

# Partner Portal Tutorial

## Fulbright Visiting Scholar Program

# Contents

- [Navigating to a Specific Program](#)
- [Notifications](#)
- [Action Items: Confirm Dates](#)
- [Action Items: Uploading Documents](#)
- [Action Items: J1 and J2 Verifications](#)
- [Checking DS-2019 Status and Downloading DS-2019s](#)
- [Viewing Reports](#)

# Navigating to a Specific Fulbright Program

**iie** IIE CONTACTS NOTIFICATIONS

## Hi, Jay Fisher

Welcome to the eCRM partner portal!

You may now access your program's participants,

Select a program

Select a program

About IIE | Terms and Conditions | Privacy Policy

Upon logging in to the portal, partners will arrive to a landing page like the one displayed here. Using either one of the two blue dropdown menus, you can select the program that you wish to view

# Program Home: Visiting Scholar

**IIE** PROGRAM HOME NOTIFICATIONS ACTION ITEMS PARTICIPANT INFORMATION IIE CONTACTS Fulbright Visiting Scholars

Fulbright Visiting Scholars Program  
Welcome to IIE's Partner Portal in support of the Fulbright Visiting Scholar Program. Each year, globally, the program supports between 900 and 1000 scholars to pursue advanced research and teaching at roughly 300 U.S. institutions. For the vast majority of country programs, exchanges range in length from three to twelve months.

Your participants at a glance:

 60  
Total Participants

Important announcements:

**FY2023 Cohort Late Onboarding**  
If your country program has any off-cycle/late start participants, they must begin their exchange visit no later than May 31, 2024. Candidates unable to undertake their exchange by this deadline must withdraw and may reapply in a future year. Further

The Visiting Scholar resources page on the Fulbrightscholars.org website holds the most recent version of the program onboarding documents [here](#). **Note:** you'll need to enter the case-sensitive password **Resources** to access

**New! FY24 Fulbright Scholar Program Stipends and Allowances**  
In January 2024, ECA announced that Fulbright Visiting Scholar stipend rates for ECA-funded FY24 Visiting Scholars and Scholars-in-

On this program home page, for Visiting Scholars, you will see your participants at a glance confirming your country's total number of Visiting Scholar participants.

# Changing your Program View

The screenshot displays the IIE program portal interface. At the top left is the IIE logo, which is circled in red. To its right is a navigation menu with links for PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION, and IIE CONTACTS. Below the logo, the text "Fulbright Scholar-in-Residence Program" is visible. In the center, there is a section titled "Your participants at a glance:" with a card showing a group of three people icon, the number "3", and the text "Total Participants". Below this is a section titled "Important announcements:" with three empty white boxes. On the right side, a vertical menu bar is shown, with a dropdown menu open. The dropdown menu is circled in red and shows the current selection "Fulbright Scholar-in-Resid" and other options: "Fulbright Foreign Stude...", "Fulbright Scholar-in-Resi...", and "Fulbright Visiting Schola...". At the bottom right of the menu bar is a plus sign and a gear icon.

Once you are into the portal for any particular program, users may change their program view directly in the menu bar in the upper right hand corner, or they may click the red IIE logo in the upper left corner of the screen to return to the first home screen and reselect the program there.

# Partner Portal: Adjusting Grids

- Partners can search, filter, sort, move and hide columns on grid views.
- Many sections include grid views which can also be exported to Excel.

Notifications

Program	Participant Name	IIE Participant ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fulbright Foreign St...	Udechukwu John A...	PS00346243
Fulbright Foreign St...	Udechukwu John A...	PS00346243
Fulbright Foreign St...	Udechukwu John A...	PS00346243
Fulbright Foreign St...	Udechukwu John A...	PS00346243

Click the column header to sort up, click again to sort down.

Notifications

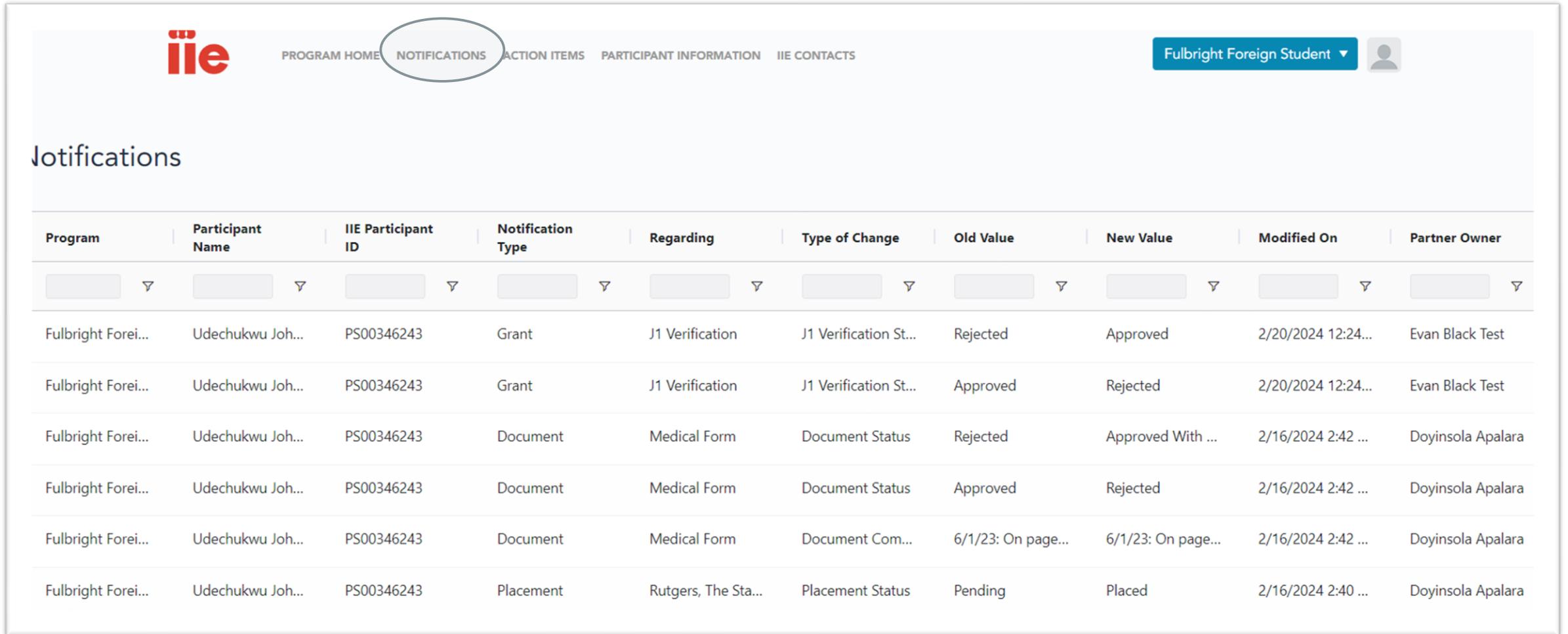
Program	Participant Name	IIE Participant ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	  
Fulbright Foreign St...	Udechukwu John A...	PS00346243	 Pin Column 
Fulbright Foreign St...	Udechukwu John A...	PS00346243	Autosize This Column
Fulbright Foreign St...	Udechukwu John A...	PS00346243	Autosize All Columns
Fulbright Foreign St...	Udechukwu John A...	PS00346243	 Group by IIE Participant ID

Hover to the right of the column name and three lines will appear. Click the lines and you will have the option to adjust the grid view and filter the column data.



# Notifications

# Partner Portal: Notifications (READ ONLY)



The screenshot shows the Partner Portal interface. The top navigation bar includes the IIE logo, menu items (PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION, IIE CONTACTS), and a user profile dropdown for 'Fulbright Foreign Student'. The 'NOTIFICATIONS' menu item is circled. Below the navigation is the 'Notifications' section header and a table of notification records.

Program	Participant Name	IIE Participant ID	Notification Type	Regarding	Type of Change	Old Value	New Value	Modified On	Partner Owner
Fulbright Forei...	Udechukwu Joh...	PS00346243	Grant	J1 Verification	J1 Verification St...	Rejected	Approved	2/20/2024 12:24...	Evan Black Test
Fulbright Forei...	Udechukwu Joh...	PS00346243	Grant	J1 Verification	J1 Verification St...	Approved	Rejected	2/20/2024 12:24...	Evan Black Test
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Status	Rejected	Approved With ...	2/16/2024 2:42 ...	Doyinsola Apalara
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Status	Approved	Rejected	2/16/2024 2:42 ...	Doyinsola Apalara
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Com...	6/1/23: On page...	6/1/23: On page...	2/16/2024 2:42 ...	Doyinsola Apalara
Fulbright Forei...	Udechukwu Joh...	PS00346243	Placement	Rutgers, The Sta...	Placement Status	Pending	Placed	2/16/2024 2:40 ...	Doyinsola Apalara



A read-only feature of the portal is a summary page called notifications. You'll want to familiarize yourself with this page as a tool early on.

# Partner Portal: Notifications & Daily Email (READ ONLY)

- The Notifications tab includes any activity or update that has taken place on a participant record within the last 30 days.
- Daily emails (example shown below) will be sent to the primary program contact regarding participant record for updates from the previous business day.

Program	Participant Name	IIE Participant ID	Notification Type	Regarding	Type of Change	Old Value	New Value	Modified On
Fulbright Forei...	Udechukwu Joh...	PS00346243	Grant	J1 Verification	J1 Verification St...	Rejected	Approved	2/20/2024 12:24...
Fulbright Forei...	Udechukwu Joh...	PS00346243	Grant	J1 Verification	J1 Verification St...	Approved		
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Status	Rejected		
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Status	Approved		
Fulbright Forei...	Udechukwu Joh...	PS00346243	Document	Medical Form	Document Com...	6/1/23: On p		
Fulbright Forei...	Udechukwu Joh...	PS00346243	Placement	Rutgers, The Sta...	Placement Status	Pending		
Fulbright Forei...	Udechukwu Joh...	PS00346243	Placement	Rutgers, The Sta...	Admission Status	Pending		

----- Forwarded message -----  
 From: IIE D365 <ileecrm@iie.org>  
 Date: Tue, Feb 27, 2024 at 9:00 AM  
 Subject: New Notifications

Dear Partner,

Please see the updates to your Fulbright participants below. Please log into IIE's [Partner Portal](#) for more information and to take action as applicable.

Program	Participant Name	IIE Participant ID	Notification Type	Regarding	Type of Change	Old Value	New Value	Modified On
Fulbright Foreign Student Program			Placement	University of Missouri-Columbia	Admission Status	Pending	Final	02/26/2024 05:38

If you have any questions related to this notification, please contact your IIE program management contact.

