GlobalHome Departmental User Guide

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Please click the section name to skip to the appropriate section

Housekeeping

Access to Global Home is only for HR representatives, personnel representatives, administrative assistants, etc.

- To get access, you must complete the J-1 Application for New Exchange Visitor: Department Training in REPORTER.
- Faculty, Directors of Graduate Programs, and other staff will not have departmental access to GlobalHome.

Requesting Access to GlobalHome

Step 1: Request a GlobalHome Account

➔ Go to the "About" section of the OIS website (internationalservices.ncsu.edu) and then select "GlobalHome".
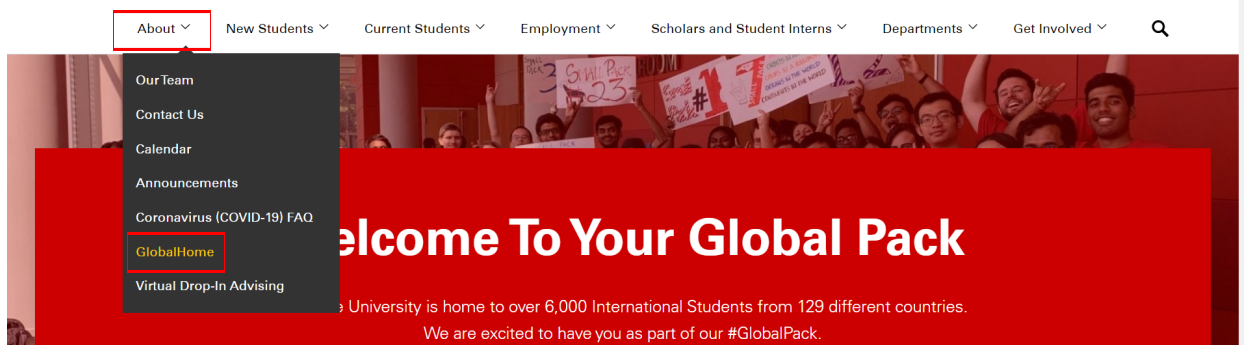
➔ Press login and enter your Unity ID credentials.

➔ Select "Department" and request an account.

Request Account

We did not find an existing account in our system matching the login name you entered.
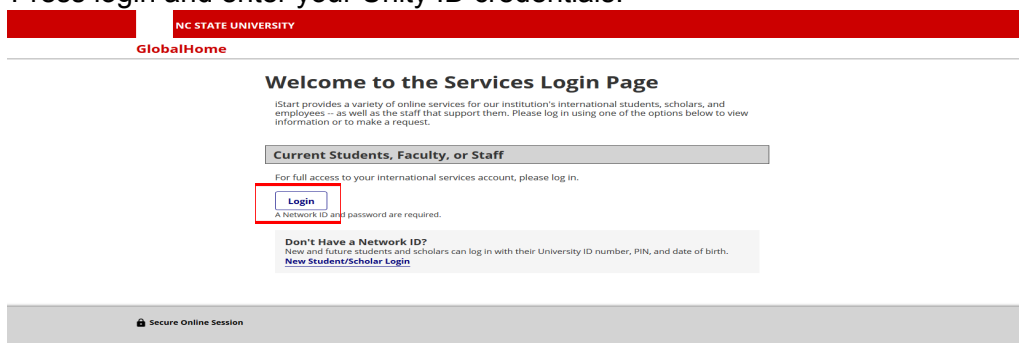
- If you are an international student, scholar, or employee, please select "Client" below.
- If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select "Department" below.
- If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly.

(*) Information Required

Please select the type of user to log in as: *

○ Client   ○ Department

Request Account

🔒 Secure Online Session

Step 2: Departmental Access Request Form

➔ Fill out the department access request form.

--- 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.

(*) Information Required

Your Network ID

hdstoker

Your Full Name*

Your University E-mail*

Campus*

Department*

Campus Phone Number

(999) 999-9999

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. *

Request Access

🔒 Secure Online Session

➔ **Tip: For "campus", <u>NC State is the only option.</u>**

Step 3: Department Access is Pending Review

➔ Once your access is approved, you will receive an email from OIS.
  ◆ If you get "Access Denied": This is not common. Please contact OIS at ois@ncsu.edu if you think this is a mistake.
  ◆ Tip: Are you in the right place? You may need International Employment and not OIS. OIS deals with F-1 and J-1 visas for students and scholars. International Employment deals with employment based visas, such as H1-B.

