

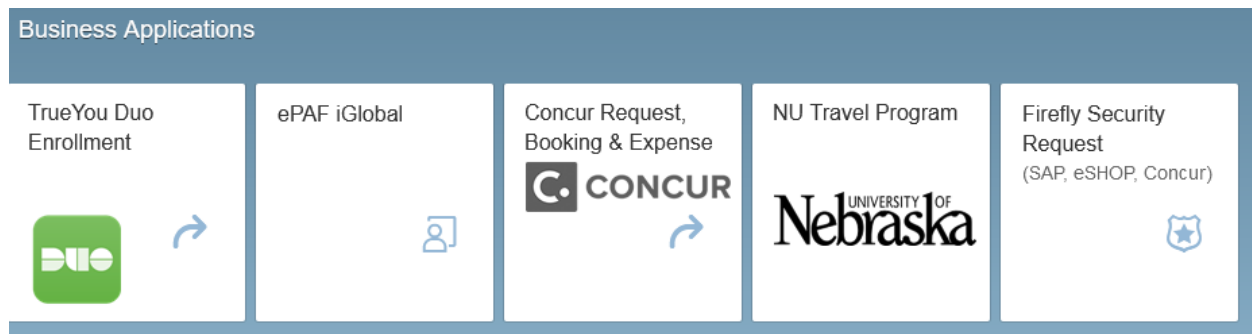
International Visitor Registration Process

NOTE: Before proceeding, make sure that you have completed the steps outlined in the Gaining Access tutorial and that you have reviewed all policies pertaining to International Visitors

Long-term international visitor registrations (seven days or more) must be submitted at least 60 days prior to the visitor start date. Short-term international visitor registrations (six days or less) must be submitted at least 14 days prior to the visitor start date.

Part 1: EPAF iGlobal

Login to Firefly (<https://firefly.nebraska.edu>) and click on ePAF iGlobal under Business Applications, then click Create











Enter the visitor's information on the Profile Entry screen. **Only enter information in fields marked with a red asterisk, making sure that the following information is included:**

Annual Pay: 0
Employment Status: Affiliate
Visa Type: B-1 (Short-term visitor) or J-1 (Long-term visitor)
Primary Position: 99929
Effort: Full-Time
FTE Percent: 100

Review the information entered carefully, then click Submit. On the next screen make a note of the NUID generated; **YOU WILL NEED THIS FOR THE NEXT PART.**

Profile Entry

NUID: <input type="text"/>	*Birth Date: <input type="text" value="MM/dd/yyyy"/> 
*First Name: <input type="text"/>	Social Security Number: <input type="text"/>
Middle Initial: <input type="text"/>	Telephone Number: <input type="text"/>
*Last Name: <input type="text"/>	*Email: <input type="text"/>
Former Name: <input type="text"/>	*Start Date: <input type="text" value="MM/dd/yyyy"/> 
*Sex: <input type="text" value=""/> 	*Primary Position: <input type="text" value="99929"/> 
*Annual Pay: <input type="text" value="0"/>	*Effort: <input type="text" value="Full-Time"/> 
*Employment Status: <input type="text" value="Affiliate"/> 	*FTE Percent: <input type="text" value="100"/>
*Visa Type: <input type="text" value="J-1 - Exchange visitor"/> 	*Nationality: <input type="text" value=""/> 

Part 2: iGlobal Application *WAIT 24 HOURS BEFORE PROCEEDING TO THIS STEP*

Login to iGlobal (<https://iglobal.nebraska.edu>)



Welcome to the University of Nebraska International Services Login Page

iGlobal provides a variety of online services for the University of Nebraska (UNK, UNL, UNO, UNMC) International Students, Scholars, Employees, and Visitors—as well as the staff that support them.

Admitted or Current International Student, Scholar, Employee or Visitor

If you are an admitted or current International Student or a current Scholar, Employee or Visitor of a University of Nebraska Campus (UNK, UNL, UNO, UNMC), please log in using your campus credentials (NUID or NetID).

Login

A Network ID and password are required.

Secure Online Session

Under tasks, click on the International Visitor Registration (Seven Days or More) or International Visitor Registration (Six Days or Less).



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Launch Application
Departmental Services
International Office

Departmental Services

Lists


My Current Cases	My Closed Cases	My Department's Current Cases
My Department's Employees & Scholars		

Tasks

Add New Person	Update Your Information	H1-B
International Visitor Registration (Seven Days or More)	International Visitor Registration (Six Days or Less)	J-1 Scholar Hired by UNMC

Secure Online Session

Lookup the record that you created in the previous part using the NUID and Date of Birth, then click Find Record

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[Departmental Services](#)
[International Office](#)

Lookup International Record

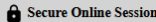
Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

() Information Required*


University ID*

Date of Birth*

Find Record



On the next screen, click on Start a New Request.

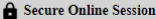
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International Visitor Registration (Seven Days or More)

Process related to International Visitor Registration for visitors at UNMC for seven days or longer.

+ [Start a New Request](#)



For long-term visitors, start with the International Visitor Registration (Seven Days or More).

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12/01/2021 [145] International Visitor Registration (Seven Days or More)


View/Save/Print E-Form Group

Process related to International Visitor Registration for visitors at UNMC for seven days or longer.


E-Forms —

OPTIONAL
Department Request for New J-1 Sponsorship (Not Paid by UNMC)

REQUIRED
International Visitor Registration (Seven Days or More)

 Secure Online Session

Fill in the form, then click on Submit (you can also save the draft if needed).

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[International Office](#)

International Visitor Registration (Seven Days or More)

[REDACTED]

() Information Required*

The inviting department should complete and submit this form at least 60 days in advance of arrival. If you have any questions please email internationalvisitor@unmc.edu.

Inviting department information

CLIENT RECORD: [REDACTED]

UNMC inviting department*

Faculty sponsor*

Department contact*

Department contact email*

Department contact phone*

Is the inviting department sponsoring the visitor for a J-1 visa?*

Yes No

After submission, your department chair will receive an email asking them to approve the request. They should follow the instructions included in that email.

For long-term visitors that need J-1 sponsorship, proceed to the Department Request for New J-1 Sponsorship form



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Launch Application
Departmental Services
International Office

Department Request for New J-1 Sponsorship (Not Paid by UNMC)

[REDACTED]

() Information Required*

This information will be used to create Form DS-2019 for new J-1 sponsorship by the University of Nebraska Medical Center. Please complete this form. If you have any questions, please contact globalsupport@unmc.edu

J-1 Scholar Information

CLIENT RECORD: [REDACTED]

Currently in US?*

Yes No

Position in Home Country*

Will scholar bring a spouse or child dependent?*

Yes No

English Language Proficiency

All J-1 Program Sponsors are required to verify that J-1 Exchange Visitors have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency to successfully participate in his or her program and to function on a day-to-day basis." 22 CFR 62.11(a)(2)

This provision requires sponsors to use one of the following "objective measurements of English language proficiency" to determine an applicant's language proficiency.

Please select the one that applies to this scholar*

After the department chair approves the request, the request will be routed to Export Control, then the Office of Global Engagement for final approval. You will be notified when the registration is approved.