Thank you,  
 IIE Partner Portal



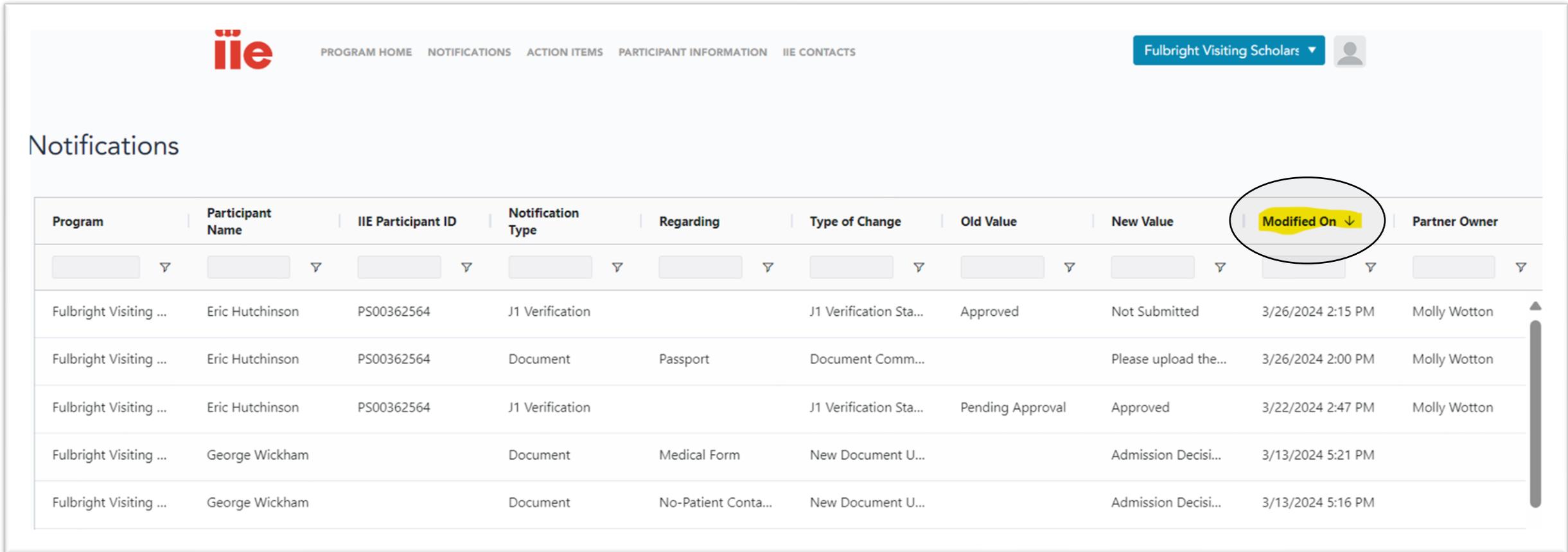
# Partner Portal: Notifications

Program	Participa... Name	IIE Partici... ID	Notificat... Type	Regarding	Type of Change	Old Value	New Value	Modified On	Partner Owner
Fulbright Vi...	Khaga Shar...	PS00366...	Document	Medical For...	Document ...	Pending Re...	Rejected	5/7/2025 7:...	Tina Lama
Fulbright Vi...	Khaga Shar...	PS00366...	Document	Medical For...	Document ...	4/23/25: O...	5/7/25: On ...	5/7/2025 7:...	Tina Lama

You can review recent status updates to documents on the Notifications Tab

# Partner Portal: Notifications (Read Only)

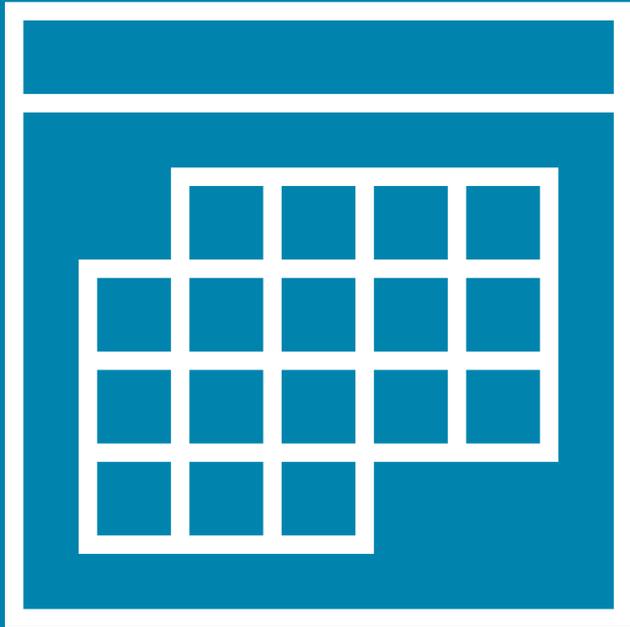
(Sorting by Modified On Date helps to see the most recent changes)



**iie** PROGRAM HOME NOTIFICATIONS ACTION ITEMS PARTICIPANT INFORMATION IIE CONTACTS Fulbright Visiting Scholars

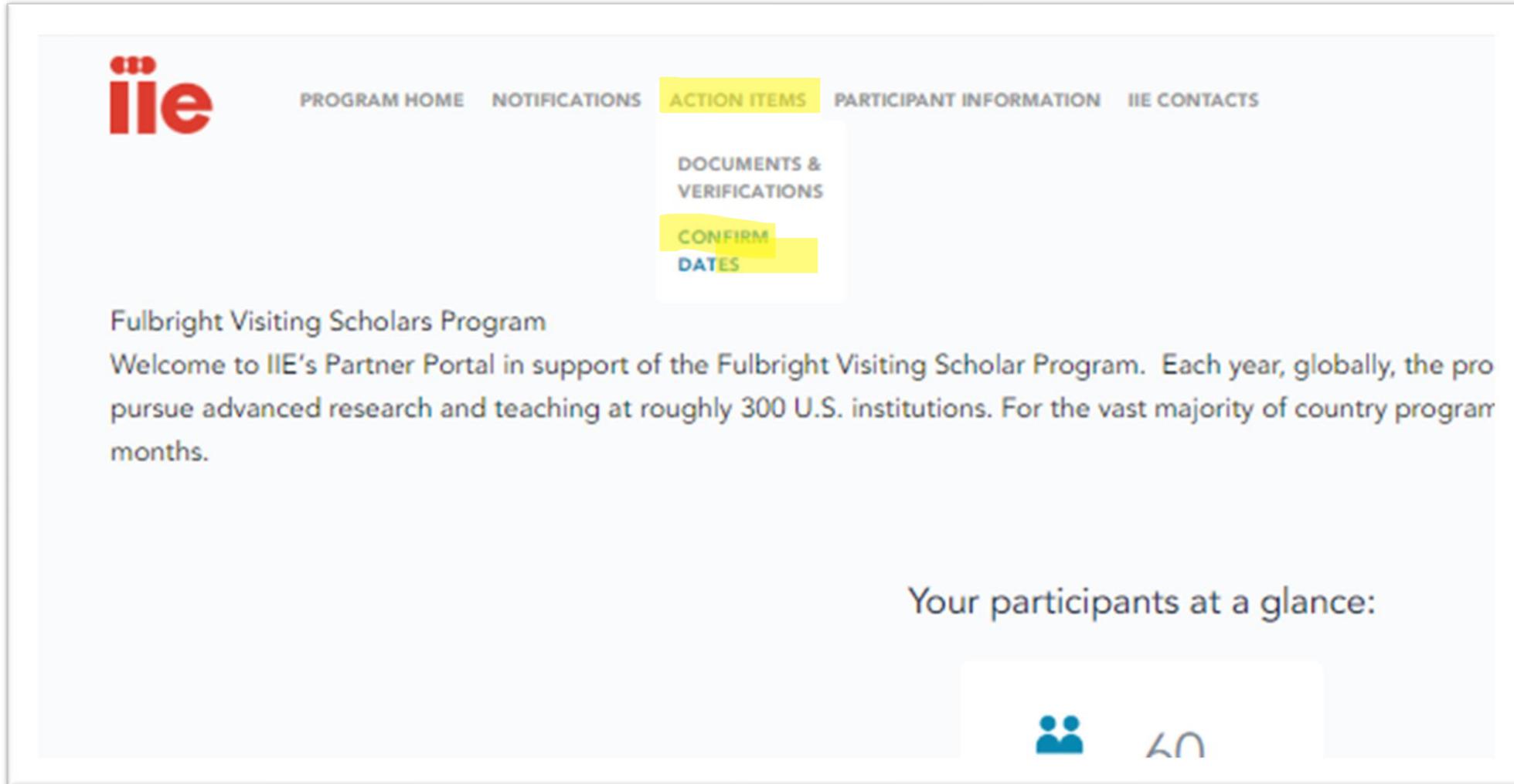
## Notifications

Program	Participant Name	IIE Participant ID	Notification Type	Regarding	Type of Change	Old Value	New Value	Modified On	Partner Owner
Fulbright Visiting ...	Eric Hutchinson	PS00362564	J1 Verification		J1 Verification Sta...	Approved	Not Submitted	3/26/2024 2:15 PM	Molly Wotton
Fulbright Visiting ...	Eric Hutchinson	PS00362564	Document	Passport	Document Comm...		Please upload the...	3/26/2024 2:00 PM	Molly Wotton
Fulbright Visiting ...	Eric Hutchinson	PS00362564	J1 Verification		J1 Verification Sta...	Pending Approval	Approved	3/22/2024 2:47 PM	Molly Wotton
Fulbright Visiting ...	George Wickham		Document	Medical Form	New Document U...		Admission Decisi...	3/13/2024 5:21 PM	
Fulbright Visiting ...	George Wickham		Document	No-Patient Conta...	New Document U...		Admission Decisi...	3/13/2024 5:16 PM	



Action Items:  
Confirm Dates  
(Participant Activity Review)

# Partner Portal: Confirm Dates (Visiting Scholar Only)



The screenshot shows the IIE Partner Portal interface. At the top left is the IIE logo. To its right is a navigation menu with the following items: PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS (highlighted in yellow), PARTICIPANT INFORMATION, and IIE CONTACTS. A dropdown menu is open under ACTION ITEMS, showing DOCUMENTS & VERIFICATIONS and CONFIRM DATES (highlighted in yellow). Below the navigation is a heading "Fulbright Visiting Scholars Program" followed by a welcome message: "Welcome to IIE's Partner Portal in support of the Fulbright Visiting Scholar Program. Each year, globally, the pro pursue advanced research and teaching at roughly 300 U.S. institutions. For the vast majority of country program months." At the bottom of the page, there is a section titled "Your participants at a glance:" with a button containing a people icon and the number 40.

Under “Action Items” navigate to “Confirm Dates”

# Partner Portal: Confirm Dates (Visiting Scholar Only)

Look at the Posts/Commissions Confirmation column, finding those with status “Not Submitted.” The screenshot shows how the filtering tool can be used to filter down to the “Not Submitted” confirmations. **Right click** on the line item you wish to open.