GlobalHome Services Home Page

On the left side of the screen, click "Departmental Services" to get started.

You can find the following under "Departmental Services":

- Most types of J-1 Scholar related requests
- Your current and closed cases
- Your department's current and closed cases
- Update Your Information form

GlobalHome   TEST_Patton TEST_Hillary ▾

Home
Biographical Information
Departmental Services
F-1 Student Services
International Employment
Requests
Surveys

GlobalHome Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

🔔 **Notifications**

There are no current notifications.

📝 **Requests**

You have no requests at this time

Tip: You may not have the same options on the left as the example photo, this is because this example is from our test environment.

Adding a Person to GlobalHome <u>or</u> Looking Up A Record to Begin an Initial J-1 Request

When a person has never been to NCSU

Step 1: Please go to "Add a New Person" on the Departmental Services screen.

Step 2: Under "add new person", enter your J-1's information. You will need:
- Last Name
- First Name
- Date of Birth
    - You will want to enter the date of birth in M/D/Y format.
        - Be careful of D/M/Y and M/D/Y formats across countries on official documents!
- Gender
- Email
- Campus is always NC State

My Current Cases

Departmental Services

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.

(*) *Information Required*

Last Name*

First Name*

Middle Name

Date of Birth*

📅 | MM/DD/YYYY

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

Add New Person

🔒 **Secure Online Session**

Step 3: Choose the application process you would like to begin:
- J-1 Application for a New Exchange Visitor
- J-1 Student Intern Application
- H1-B Applications
  - These are used by International Employment

GlobalHome

Hillary Patton ▾

Launch Application

Departmental Services

Work on an Application

Name: Doe, John
University ID: TEMP227105
Date of Birth: 01/01/2000

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J-1 Application for a New Exchange Visitor- HP

J-1 Student Intern Application

H-1B Employee Application

--- Continue an Application in Progress ---

There are no previously submitted applications.

You will notice that a TEMP ID has been issued, this TEMP ID is only for GlobalHome access. Do not issue an NCSU ID number. OIS will do this as part of the application process.

Step 4: Complete the application.

_____

When starting an application for a current NCSU student or someone who already has an NCSU ID number

Step 1: You can skip directly to the "J-1 Application for a New Exchange Visitor" by selecting "J-1 Application for a New Exchange Visitor".

Step 2: Input the person's university ID number and date of birth.

Step 3: Complete the application.

Instructions on How to Complete the J-1 Application for a New Exchange Visitor

Request Overview Page

Step 1: Complete the J-1 Research Scholar/Short-term Scholar Category Requirements Form

Once you submit this form, it will be listed as "Pending Office Approval". You will not be able to continue in the request process until OIS approves this form. OIS will send an email once this

form has been approved. This email will contain an NC State ID number for the scholar. Once the form is approved, you may continue filling out the remaining forms in the request process. The email you receive will look similar to the example below:

Office of International Services

Scholar Request Next Steps: ID # Issued: Buffy The Vampire Slayer (*****0008)

Dear Hillary,

A campus ID number has been issued for Buffy The Vampire Slayer. The campus ID number is *****0008.

The above campus ID should be used when initiating a job action request for this individual; do NOT create a new ID number.

In order to begin the next steps of your DS-2019 request, you will need to have the following documents ready:

- Copy of invitation/offer letter from the NC State host department to the prospective Exchange Visitor

The prospective Exchange Visitor will also need to prepare the following documents for upload in their portion of the online DS-2019 request:

- Copy of biographical page of prospective Exchange Visitor's passport (and dependents if applicable)
- Copy of prospective Exchange Visitor's CV or resume in English
- Proof of funding which meets the funding requirements. If the Exchange Visitor will be paid by NC State, proof of funding must be in the form of a completed hiring approval (for Postdocs, include an approval email from the Office of Post-Doctoral Affairs; for other paid positions, include people admin job action).
- Copy of any DS-2019s issued to the prospective Exchange Visitor in the past three years.

Please review this instructional video on how to start the DS-2019 request process in Global Home:

If you have any questions, please feel free to contact us anytime.

Step 2: Complete the forms under the section "Data Collections: E-Forms to be Completed by Department"

NC STATE UNIVERSITY

GlobalHome   Hillary Patton ▼

Launch Application
Departmental Services

J-1 Application for a New Exchange VisitorV2

View/Save/Print E-Form Group

Please review our website for more information on J-1 request procedures.

