

Using Ellucian International Scholar Dossier (EISD)

Please Note: Ellucian International Scholar Dossier (EISD) is compatible with Internet Explorer version 11 or higher and Mozilla Firefox version 34 or higher. Make sure your web browser is supported before proceeding. The use of other browsers may cause errors.

Step 1 – Enter Your Information

Click on the **Edit Personal Information** link under **Your Information** on the left side of the screen. The following tabs will appear from left to right across the page. Click on each tab and enter your information. Remember to click "Save" on each page.

- Fields marked with a red dot are required.
 1. Biographical
 2. Address: Enter the address where you would like your visa documents to be sent in the Permanent Address section. Please also enter your phone number. Enter your email address **ONLY** in the Mailing Address section (leave the other fields blank). Do not enter anything in the Local Address section.
 3. Appointment
 4. Funding (Note: If you will receive a salary from MIT but you do not know the exact amount, you may leave this section blank.)
 5. Position in Home Country
 6. Other --> Passport and Visa, Education, Current US Institution, Dependent-Specific*, Dependent-General*

**Your spouse (husband or wife) and children under age 21 may be included as J-2 dependents. Children cannot remain in J-2 status after their 21st birthday.*

Step 2 – Attach Documents

Click on the **Attach Documents** link on the left side of the screen OR click on the **Documents** link on the **Edit Personal Information** page to attach the documents listed below and in the "Before You Begin" section you read earlier. **Attach clear copies of the following documents.** *Acceptable file formats are listed on the next page.*

- 1. Passport biographical information page(s)** for you and any accompanying family members
- 2. Proof of legal permanent residence** for you and any accompanying family members **ONLY IF** it is different from your country of citizenship
- 3. Your Current CV**
- 4. Financial documentation** for funding coming from all sources other than MIT, with translation if not in English.
- 5. A signed Statement of Compliance with Exchange Visitor Health Insurance Requirements (SOC).** Download it here: <http://web.mit.edu/scholars/pdfs/SOC.pdf>.
- 6. Copies of all current visa documents** if you are in the United States now
- 7. Copies of ALL previous J visa documents** if you were EVER in the United States in J-1 or J-2 status (Form DS-2019/Form IAP-66)

- 8. Copies of ALL other previous visa documents for the past six years** if you were in the United States during the past 6 years in any visa status other than tourist (such as Form I-20 [for F-1]; work authorization card [EAD]; or H-1B, TN, or O-1 approval notice)
- *Attached documents cannot be larger than 4 MB. No more than 100 MB of files can be added at one time.*
 - *Acceptable file formats:*
 - Adobe Acrobat files (*.pdf)
 - CompuServe Graphics Image files (*.gif)
 - Hypertext Markup Language files (*.htm, *.html)
 - Joint Photograph Experts Group files (*.jpg, *.jpeg)
 - Microsoft Excel spreadsheets (*.xls, *.xlsx)
 - Microsoft Outlook Message file format (*.msg)
 - Microsoft PowerPoint documents (*.ppt, *.pptx)
 - Microsoft Windows Bitmap Image files (*.bmp)
 - Microsoft Word documents (*.doc, *.docx)
 - Rar Archive files (*.rar)
 - Rich Text Format files (*.rtf)
 - Tagged Image File Format (*.tif, *.tiff)
 - Text files (*.txt)
 - Zipped files (*.zip)

Step 3 - Review and Submit to Department

Click on the **Review and Submit to Department** link on the left side of the screen to review your information and submit to your MIT Department, Laboratory, or Center.

You may wish to print a copy of this summary page for your records, as your EISD access will be deactivated after the International Scholars Office completes its review of your J-1 visa sponsorship request.

“Sign Out” and you are done.

Remember! The system will automatically log you out every 30 minutes, so be sure to save your information on each page.

Questions?

If you have any questions, please ask the contact person for your MIT Department, Laboratory, or Center.

Last Revised 2/22/2021