**IIE** PROGRAM HOME NOTIFICATIONS ACTION ITEMS PARTICIPANT INFORMATION IIE CONTACTS Fulbright Visiting Scholars

## Confirm Participant Dates

Right click on a participant to confirm dates or make changes to the dates of their program and any comments for IIE to view.

Partner Owner	Partnership	Participant	PSID	Year	Grant Stage	Posts/Commissions Confirmation	Verified Date	Engagement Type
						(1) Not Submitted		
Jaya Bharati	Visiting Scholar India- Fu...	Ayaz Ahmad		2023	On-Grant	Not Submitted		Research
Allie Biscupski	Visiting Scholar Mexico	Homero Vladimir Rios Fi...		2024	On-Grant	Not Submitted		Teaching
Allie Biscupski	Visiting Scholar Mexico	Yael Sandra Siman Druker		2025	Prospect	Not Submitted		Teaching
Allie Biscupski	Visiting Scholar Mexico	Cecilia Anaya Berrios		2025	Prospect	Not Submitted		Research
Allie Biscupski	Visiting Scholar Mexico	Juana Isabel Mendez Gar...		2025	Prospect	Not Submitted		Research
Allie Biscupski	Visiting Scholar Mexico	Jorge Eugenio Ibarra-Re...		2025	Prospect	Not Submitted		Research

Search...  
 (Select All)  
 Approved  
 Not Submitted  
 Pending Review  
 Submitted

# Partner Portal: Confirm Dates (Visiting Scholar Only)

The screenshot displays the 'Confirm Participant Dates' interface. At the top, the IIE logo is on the left, and navigation links for 'PROGRAM HOME', 'NOTIFICATIONS', 'ACTION ITEMS', and 'PARTICIPANT INFORMATION' are on the right. Below the header, the title 'Confirm Participant Dates' is followed by a brief instruction: 'Right click on a participant to confirm dates or make changes to the dates of their program and any comments for IIE to view.'

Partner Owner	Partnership	Participant	PSID	Year	Grant Stage
Clemson Ayegbusi	Visiting Scholar Fulbrigh...	Adewale Adewuyi		2023	On-Grant
Jackson Magana Oganga	Visiting Scholar Fulbrigh...	Francis Avilus Mwasilu		2023	On-Grant
Molly Wotton	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023	Pre-Grant
	Visiting Scholar Switzerl...	George		2024	Prospect
	Visiting Scholar Switzerl...	George		2024	Prospect

A right-click context menu is open over the row for Eric Hutchinson. The menu items are: 'Confirm Dates & Comments' (highlighted in yellow), 'Copy' (with a keyboard shortcut of Ctrl+C), and 'Export'.

When you **right click** on the line item you wish to open, a popup will give you the option to Confirm Dates.

# Partner Portal: Confirm Dates (Visiting Scholar Only)

Confirm Dates & Comments ✕

## Please Confirm Dates

**Contact** Eric Hutchinson

**Engagement Type** Research

**Host Institution** U of Georgia - Graduate School

**Start Date** 01-01-2024 📅

**End Date** 09-30-2024 📅

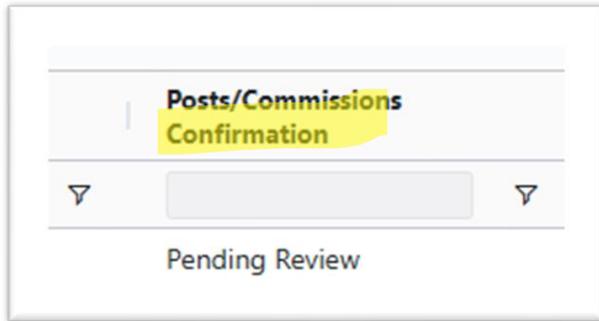
**Partner Comments**

Note here whether the dates are accurate or whether you made any changes to the dates above.

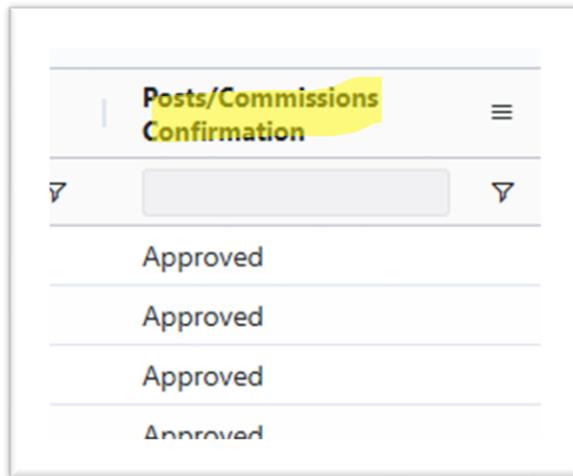
**Submit**

A popup window will allow you to review the affiliation as well as the grant start and end dates for accuracy. If the dates need to change, please update them directly and enter comments detailing what changes you had to make. If everything looks good, you can just enter “approved” or “confirmed” into the comments and press submit! Note that if dates change, additional documentation (such as a new invitation letter) will likely be requested to support the new dates.

# Partner Portal: Confirm Dates (Visiting Scholar Only)



When you are waiting for IIE to review your submissions, it will read “Pending Approval” or “Submitted”.

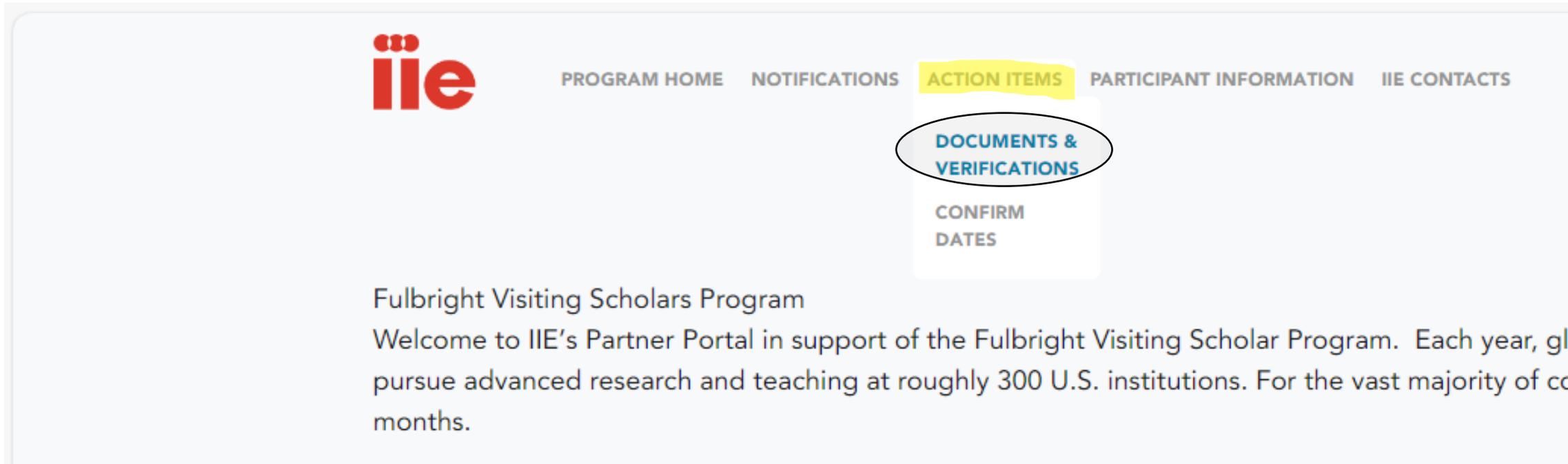


And when IIE has reviewed and approved, you will see “Approved”



# Action Items: Uploading Documents

# Partner Portal: Action Items → Uploading Documents & Completing J1/J2 Verifications



The screenshot shows the IIE Partner Portal navigation menu. The IIE logo is on the left. The navigation menu includes: PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS (highlighted in yellow), PARTICIPANT INFORMATION, and IIE CONTACTS. A dropdown menu is open under 'ACTION ITEMS', with 'DOCUMENTS & VERIFICATIONS' circled in blue. Below the menu, the text reads: Fulbright Visiting Scholars Program. Welcome to IIE's Partner Portal in support of the Fulbright Visiting Scholar Program. Each year, gl pursue advanced research and teaching at roughly 300 U.S. institutions. For the vast majority of cc months.

When you are ready to take action on a participant (uploading a document or completing a verification), you'll need to navigate to "Action items" and then "Documents and Verifications."

# Partner Portal: Action Items → Uploading missing and rejected documents

**iie** PROGRAM HOME NOTIFICATIONS ACTION ITEMS PARTICIPANT INFORMATION IIE CONTACTS Fulbright Visiting Scholars

## Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view the details and upload it. Only actions that are available will display.

Document Status	J1/J2 Status	Program	Name	IIE Participant ID	Year	Grant Start Date	Grant End Date
>							
> No Action		Visiting Scholar Australia	Lois Bujold		2024	9/1/2024	12/20/2024
> No Action		Visiting Scholar Fulbrigh...			2024	8/1/2023	5/1/2024
> Missing Documents	Not Submitted	Visiting Scholar Switzerla...	George Wickham		2024	9/1/2024	5/31/2025
> Missing Documents	Approved	Visiting Scholar Fulbrigh...	Quindgueta Juste Isidore...		2019	3/1/2020	11/30/2020
> No Action	Approved	Visiting Scholar Australia	Catherine Palmer		2019	9/2/2019	9/2/2019

In this view, each participant will have a line item. If any documents are missing, the Document status column at the far left will read “Missing Documents.” You’ll want to click on the arrow to open the view to see which documents are missing.

# Partner Portal: Action Items -> Rejected Documents

The screenshot shows the 'Action Items' section of the Partner Portal. At the top, the 'iie' logo is on the left, and navigation links for 'PROGRAM HOME', 'NOTIFICATIONS', 'ACTION ITEMS', 'PARTICIPANT INFORMATION', and 'IIE CONTACTS' are on the right. Below the navigation is a yellow highlighted header 'Upload Documents & Complete J1/J2 Verifications'. A sub-header reads: 'Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document.' Below this is a table with columns: Document Status, J1/J2 Status, Program, Name, IIE Participant ID, Year, and Grant Start Date. A dropdown menu is open under the 'Document Status' column, with 'Missing Documents' selected and circled in yellow. The table shows one row for 'Eric Hutchinson' with a 'Not Submitted' status. Below the table is a detailed view of a 'Rejected' document. The 'Document Category' is 'Medical Form', 'Document Status' is 'Rejected', and 'IIE Comments' state: 'The medical form is missing a signature on the last page. Please correct and resubmit. TEST.' A 'View Doc Details' button is highlighted with a blue box.