Initiate Scholar Request	—

☐ REQUIRED
J-1 Research Scholar/Short-term Scholar Category Requirements

Data collection: E-Forms to be Completed by Department	—

☐ REQUIRED
Program Information (Department)

☐ REQUIRED
English Proficiency (Department)

Data Collection: E-Forms to be Completed by Scholar	—

☐ REQUIRED
Scholar Personal Information

☐ REQUIRED
Scholar Dependent Information

☐ REQUIRED
Scholar Program Information

☐ REQUIRED
Scholar Funding

Please prepare the following documents for upload before starting this section:

- Offer or invitation letter
- NCSU funding information
  - For NCSU funding, you can upload the hiring action approval or a letter signed by HR
- English attestation form (link to form is on GlobalHome in the appropriate section)
- Copy of email from Export Control

The Program Information Form

This form covers information about the J-1 scholar's program and the hosting department. Information entered here should match information in the invitation letter.

Documents to upload:
- Offer or Invitation Letter
- NCSU funding information

Tips:
- OIS reserves the right to issue an initial DS-2019 with a start date later than requested if the requested start date is within 45 days of OIS receiving a complete request.You will need to know whether your department is charging the scholar a bench fee or not.
- Do not choose "specialist". NCSU does not sponsor them.
- For the primary objective, be specific but avoid too many technical terms which prevent a clear explanation of what the J-1 will be doing.
- OIS restricts initial appointments to 1 year when the primary funding source is personal funds. The proposed end date must match the appointment end date in the HR system.
- You must enter a fax number.
- While you can save the form as a draft, remember to hit submit once you are ready to continue in the request process.

English Proficiency

The J-1 Exchange Visitor program regulations require OIS to document that the Exchange Visitor possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis.

The interview must have taken place within the last six months. If the interview is older than six months, a new interview must take place prior to completing this form. The interview must also be performed in English.

By completing this attestation, you are certifying that the Exchange Visitor possesses sufficient proficiency in the English language as required by the J-1 Exchange Visitor Program

regulations. If you are not the person that completed the interview, please have the interviewer complete the [English Certification for J-1 Programs Form](#) and upload that PDF to this form.

Documents to upload:
- [English Attestation Form](#); linked on the page

Tips:
- Interviews must be done by video conference (Zoom for example) or in person. Phone interviews are not acceptable.
- The interview must be from within the last 6 months.

Export Control

For every J-1 research scholar, short-term scholar, or student intern you will need to complete a [Visiting Scientist Agreement](#). Within 48 hours of submitting this online form, you should receive an email confirming the person's Restricted Party Screening outcome.

Documents to upload:
- A copy of the email from Export Control confirming the Restricted Party Screening results for the J-1

Tip:
- You can upload the export control email at any point between the first and last steps in the request process. Please keep in mind that despite this flexibility, export control is not optional; the request cannot be submitted without it.

Step 3: Scholar completes the forms under the section "Data Collection: E-forms to be Completed by Scholar"

The scholar will be emailed to complete their forms. Departments will also get an email but without the pin the scholar will use to login to GlobalHome. **DO NOT FORWARD YOUR DEPARTMENT EMAIL TO THE SCHOLAR.**

Scholar Forms Overview

Only the scholar should complete these forms. The department **should not** complete these forms on the scholar's behalf. If a scholar has questions or technical issues in GlobalHome with this process, please direct them to email OIS at ois@ncsu.edu.

Personal Information

This form is where the scholar details their biographical information and previous immigration information.

- Documents to upload:
    - Resume/CV
    - Passport bio page

Scholar Dependent Information

Only a lawful spouse and unmarried children under the age of 21 who are not U.S. citizens or were not born in the U.S. are eligible for J-2 dependent status. Parents, siblings, children over the age of 21, servants, common-law spouses or paramours and other friends or relatives are not eligible for J-2 dependent status. This form is where a scholar would indicate whether they

plan to bring dependents or not. Multiple dependents means the scholar should do multiple dependent forms.

- ● Documents to upload:
  - ■ Dependent passport page

Scholar Program Information

In this form the scholar will indicate their program objectives and activities.

Scholar Transfer In Information

If a scholar is transferring in from another institution, they will indicate that in this form.

Scholar Funding

The scholar will upload their funding information here.

