

Creating a PS ID for J1 Visiting Scholars / J2 Dependents

Route this form to: For departmental use.	U Wide Form UM Rev: 6/1//2008
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PS Entity #	Choose one: <input type="checkbox"/> J1 <input type="checkbox"/> J2
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INSTRUCTIONS: Conduct a thorough SEARCH./MATCH. If an ID does not exist, enter the following required personal demographic information:

[Campus Community](#) > [Personal Information](#) > [Add/Update a Person](#)

Effective Date		Empl ID
First Name		Middle Name
Last Name		
Date of Birth	Gender	Social Security Number

Citizenship

Birth Information

Country USA (this is correct)	Birth Location (City of Birth)
Citizenship Status Alien Temporary	Birth Country

Add a new row, click on the “+”

Country (J1 or J2's Country of Citizenship)	Citizenship Status Not Indicated
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Instructions: Enter the Foreign Address, add a new row, enter the Campus address where the J1 will be conducting their activity.

[Campus Community](#) > [Personal Information](#) > [Add/Update a Person](#) > [Addresses](#)

Address Type Foreign Address – Intl Only	Address Type NOTE: J2's do NOT have a campus address. Campus Office Location 1
Address History (Foreign address cannot be a P.O. Box)	Address History (address where J1 will be conducting activity)
Country	Country USA (this is correct)
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
Address 4	Address 4
City	City
County	County
State	State
Postal	Postal

INSTRUCTIONS

It is possible to create a PS ID before an individual arrives in the U.S. by entering a minimum amount of personal demographic information in Campus Community. "Creating a PS ID for J1 Visiting Scholars / J2 Dependents" is an **optional form** departments may use to help support their departmental business process for J1 and J2's.

(The form should be kept with the J1 or J2's department information. It is not necessary to send it onto Central HRMS).

Several things to remember:

1. **This form should be used in conjunction with the HRMS Business Process** "Human Resources Implementation of Student Exchange & Visa Information System (SEVIS)", also found at <http://www1.umn.edu/ohr/hrms>
2. **Name consistency is critical.** The name entered into PS should be exactly as it appears on all identification documents (i.e. passport, DS-2019, Social Security, etc.) Please stress the importance of accuracy and consistency to all potential visiting scholars and dependents. Inconsistencies may affect the J1 or J2's ability to enter or remain in the U.S.
3. **The Effective Date** should be the date the information is entered into PS.
4. **J2 Dependents should NOT have a campus address.** Since the J1 will be conducting business with the University, they should be the only one with a campus address.
5. **PS ID should be noted** on the form for further reference.

Contact the OHR Call Center, 612-625-2016, with any questions.