Document Status	J1/J2 Status	Program	Name	IIE Participant ID	Year	Grant Start Date
Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023	1/1/2024

Document Category	Document Status	IIE Comments
J-2 Passport	Not Submitted	
Medical Form	Rejected	The medical form is missing a signature on the last page. Please correct and resubmit. TEST.

In the Action items area of the portal, always open the Missing Documents arrow to review missing and/or rejected documents

To see more detail and to upload a new version of the document, you'll **RIGHT CLICK** on the line item to "View Doc Details"

# Partner Portal: Action Items → Uploading Documents

## Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view details or upload.

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year	Grant Start Date
▾	▾	▾	(1) Eric Hutchinson ▾	▾	▾	▾
▾ Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson	<input type="text"/>	2023	1/1/2024

Document Category	Document Status	IIE Comments	Action Required By
J-2 Passport	Not Submitted		Post/Commission
Medical Form	Not Submitted	Please upload medical form. <a href="https://fulbrightscholars.o...">https://fulbrightscholars.o...</a>	Post/Commission
Passport	Not Submitted	Please upload the passport.	Post/Commission

**REMEMBER/IMPORTANT: UTILIZE THE RIGHT CLICK FUNCTION on the line you want to open.**

# Partner Portal: Action Items → Uploading Documents

The screenshot shows the IIE Partner Portal interface. At the top, there is a navigation bar with the IIE logo and links for PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION, and IIE CONTACTS. A user profile dropdown is visible on the right, showing 'Fulbright Visiting Scholar'.

### Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view the details and upload it. Only actions that are available will display.

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year	Grant Start Date	Grant End Date	Degree Objective	Partner Owner
▾ Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	(1) Eric Hutchinson ▾	PS00362564	2023	1/1/2024	9/30/2024	Research Scholar	Molly Wotton

Document Category	Document Status	IIE Comments	Action Required By	Due Date
J-2 Passport	Not Submitted		Post/Commission	
Medical Form	Not Submitted	Please upload medical form. <a href="https://fulbrightscholars.o...">https://fulbrightscholars.o...</a>	Post/Commission	
Passport	Not Submitted	Please upload the passport.	Post/Commission	

A 'View Doc Details' button is shown below the 'Passport' row in the second table. A yellow highlight is present at the bottom left of the screenshot.

Once you have right clicked on the document you wish to upload, a box will appear inviting you to click “View Doc Details”

# Partner Portal: Action Items → Uploading Documents

Document Detail ✕

Participant Name	Eric Hutchinson
IIE Participant ID	
Program	Visiting Scholar Fulbright ARSP Zambia
Objective	Research Scholar
Partner Owner	Molly Wotton
Document Category	Passport
Document Status	Not Submitted
Action Required By	Post/Commission

---

City of Birth \*

---

**IIE Comments**  
Please upload the passport.

**Partner Comments**

---

 passport test.docx  
12.77 KB ✕

When the pop-up opens, enter all information, upload the document, and click submit. The popup will close automatically.

# Partner Portal: Action Items → Uploading Documents

## Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view the details.

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year	Grant Start Date	Grant End Date
▾	▾	▾	(1) Eric Hutchinson ▾	▾	▾	▾	▾
▾ Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023	1/1/2024	9/30/2024

Document Category	Document Status	IIE Comments	Action Required By
J-2 Passport	Not Submitted		Post/Commission
Medical Form	Not Submitted	Please upload medical form. <a href="https://fulbrightscholars.o...">https://fulbrightscholars.o...</a>	Post/Commission

Once you have submitted a document, it will disappear from your “action items” menu as there is no more action needed for that document.

# Partner Portal: Action Items -> Rejected Documents

**IIE** PROGRAM HOME NOTIFICATIONS **ACTION ITEMS** PARTICIPANT INFORMATION IIE CONTACTS Fulbright Visiting Scholar: [User Profile]

### Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view the details and upload it. Only actions that are available will

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year	Grant Start Date	Grant End Date	Degree Objective	Partn
Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023	1/1/2024	9/30/2024	Research Scholar	Molly

Document Category	Document Status	IIE Comments	Action Required By	Due Date
J-2 Passport	Not Submitted		Post/Commission	
Medical Form	Rejected	The medical form is missing a signature on the last page. Please correct and resubmit. TEST.	Post/Commission	

To see more detail and to upload a new version of the document, you'll **RIGHT CLICK** on the line item to "View Doc Details"

# Partner Portal: Action Items -> Rejected Documents

Document Detail ✕

Participant Name	Eric Hutchinson
IIE Participant ID	[REDACTED]
Program	Visiting Scholar Fulbright ARSP Zambia
Objective	Research Scholar
Partner Owner	Molly Wotton
Document Category	Medical Form
Document Status	Rejected
Action Required By	Post/Commission

**IIE Comments**

The medical form is missing a signature on the last page. Please correct and resubmit. TEST.

**Partner Comments**

[REDACTED]

**Submit**

**File Upload**

**Select files...**

This is what the popup will look like for a rejected document. You'll be able to see the complete notes from IIE in this view. Re-upload the corrected document, enter any comments, and click submit. The window will close automatically.

# Partner Portal: Action Items -> Rejected Documents

**Upload Documents & Complete J1/J2 Verifications**

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents.

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year
<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	(1) Eric Hutchinson ▾	<input type="text"/> ▾	<input type="text"/>
Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson	<input type="text"/>	2023

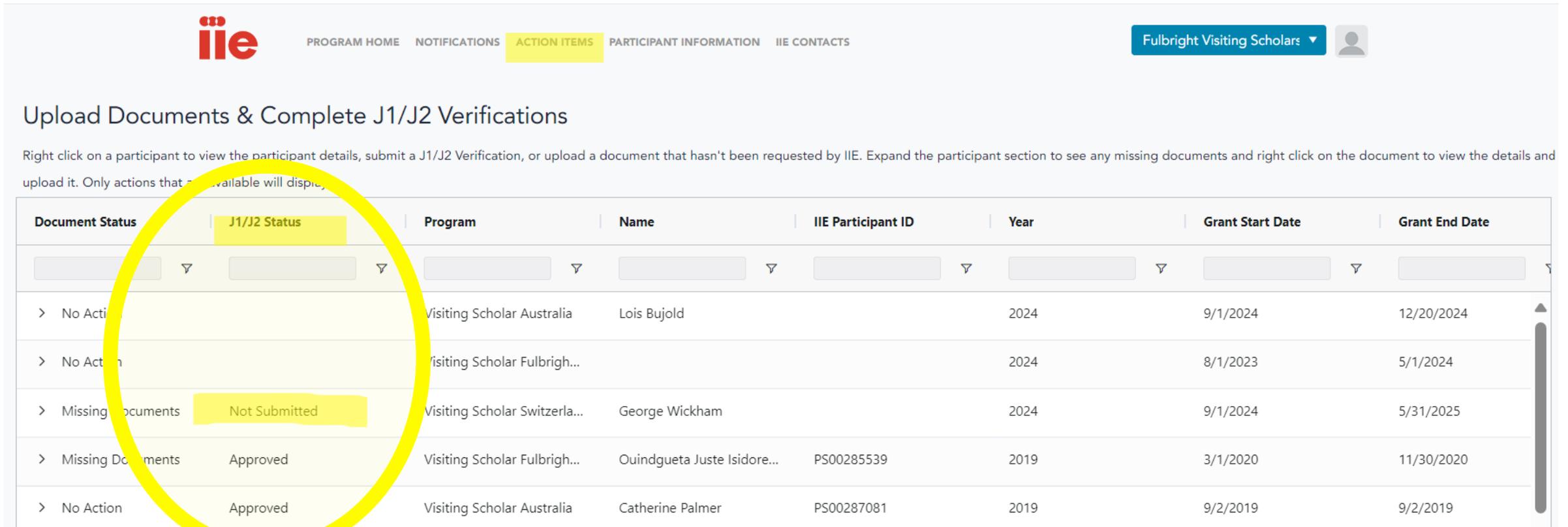
Document Category	Document Status	IIE Comments
J-2 Passport	Not Submitted	

Once you have submitted the revised document, it will disappear from your action items.