- ● Documents to upload:
  - ■ Proof of funding
    - ● Funding documents must be in English (if not in English, include an English translation performed by someone other than yourself), on institutional letterhead, dated within the last 6 months, and indicate a specific amount of funding.
    - ● For funding documents in which a range of funding is given (such as $1400 - $1800), OIS will use the lower amount of the range when calculating the funding.

Scholar Confirmations (category, health insurance)

The scholar will confirm their understanding of their category and health insurance requirements.

Export Control Revisited

You can complete this step now before the final step if you did not do so after the first step. Regardless of when you complete the step, please note export control is a required step.

Step 4: Upload of Signatures

Once the scholar completes their portion of the request process, the department will receive an email that they can complete the department portion of the request.

You will use "View/Save/Print E-Form" and "Signature Page" to route around the department for signatures and then upload the signature page as a PDF file in GlobalHome.

Upload of Signatures

 MAIN PAGE | 111222333 | CAPTAIN AMERICA

(*) Information Required

Please upload a completed college and department certification/siganture PFD.

CLIENT RECORD: CAPTAIN AMERICA | 111222333

Upload signature PDF *

[Select File]

[Save Defaults]   [Save Draft]   [Submit]

Finished! You did it!

10 business days from submission of a completed request is the processing time for OIS.

Corrections

If you need to correct information in a form or submit additional documentation, there will be an optional step under all J-1 Scholar requests to do so. Please follow the directions below.

Only department representatives will have access to this form for corrections or submitting additional information. **Scholars cannot make corrections themselves**.

When should you utilize the corrections form? Please complete this form in the following situations:

- You made an error in a previous form in your application that needs to be corrected.
- The scholar made an error that needs to be corrected.
- OIS requires more information or documentation to approve part of the application (such as funding documentation).
- A supplemental or corrected offer letter needs to be submitted.

Process:
➔ To find your forms in processing for J-1 Scholars, please click "My Current Cases" under "lists".

➔ Go to the appropriate request you are in the process of completing or have completed.
➔ Click "+ Add New J-1 Scholar Corrections Form" at the bottom of the page.
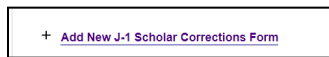
➔ Select the purpose of the form.
- ◆ **Purpose 1: Submit additional documentation**
  - ● Please use the dropdown menu to select the type of information you are submitting.
  - ● You will be able to upload one document at first.
    - ○ If you need to upload more, please select yes for "Do you have additional documents to submit?"
    - ○ You can submit up to five documents.
      - ◆ If you need to submit more than this, you can submit multiple requests as needed.
- ◆ **Purpose 2: Correct information in a form**
  - ● Please use the dropdown menu to select the type of information you are submitting for correction.
  - ● Select the information to correct.
  - ● Type in the correct information.
    - ○ You may be asked to upload applicable forms if necessary based on the type of information being corrected. An option to upload these forms will appear dependent upon the requested information.
➔ Hit submit.

Troubleshooting

Tip: OIS has a handy FAQ [here](#).

- I made a mistake on my form.
  - ○ Please refer to our "Corrections" section.
  - ○ If you need to submit other types of corrections, such as a deferral or amendment, please see the "Instructions on Other Scholar Processes" section.
  - ○ For any other issues, please reach out to OIS at ois@ncsu.edu.
- We issued an ID number before OIS did.
  - ○ You will need to let OIS know immediately what the ID number is.

- Our person with access to GlobalHome in our department is leaving or will be going on leave.
  - It is always good to have a back-up person with access to GlobalHome. These back-up representatives should also complete the training in REPORTER.
- The scholar cannot access the form.
  - This is usually because of one of the the follow issues:
    - Did the department forward the email without the access pin? <u>Again, you do not need to forward the scholar any emails. They will receive an email with their pin and log in information.</u>
    - The correct information was not entered on the add new person form.
      - Sometimes the incorrect birthday is entered or the incorrect email address is entered.
        - Please make sure the birthdate you enter is correct. Remember some countries list birthdates as day/month/year, not month/day/year.
      - If this information is entered incorrectly, the scholar will not be able to log in.
    - Did the email go to the scholar's spam?
      - Suggest the scholar check their email spam folder.
  - If the scholar is still having issues, they can contact OIS at ois@ncsu.edu.

Instructions on Other Scholar Processes

Home Screen

The five processes you may need are listed under "tasks" on the Department Services landing page. Please note that the department does these forms. <u>Scholars do not have access to these forms</u> and any information needed from a scholar, such as funding details or insurance details, will need to be sent from the scholar to the representative submitting these forms.

