeb
- Social Security
- Check-In & Orientation
- Enter Visa Information
- Enter Passport Information
- Confirm Current (Local) Address
- Email Address & Phone Number