Action Items:  
J1 and J2 Verifications

# Partner Portal: Action Items → J1/J2 Verifications

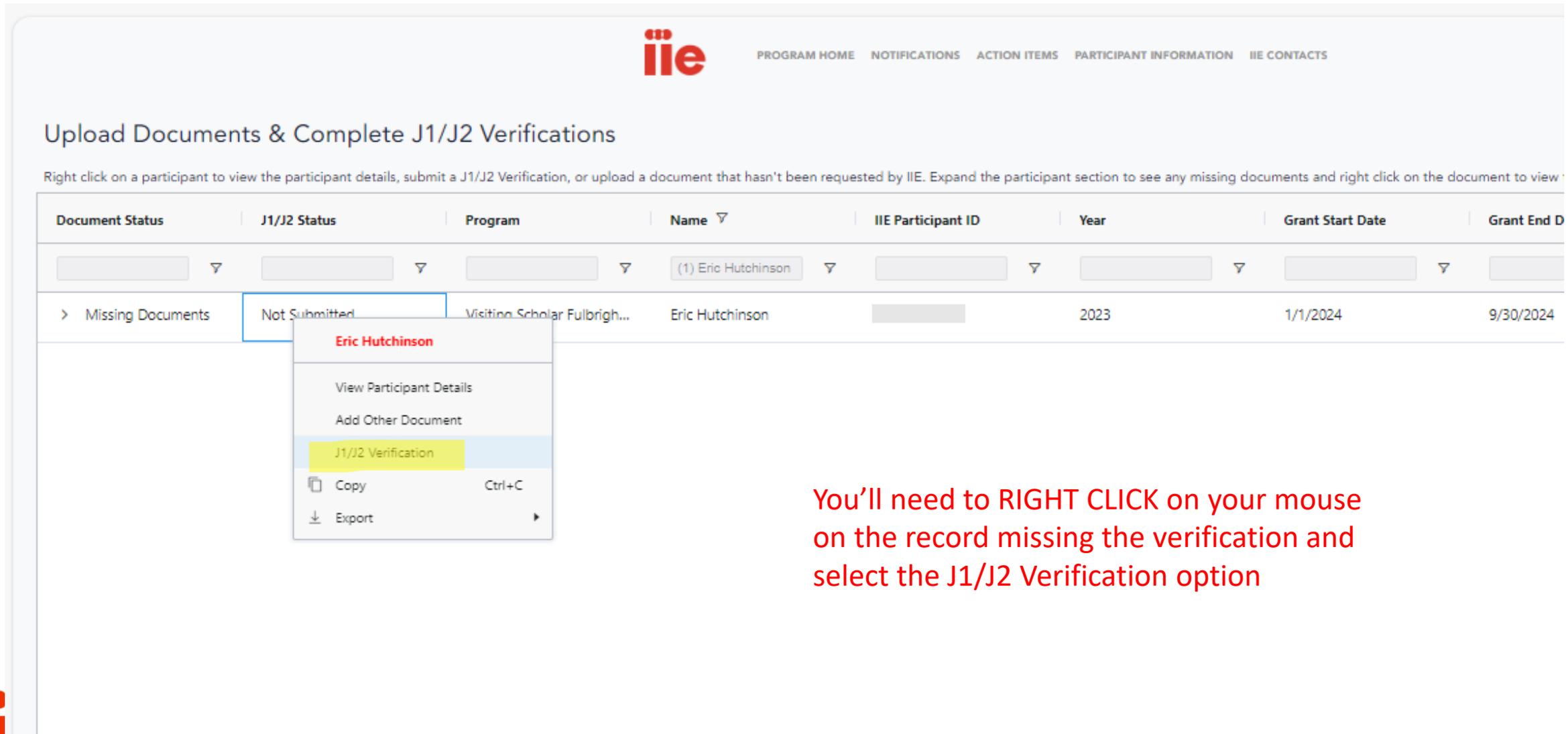


The screenshot shows the IIE Partner Portal interface. At the top, there is a navigation bar with the IIE logo, menu items (PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION, IIE CONTACTS), and a user profile dropdown for 'Fulbright Visiting Scholars'. Below the navigation is a heading 'Upload Documents & Complete J1/J2 Verifications' and a brief instruction. A table lists participants with columns for Document Status, J1/J2 Status, Program, Name, IIE Participant ID, Year, Grant Start Date, and Grant End Date. A yellow circle highlights the 'J1/J2 Status' column, which contains values like 'Not Submitted', 'Approved', and 'Approved'.

Document Status	J1/J2 Status	Program	Name	IIE Participant ID	Year	Grant Start Date	Grant End Date
> No Action		Visiting Scholar Australia	Lois Bujold		2024	9/1/2024	12/20/2024
> No Action		Visiting Scholar Fulbrigh...			2024	8/1/2023	5/1/2024
> Missing Documents	Not Submitted	Visiting Scholar Switzerla...	George Wickham		2024	9/1/2024	5/31/2025
> Missing Documents	Approved	Visiting Scholar Fulbrigh...	Ouindgueta Juste Isidore...	PS00285539	2019	3/1/2020	11/30/2020
> No Action	Approved	Visiting Scholar Australia	Catherine Palmer	PS00287081	2019	9/2/2019	9/2/2019

If any verifications are missing, the J1/J2 status column second from left will read "Not Submitted" or "rejected" should there be an issue.

# Partner Portal: Action Items → J1/J2 Verifications



The screenshot displays the Partner Portal interface. At the top, the IIE logo is on the left, and navigation links for PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION, and IIE CONTACTS are on the right. The main heading is "Upload Documents & Complete J1/J2 Verifications". Below this, a sub-heading reads: "Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents and right click on the document to view".

The main content is a table with the following columns: Document Status, J1/J2 Status, Program, Name, IIE Participant ID, Year, Grant Start Date, and Grant End Date. A dropdown menu is open over the "Name" column, showing "(1) Eric Hutchinson".

The table contains one visible record:

Document Status	J1/J2 Status	Program	Name	IIE Participant ID	Year	Grant Start Date	Grant End Date
> Missing Documents	Not Submitted	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023	1/1/2024	9/30/2024

A context menu is open over the "Eric Hutchinson" record, listing the following options: "Eric Hutchinson", "View Participant Details", "Add Other Document", "J1/J2 Verification" (highlighted in yellow), "Copy" (with a keyboard shortcut of Ctrl+C), and "Export".

You'll need to RIGHT CLICK on your mouse on the record missing the verification and select the J1/J2 Verification option

# Partner Portal: Action Items → J1/J2 Verifications

J1/J2 Verification ✕

Participant Id	
Participant	Eric Hutchinson
Partnership	Visiting Scholar Fulbright ARSP Zambia
Partner Owner	Molly Wotton

Following completion of a J-1 program in the Research Scholar or Professor category, the exchange visitor is subject to a 24-month bar on repeat participation per US Department of State regulation. The visitor will not be eligible to begin a new program as a J-1 Research Scholar or Professor for two years following the end date of a previous program in the J-1 Research Scholar or Professor category, as identified on the Form DS-2019 or in SEVIS. For example, if a J-1 Research Scholar or Professor program was completed on 7/31/2018, the visitor would not be eligible to begin a new J-1 Research Scholar or Professor program until 8/1/2020 at the earliest.

The 24-month bar applies to all J-1 Research Scholars and Professors as well as their dependents (J-2s) and impacts eligibility for future J-1 Research Scholar or Professor programs within that period; this is different from the 212(e) Two Year Home Country Physical Presence Requirement, which does not impact the ability to apply for a future J-1 program.

If you select yes, please upload the J-1/J-2 professor or research scholar documentation for review of eligibility.

Has the participant received a prior J1/J2 Research Scholar/Professor visa in the past 24 months?  Yes  No

# of J2 dependents joining participant on program

Partner Comments

This popup window will appear with the J Visa verification questions and prompt you to enter the correct number of dependents requiring J visa sponsorship along with the primary program participant.

Click "Submit" when done.

# Partner Portal: Action Items → J1/J2 Verifications

Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant

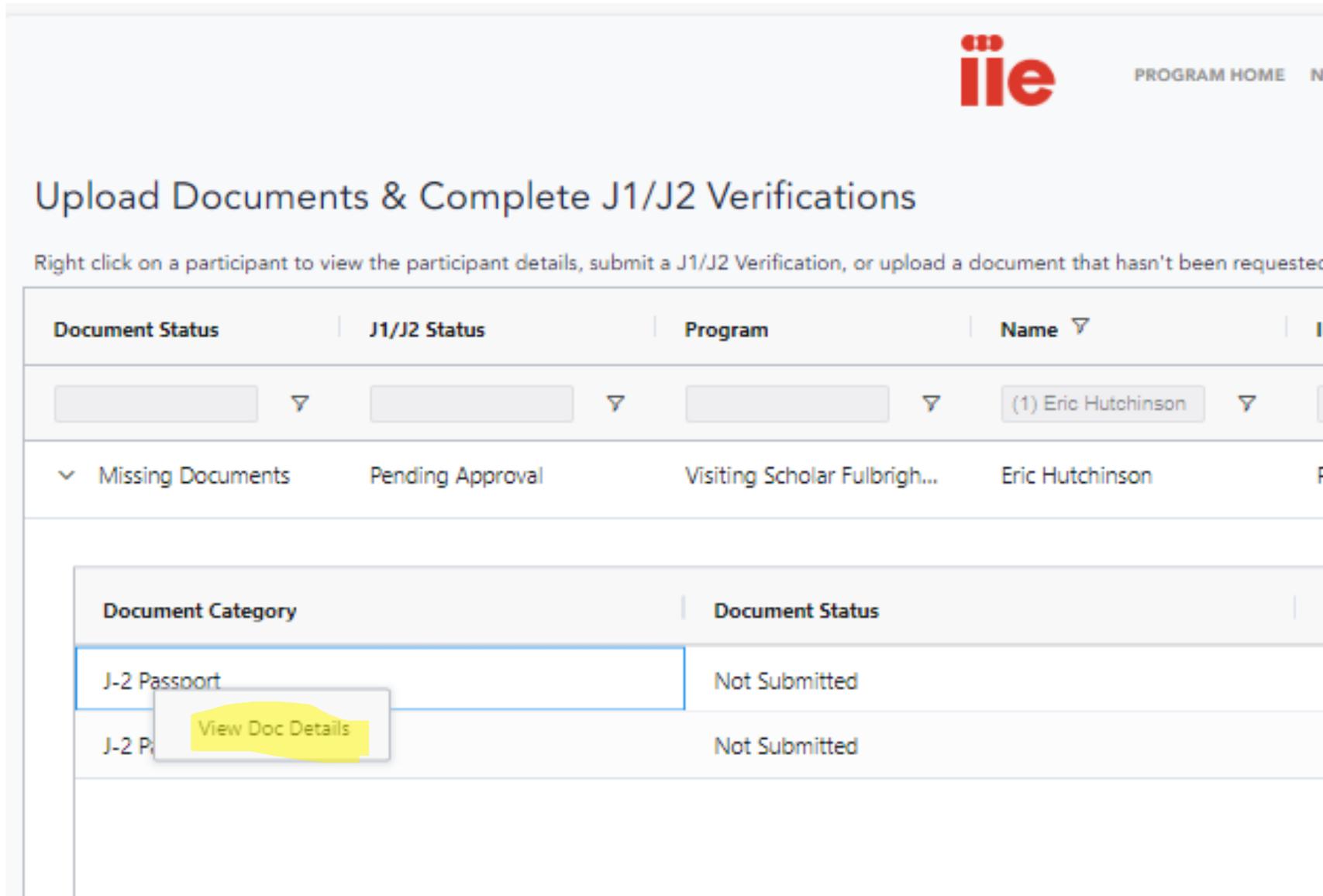
Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID
Missing Documents	Pending Approval	Visiting Scholar Fulbrigh...	Eric Hutchinson	

Document Category	Document Status	IIE Comments
J-2 Passport	Not Submitted	
J-2 Passport	Not Submitted	

After you have reported dependents, new lines will appear for that participant's "Missing Documents" prompting you for the required passports and funding verifications. All of this appears in the "Action Items" area of the site. Remember to **right click** to upload documents.

# Partner Portal: Action Items → J1/J2 Verifications



The screenshot displays the 'Partner Portal' interface for 'iie'. The main heading is 'Upload Documents & Complete J1/J2 Verifications'. Below this, a sub-heading reads: 'Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested'. The interface features a table with columns: 'Document Status', 'J1/J2 Status', 'Program', 'Name', and an icon. The first row shows 'Missing Documents', 'Pending Approval', 'Visiting Scholar Fulbrigh...', and 'Eric Hutchinson'. Below this, a detailed view for 'Eric Hutchinson' is shown, with columns 'Document Category' and 'Document Status'. Two rows are visible: 'J-2 Passport' and 'J-2 P...', both with a status of 'Not Submitted'. A yellow callout box labeled 'View Doc Details' is positioned over the first row. The 'iie' logo is present in the top right and bottom left corners.