Once you choose the appropriate form, enter the scholar's university ID and birthdate to begin.

Scholar Deferral

Complete this form to request a new DS-2019 document for your scholar if they cannot arrive on campus and check in with the OIS office within 30 days of their current start date.

Process:

- ➔ Click "start a new request"
  - ◆ If you already started a request, but did not submit it, it will say "in progress".
- ➔ Please enter the new program dates.
- ➔ Please enter updated funding information.
  - ◆ If there are no updates to funding, please upload the original funding information. **If the original funding documents were issued more than 6 months ago or have a "must arrive by date" that the scholar will not be able to meet, you will need to upload updated funding documents.**
- ➔ Optional: Provide a shipping label.
  - ◆ Submitting a shipping label through this form is helpful for the DS-2019 to be sent out on time. However, this step is optional in the form and arranging for a shipping label can be completed later if necessary by emailing the label to ois@ncsu.edu.
- ➔ Hit submit.

Scholar Visit Cancellation

You will use this form to indicate an incoming scholar's visit with NC State University has been canceled for any reason (either by the department or by the scholar themselves). This form can only be used prior to arrival.

Process:
- ➔ Click "start a new request"
  - ◆ If you already started a request, but did not submit it, it will say "in progress"
- ➔ Confirm by checkbox that the scholar has been informed their visit will be canceled.
- ➔ Provide reason for cancellation.
- ➔ Hit submit.

Scholar Amendment

This form is used to amend the below information for the scholar:

- new site of activity
- change in pay amount or pay status (e.g. unpaid to paid)
- change in hours
- new supervisor
- incidental employment

Please submit this form **before** any changes come into effect.

Process:

- ➔ Click "start a new request"
    - ◆ If you already started a request, but did not submit it, it will say "in progress".
- ➔ Please check the boxes that apply to the situation.
    - ◆ Multiple boxes can be checked if necessary.
    - ◆ If you are unsure about incidental employment, please see our information page [here](#).
        - ● A common example of incidental employment includes conferences and receiving honorariums.
- ➔ Provide an explanation in the appropriate field.
- ➔ Provide the date the change will be effective.
- ➔ Upload any proof required, such as proof of funding.
- ➔ Hit submit.

Scholar Extension

An extension is necessary when the J-1 Exchange Visitor needs more time to complete his/her original program objective or research project. Any extension must still fall within the Exchange Visitor's maximum length of stay for his/her J-1 category. Please submit this **at least 30 days before the scholar's program's end date**. All forms will be completed by the department. **The scholar does not have access to this form group.**

As a reminder…
- ● J-1 Research Scholars/Professors may stay up to 5 years
- ● J-1 Short-Term Scholars are eligible up to 6 months
- ● J-1 Student Interns are eligible up to 12 months

The extension process require the following information:
- ● Documents to upload:
    - ● Proof of new or continued funding that covers expenses for the scholar and any dependents for the entire length of the proposed extension
        - ○ OIS funding requirements:
            - ■ $2000/month for the J-1 principal
            - ■ $900/month for the first J-2 dependent (spouse or child)
            - ■ $500/month for each additional J-2 dependent (spouse or child)
            - ■ *Additional proof of funding for bench fees, if applicable, will be necessary in addition to the monthly costs*.
    - ● New offer/invitation letter for the new time period
    - ● Proof of both *current* and *future* health insurance for the J-1 and any J-2 dependents. Future insurance must extend at least six months into the extension time period or until the end of the extension period, whichever is less.
    - ● Upload of Signatures