Document Status	J1/J2 Status	Program	Name	
Missing Documents	Pending Approval	Visiting Scholar Fulbrigh...	Eric Hutchinson	P

Document Category	Document Status
J-2 Passport	Not Submitted
J-2 P...	Not Submitted

**Right click** on a line item to see the “View Doc Details” popup.

# Partner Portal: Action Items → J1/J2 Verifications

**First Name \*** First Name

**Last Name \*** last Name

**Date of Birth \*** 01/01/1981

**Gender \*** Female

**Relationship to J1 \*** Spouse

**Length of Stay: Start Date \*** 10-01-2024

**Length of Stay: End Date \*** 05-31-2025

**City of Birth \*** Lusaka

**Country of Birth \*** Zambia

**Country of Residence \*** Zambia

**Country of Citizenship \*** Zambia

**Has this dependent received a prior J1/J2 Research Scholar/Professor visa in past 24 months? \*** No

**Partner Comments**

comments

**Submit**

**File Upload**

Select files...

passport test.docx  
12.77 KB

You will be prompted to enter details about each dependent requiring J-2 visa sponsorship, and you will be able to upload each individual dependent's passport.

# Partner Portal: Action Items –J-1/J-2 Verifications

The screenshot shows the IIE Partner Portal interface. At the top, there is a navigation bar with the IIE logo and links for PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, and PARTICIPANT INFORMATION. The main heading is "Upload Documents & Complete J1/J2 Verifications". Below this, there is a descriptive text: "Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents".

Below the text is a table with columns: Document Status, J1/J2 Status, Program, Name, IIE Participant ID, and Year. The first row shows a dropdown menu for Document Status, a dropdown for J1/J2 Status, a dropdown for Program, a dropdown for Name with "(1) Eric Hutchinson" selected, a dropdown for IIE Participant ID, and a dropdown for Year.

Below the table is a section for "Missing Documents" with a dropdown arrow. It shows a row for "Eric Hutchinson" with a status of "Pending Approval" and a year of "2023".

Below that is another table with columns: Document Category, Document Status, and IIE Comments. It shows two rows for "J-2 Passport" with statuses "Pending Review" and "Not Submitted".

After you submit the verification, the number of dependents you selected will appear as missing documents prompting you to upload their biodata and passports. Remember to **RIGHT CLICK** to take action!

# Partner Portal: Action Items –J-1/J-2 Verifications

## Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing c

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year
<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	(1) Eric Hutchinson ▾	<input type="text"/> ▾	<input type="text"/> ▾
Completed	Pending Approval	Visiting Scholar Fulbrigh...	Eric Hutchinson		2023

Document Category	Document Status	IIE Comments
J-2 Passport	Pending Review	
J-2 Passport	Pending Review	

Once you've completed the second J2 passport request, your view will look like this, with both documents listed as pending review, and the overall J1 status as pending approval.

# Partner Portal: Action Items –J-1/J-2 Verifications

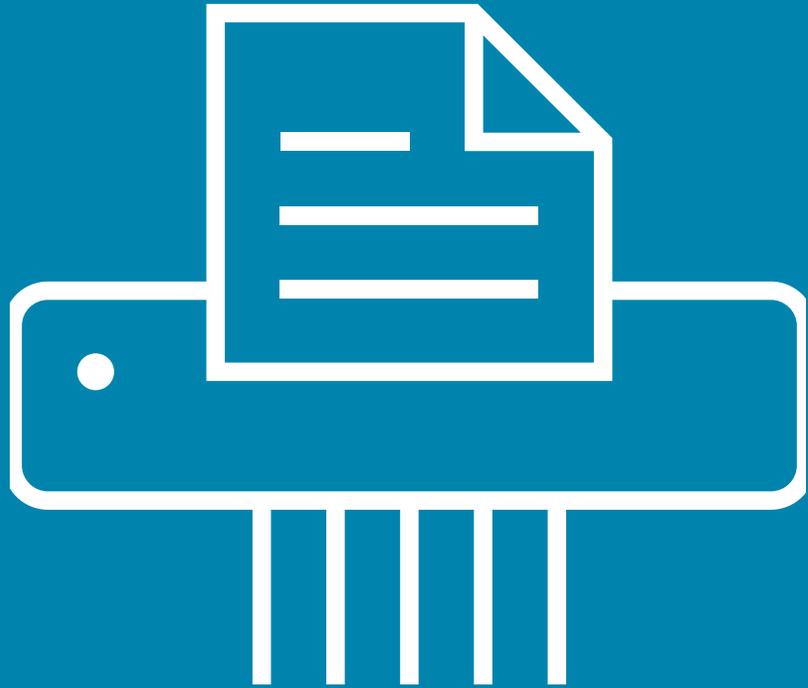
Upload Documents & Complete J1/J2 Verifications

Right click on a participant to view the participant details, submit a J1/J2 Verification, or upload a document that hasn't been requested by IIE. Expand the participant section to see any missing documents

Document Status	J1/J2 Status	Program	Name ▾	IIE Participant ID	Year	Grar
<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	(1) Eric Hutchinson ▾	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/>
Completed	Approved	Visiting Scholar Fulbrigh...	Eric Hutchinson	<input type="text"/>	2023	1/1/

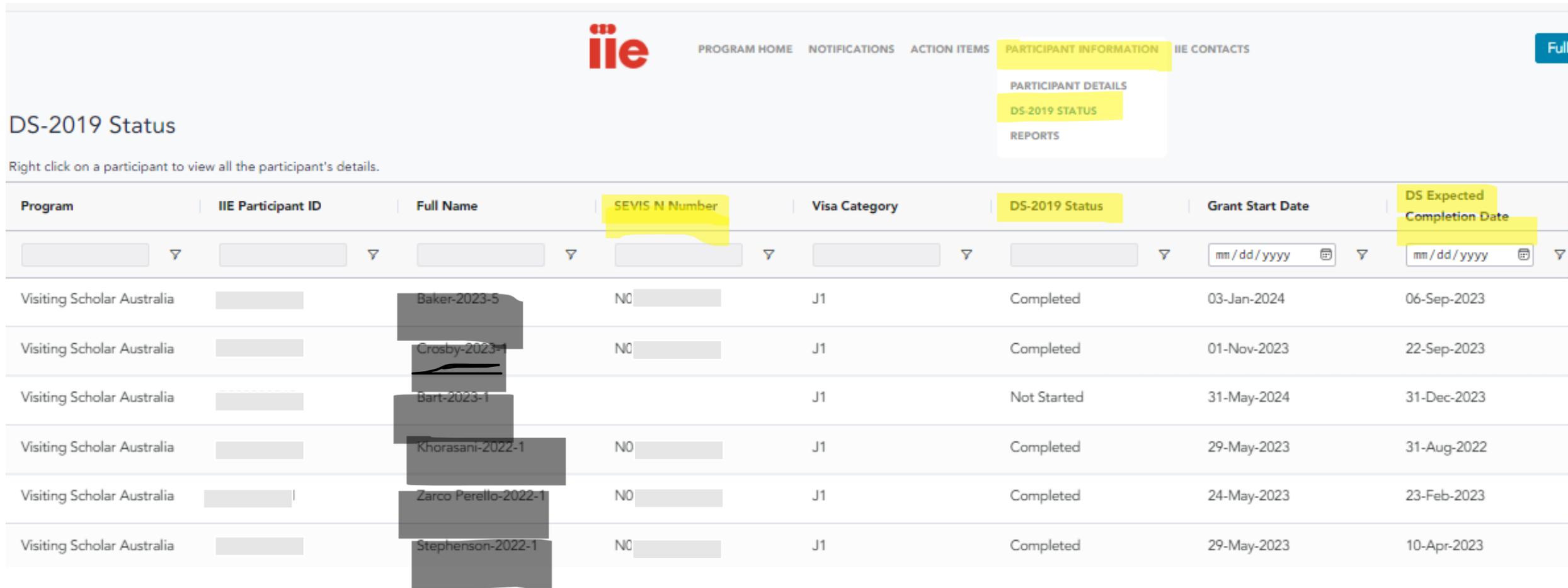
Document Category	Document Status	IIE Comments	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once all verifications and required documents are submitted, your view will look like this for each participant—with document status completed and J1/J2 status approved.



# Checking DS-2019 Status & Downloading DS-2019s

# Partner Portal: Participant Information → DS-2019 Status



DS-2019 Status

Right click on a participant to view all the participant's details.

Program	IIE Participant ID	Full Name	SEVIS N Number	Visa Category	DS-2019 Status	Grant Start Date	DS Expected Completion Date
Visiting Scholar Australia		Baker-2023-5	N0	J1	Completed	03-Jan-2024	06-Sep-2023
Visiting Scholar Australia		Crosby-2023-1	N0	J1	Completed	01-Nov-2023	22-Sep-2023
Visiting Scholar Australia		Bart-2023-1		J1	Not Started	31-May-2024	31-Dec-2023
Visiting Scholar Australia		Khorasani-2022-1	N0	J1	Completed	29-May-2023	31-Aug-2022
Visiting Scholar Australia		Zarco Perello-2022-1	N0	J1	Completed	24-May-2023	23-Feb-2023
Visiting Scholar Australia		Stephenson-2022-1	N0	J1	Completed	29-May-2023	10-Apr-2023

In “Participant Information,” and “DS-2019 Status” column you can see the status of the DS-2019. DS Expected Completion Date shows the expected date of completion. Completion dates will change once IIE starts working on the task. Once completed, the SEVIS N Number will appear. **RIGHT CLICK**, on a participant line item to “view participant details” in order to actually download the DS-2019.

# Partner Portal: Participant Information → DS-2019 Status

The screenshot displays the IIE Partner Portal interface. At the top left is the IIE logo. The main heading is "Participant Details". Below this, there are several fields for participant information:

- IIE Participant ID: PS00348823
- Participant Name: Samuel Patrick Crosby
- Program: Visiting Scholar Australia
- Start Date: 11-01-2023
- Partner Owner: Wendy Andrews
- Participant Activity Review Status: Approved
- Year: 2023

Below the details are expandable sections for "Participant Activities", "J1/J2 Information", and "SEVIS Tasks". The "Participant Documents" section is highlighted in yellow and circled. It contains a table with the following data:

Document Category	Document Status	IIE Comments	Action Required By	Due Date	Date Reviewed
Affiliation	Approved	Please review IRF and in...			11/7/2023
DS-2019	IIE Uploaded	When distributing the D...	Post/Commission		9/20/2023
Letter of Invitation	Approved				11/7/2023
Medical Form	Approved	The Participant Medical ...			11/6/2023
Non-IIE Grant Document	Not Submitted	Please upload non IIE gr...	Post/Commission		
Passport	Approved	Passports must be valid f...			6/5/2023
Terms & Conditions	Approved	6/05/2023. The T/C docu...			6/20/2023

A new window will open up and you will arrive at that individual Participant Detail page. Then you can open “Participant Documents” by selecting the + sign.

Remember to **RIGHT CLICK** on DS-2019 to “View Doc Details”.

# Partner Portal: Participant Information → DS-2019 Status

The screenshot shows a 'Document Details' window in the Partner Portal. The window is titled 'Document Details' and has a close button (X) in the top right corner. It displays the following information:

- Participant Name:** [Redacted]
- Document Category:** DS-2019
- IIE Participant ID:** [Redacted]
- Document Status:** IIE Uploaded
- Program:** Visiting Scholar Australia
- Action Required By:** Post/Commission
- Objective:** Research Scholar
- Partner Owner:** Wendy Andrews

**IIE Comments:**  
When distributing the DS-2019(s) to the grantee, please share the Visiting Scholar Digital Grant Packet ([https://fulbrightscholars.org/system/files/private-documents/Visiting%20Scholar%20Digital%20Grant%20Packet\\_0.pdf](https://fulbrightscholars.org/system/files/private-documents/Visiting%20Scholar%20Digital%20Grant%20Packet_0.pdf))

**Partner Comments:**  
[Text input field]

**Submit**

**File Upload:**  
[Select files...]  
Drop file here to upload  
Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.z...

**Documents:**

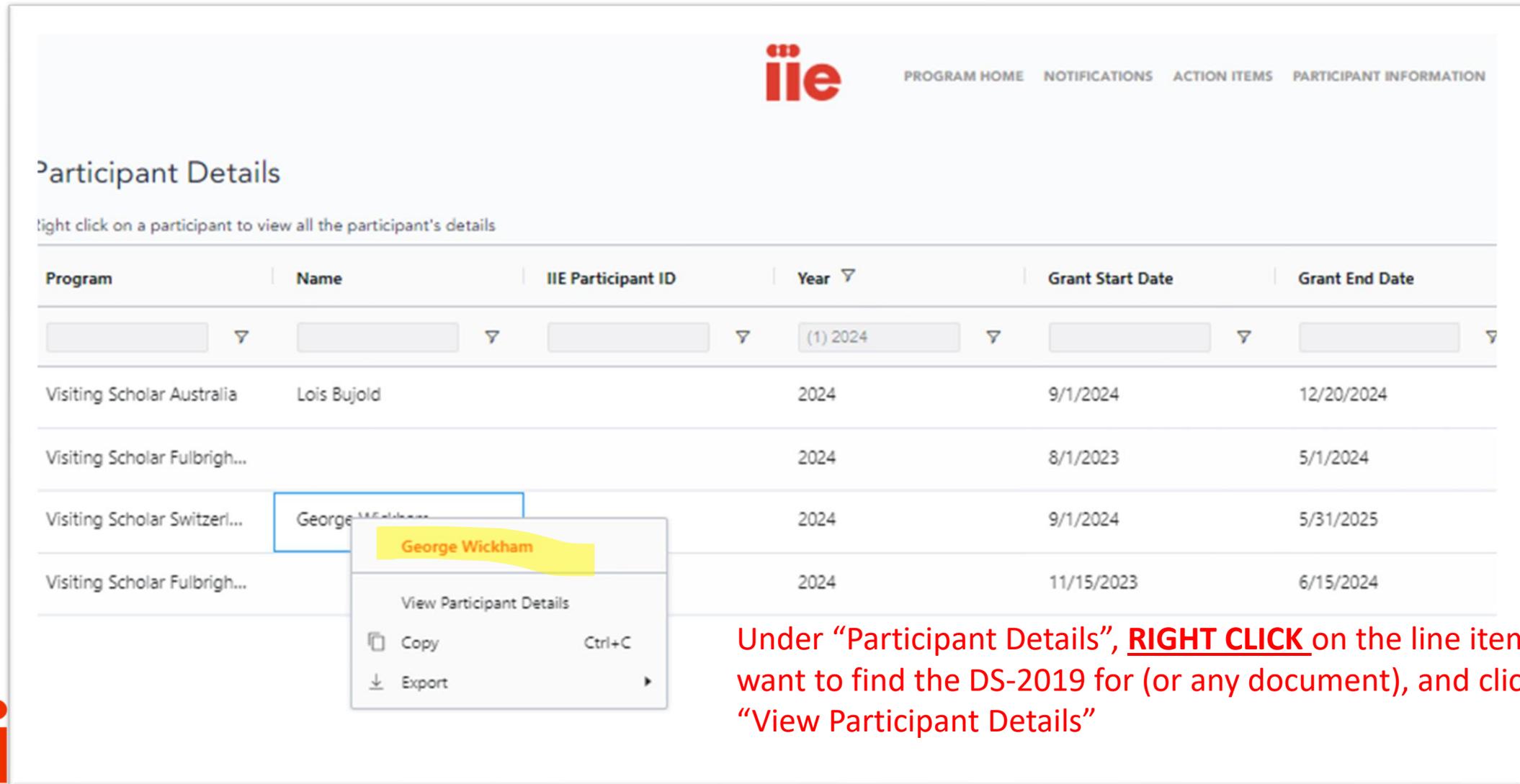
Document Na...	Document Size	Created On	Modified On
[Redacted] <a href="#">PS00348823-2023-1.pdf</a>	416.73 KB	11/30/2023 11:50:35 PM	12/1/2023 4:57:30 AM

A window will pop up for the document you selected, and you'll be able to view, click, and download the document.



View Participant Details  
Individually &  
Downloading any  
Document

# Partner Portal: Participant Information → Participant Details



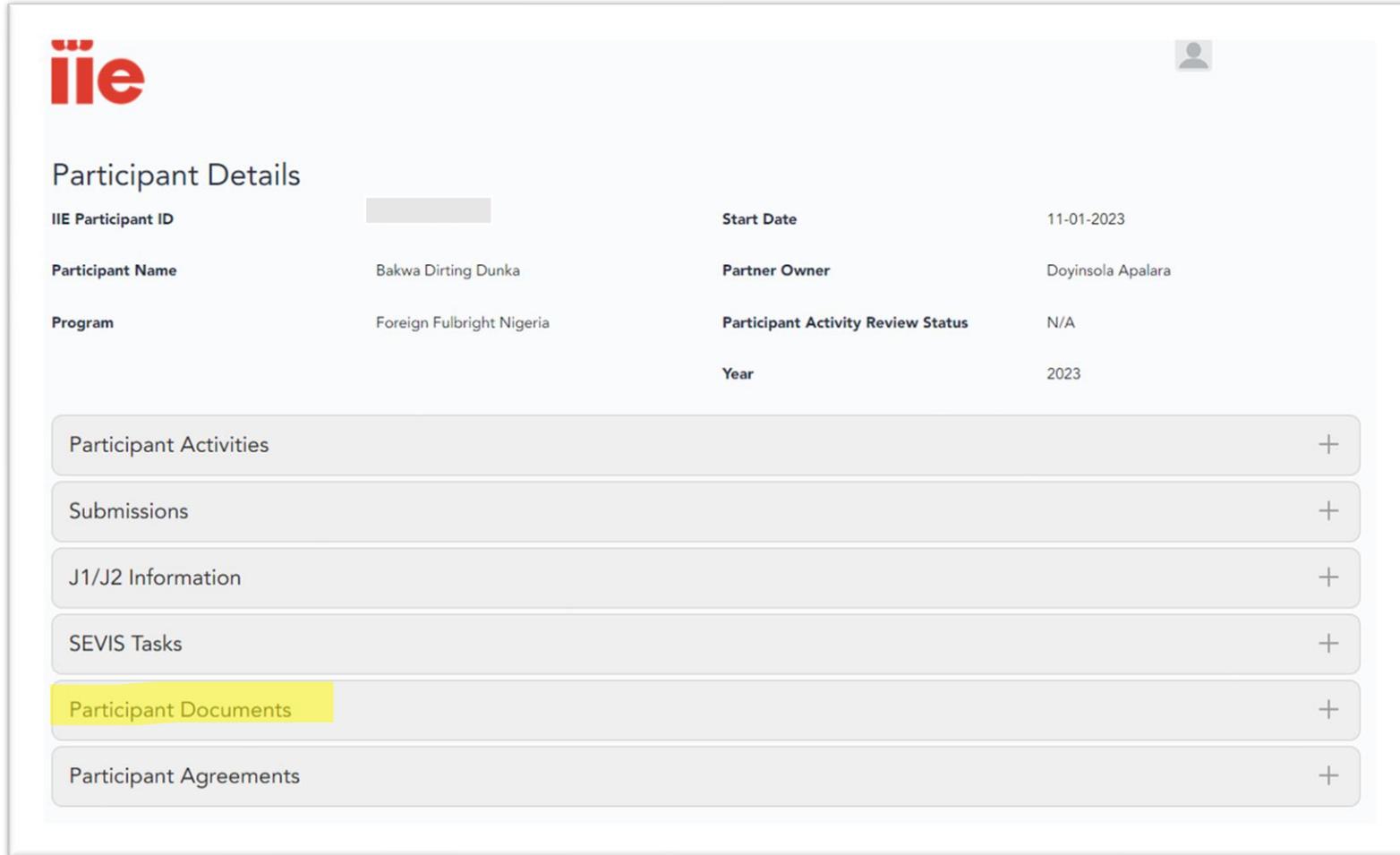
The screenshot shows the 'Participant Information' section of the Partner Portal. At the top right, there is a navigation bar with the 'iie' logo and links for 'PROGRAM HOME', 'NOTIFICATIONS', 'ACTION ITEMS', and 'PARTICIPANT INFORMATION'. Below this is the 'Participant Details' heading and a sub-heading: 'Right click on a participant to view all the participant's details'. A table lists participants with columns for Program, Name, IIE Participant ID, Year, Grant Start Date, and Grant End Date. A right-click context menu is open over the row for 'George Wickham', showing options: 'View Participant Details', 'Copy (Ctrl+C)', and 'Export'. The name 'George Wickham' is highlighted in yellow in the menu.

Program	Name	IIE Participant ID	Year	Grant Start Date	Grant End Date
Visiting Scholar Australia	Lois Bujold		2024	9/1/2024	12/20/2024
Visiting Scholar Fulbrigh...			2024	8/1/2023	5/1/2024
Visiting Scholar Switzerl...	George Wickham		2024	9/1/2024	5/31/2025
Visiting Scholar Fulbrigh...			2024	11/15/2023	6/15/2024

Under “Participant Details”, **RIGHT CLICK** on the line item you want to find the DS-2019 for (or any document), and click on “View Participant Details”



# Partner Portal: Participant Information → Participant Details



The screenshot displays the IIE Partner Portal interface. At the top left is the IIE logo, and at the top right is a user profile icon. The main heading is "Participant Details". Below this, a table lists participant information:

IIE Participant ID	[Redacted]	Start Date	11-01-2023
Participant Name	Bakwa Dirting Dunka	Partner Owner	Doyinsola Apalara
Program	Foreign Fulbright Nigeria	Participant Activity Review Status	N/A
		Year	2023

Below the table is a list of expandable sections, each with a plus sign (+) on the right:

- Participant Activities
- Submissions
- J1/J2 Information
- SEVIS Tasks
- Participant Documents (highlighted in yellow)
- Participant Agreements

A new window will pop up for that individual participant. You can see lots of information. To view and download any participant's documents, including the DS-2019, click on "Participant Documents"

# Partner Portal: Participant Information → Participant Details

Participant Name	George Wickham	Start Date	09-01-2024
Program	Visiting Scholar Switzerland	Participant Activity Review Status	Not Submitted

Participant Activities

J1/J2 Information

SEVIS Tasks

Participant Documents

Document Category	Document Status	IIE Comments	Action Required By	Due Date	Date Reviewed
Medical Form	Approved				3/13/2024
Non-IIE Grant Document	Not Submitted		Post/Commission		
No-Patient			IIE		
Passport			Post/Commission		

Once you have clicked into participant documents, you'll see a list of documents. RIGHT CLICK on the document you wish to see. Then click to "View Doc Details" and even download the materials you've uploaded for any participant.