Process:
- ➔ Please review the maximum length of stay for each type of J-1 visa.
  - ◆ J-1 Research Scholars/Professors may stay up to <u>5 years</u>
  - ◆ J-1 Short-Term Scholars are eligible up to <u>6 months</u>
  - ◆ J-1 Student Interns are eligible up to <u>12 months</u>
- ➔ Enter the current end date and the proposed end date.
- ➔ You will be asked about the 212(e) two year home residency requirement for the scholar. If you are unsure about this, please contact OIS.
- ➔ Describe the primary objective and activities for the visitor.
  - ◆ Research objectives cannot be changed in the middle of a program.
- ➔ Enter position information.
- ➔ Upload a new offer or invitation letter.
- ➔ Hit submit.
  - ◆ Tip: If all the forms in the series are not yet submitted, the submit button will not appear.
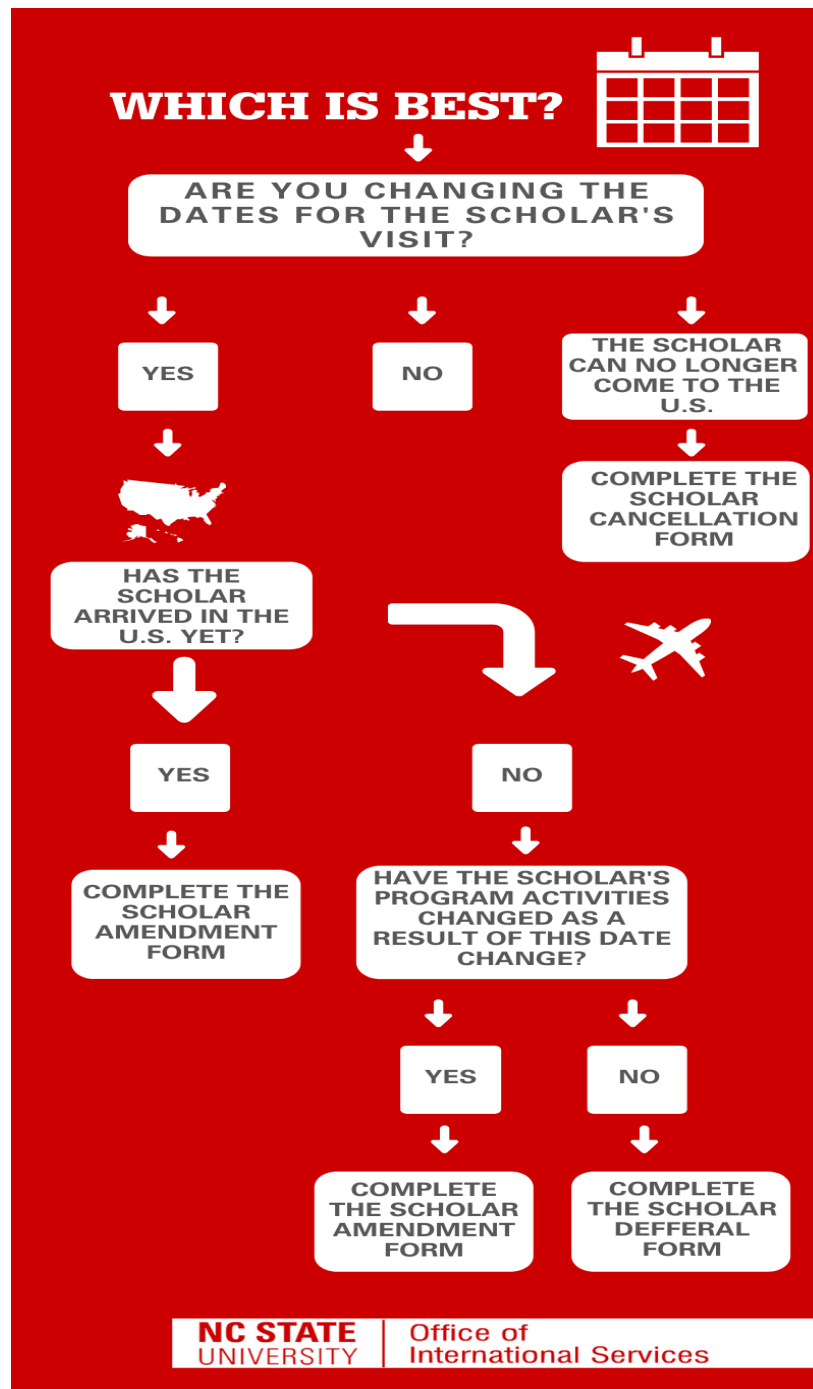

Scholar Completion

This form is submitted by a department when a scholar completes their program, either by leaving the US or transferring to another university. The scholar is expected to do their own departure form and transfer out forms separately.

Process:
- ➔ Click "start a new request"
  - ◆ If you already started a request, but did not submit it, it will say "in progress"
- ➔ Enter the last date of employment for the scholar.
- ➔ Certify that the next two checkboxes apply to the situation.
- ➔ Hit submit.

Which Is Best? Flowcharts

Scholar Amendment, Deferral, or Cancellation Form

Scholar Extension or Completion Form