\*\*Note you can't upload documents in this section, you need to return to the Action Items section to upload/submit documents.



# Viewing Reports

# Partner Portal: Participant Information → Reports -DS-2019 Document Report

The screenshot shows the Partner Portal interface. At the top, there is a navigation bar with the IIE logo on the left and menu items: PROGRAM HOME, NOTIFICATIONS, ACTION ITEMS, PARTICIPANT INFORMATION (highlighted in yellow), and IIE CONTACTS. On the right of the navigation bar, there is a user profile dropdown labeled 'Fulbright Visiting Scholars' and a user icon. Below the navigation bar, the main content area is titled 'Reports'. A secondary navigation menu is visible, containing 'PARTICIPANT DETAILS', 'DS-2019 STATUS', and 'REPORTS' (highlighted in yellow). The main content area features a table with the following columns: Report Name, Report Category, Report Description, and Report Link. The table contains one row with the following data: Report Name: 'VSCH & SIR DS-2019 Document Tracking Report', Report Category: 'Operations', Report Description: (empty), and Report Link: 'View Report' (highlighted in yellow). A 'Columns' dropdown menu is visible on the right side of the table.

Report Name	Report Category	Report Description	Report Link
VSCH & SIR DS-2019 Document Tracking Report	Operations		<a href="#">View Report</a>

Under Participant Information, you will find a report that our team has built to make it easier for Posts and Commissions to review all their participant data and statuses.

Click “reports” and you’ll see the new document tracking report available for your convenience. Then click on View report to see it.

# DS-2019 Document Tracking Report

**IIE** Fulbright Visiting Scholar & Scholar-in-Residence Programs  
DS-2019 Document Tracking Report

Fulbright Scholar-in-Residence Program    Program  
 Fulbright Visiting Scholars Program    All

**Color Key**

Not Submitted/IIE Uploaded
Pending Approval/Pending Review
Approved/Approved With Conditions
Rejected
Multiple
n.a./Not Required

**Status Definitions**

IIE Uploaded: Document uploaded for Post/Commission action  
 Approved: Document reviewed and approved  
 Approved With Conditions: Document reviewed and approved with conditions; see participant details for more information.  
 Rejected: Document rejected; see notes for required corrections  
 Multiple: Multiple documents were submitted in this document category.  
 n.a.: Not applicable for this participant

IIE Participant ID	Last Name	First Name	Email	Program	Initial Grant Year	Grant Start Date	Participant Activity Review Status	Institutional Reply Form	Letter of Invitation	Passport	Medical Form
	Tirtosudarmo	Riwanto		Visiting Scholar Indonesia	2024	11/1/2024	Not Submitted	n.a.	Rejected	n.a.	n.a.
	Sandy	William		Visiting Scholar Indonesia	2024	8/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Tieudjo	Daniel		Fulbright SIR - Cameroon	2024	8/15/2024	Not Submitted	n.a.		n.a.	n.a.
	Kornetskyy	Artem		Visiting Scholar Ukraine	2023	9/2/2024	Not Submitted	Not Submitted	Approved	Not Submitted	Not Submitted
	State	Andrew		Visiting Scholar Fulbright ARSP Uga...	2024	8/15/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Schiopu	Lucia		Visiting Scholar Moldova	2024	2/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Labbaci	Adnane		Visiting Scholar Morocco	2024	7/31/2024	Not Submitted	n.a.	IIE Uploaded	n.a.	n.a.
	Rios Mercado	Roger		Visiting Scholar Mexico	2024	8/1/2024	Not Submitted	n.a.	IIE Uploaded	n.a.	n.a.
	Rodrigues	Cristiano		Visiting Scholar Brazil - MOU Scholars	2024	9/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Belver Coldeira	Carolina		Visiting Scholar Spain - Ministry of S...	2024	6/1/2024	Pending Approval	n.a.	IIE Uploaded	Approved	Approved
	Ribagorda Lobera	Maria		Visiting Scholar Spain - Ministry of S...	2024	6/1/2024	Pending Approval	n.a.	Approved	Approved	Approved
	Halder	Santoshi		Fulbright SIR - India	2024	8/1/2024	Not Submitted	n.a.		n.a.	n.a.
	Berisha	Arta		Fulbright SIR - Kosovo	2024	8/10/2024	Not Submitted	n.a.	IIE Uploaded	n.a.	n.a.
	Nistor	Sorin		Visiting Scholar Romania	2024	5/15/2025	Not Submitted	n.a.	Approved	n.a.	n.a.
	Tofan	Mihaela		Visiting Scholar Romania	2024	9/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Geier	Ingrid		Fulbright SIR - Austria	2024	3/1/2025	Not Submitted	n.a.		n.a.	n.a.
	Perovnik	Matej		Visiting Scholar Slovenia	2024	8/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Shearar	Ashley Fritha		Visiting Scholar New Zealand	2024	7/15/2024	Not Submitted	n.a.	Rejected	n.a.	n.a.
	Elbery	Haitam Mohame...		Visiting Scholar Egypt	2024	9/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Gizbulaev	Magomed		Visiting Scholar Russian Federation	2024	1/1/2025	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Duniev	Oleksii		Visiting Scholar Ukraine	2023	9/2/2024	Not Submitted	Not Submitted	Rejected	Not Submitted	Not Submitte
	Pavelea	Anisoara		Visiting Scholar Romania	2024	8/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.
	Kurmaz	Oleksandr		Visiting Scholar Ukraine	2023	9/2/2024	Not Submitted	Not Submitted	Not Submitted	Not Submitted	Not Submitte
	Diarra	Modibo		Visiting Scholar Fulbright ARSP Mali	2024	9/1/2024	Not Submitted	n.a.	IIE Uploaded	n.a.	n.a.
	Compaore	Abdoulaye		Visiting Scholar Fulbright ARSP Burki...	2024	9/1/2024	Not Submitted	n.a.	n.a.	n.a.	n.a.

This report is color coded for your convenience, and you should scroll to the right to see all the columns. You can filter and sort this report in this view, or you can download the raw data (see next slide)



# DS-2019 Document Tracking Report: Exporting Data

Reply	Letter of Invitation	Passport	Medical Form
	Rejected	n.a.	n.a.
	n.a.	n.a.	n.a.
		n.a.	n.a.
d	Approved	Not Submitted	Not Submitted
	n.a.	n.a.	n.a.
	n.a.	n.a.	n.a.
	IIE Uploaded	n.a.	n.a.
	IIE Uploaded	n.a.	n.a.
	n.a.	n.a.	n.a.
	IIE Uploaded	Approved	Approved
	Approved	Approved	Approved

- Share
- Set alert
- Add a comment
- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

If you wish to export this report data into excel, hover your mouse over the right side of the table--you'll soon see three dots appear. Click them and select the "Export Data" option.

# DS-2019 Document Tracking Report: Exporting Data

### Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

  
**Data with current layout**  
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

  
**Summarized data**  
Export the summarized data used to create your visual (for example, sums, averages, and medians).

  
**Underlying data**  
①The report author turned off this option

File format:  
.xlsx (Excel 150,000-row max) v

**Export** **Cancel**

From there, select "Data with current layout" and click "Export."

# DS-2019 Document Tracking Report: Exporting Data

IIE Participant ID	Last Name	First Name	Email	Program	Initial Grant	Grant Start	Participant Status	Institution	Letter of Intent	Passport	Medical Certificate	J-1 Verification	Funding Verification	Grant Document	Non-IIE Grant	Terms & Conditions
000011001	Tirtosudar	Riwanto	tirtosudar@...	Visiting Sc	2024	#####	Not Submi	n.a.	Rejected	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Sandy	William	paulwillbe@...	Visiting Sc	2024	8/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Tieudjo	Daniel	tieudjo@y@...	Fulbright S	2024	#####	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Kornetsky	Artem	kornetskiy@...	Visiting Sc	2023	9/2/2024	Not Submi	Not Submi	Approved	Not Submi	Not Submi	Not Submi	n.a.	Not Submi	n.a.	n.a.
	State	Andrew	adyeerista@...	Visiting Sc	2024	#####	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Schiopu	Lucia	lucia.barb@...	Visiting Sc	2024	2/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Labbaci	Adnane	labbaciadr@...	Visiting Sc	2024	#####	Not Submi	n.a.	IIE Upload	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Rios Merc	Roger	roger.rios@...	Visiting Sc	2024	8/1/2024	Not Submi	n.a.	IIE Upload	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Rodrigues	Cristiano	rodriguesb@...	Visiting Sc	2024	9/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Belver Col	Carolina	belverc@g@...	Visiting Sc	2024	6/1/2024	Pending Ap	n.a.	IIE Upload	Approved	Approved	Pending Ap	n.a.	n.a.	Pending Re	Pending Re
	Ribagorda	Maria	maria.riba@...	Visiting Sc	2024	6/1/2024	Pending Ap	n.a.	Approved	Approved	Approved	Pending Ap	n.a.	n.a.	Pending Re	Pending Re
	Halder	Santoshi	santoshi_f@...	Fulbright S	2024	8/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Berisha	Arta	berishaart@...	Fulbright S	2024	#####	Not Submi	n.a.	IIE Upload	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Nistor	Sorin	ing_nistor@...	Visiting Sc	2024	#####	Not Submi	n.a.	Approved	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Tofan	Mihaela	mtofan@u@...	Visiting Sc	2024	9/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Geier	Ingrid	ingrid.geie@...	Fulbright S	2024	3/1/2025	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.
	Perovnik	Matej	matej.perc@...	Visiting Sc	2024	8/1/2024	Not Submi	n.a.	n.a.	n.a.	n.a.	Not Submi	n.a.	n.a.	n.a.	n.a.

With this excel export, you can now sort as you prefer offline, whenever you need it. We imagine this functionality will be especially useful to countries with large programs and many participants. We are also hoping this gets you the information you need faster, and without needing to wait until an IIE team member responds to an email.