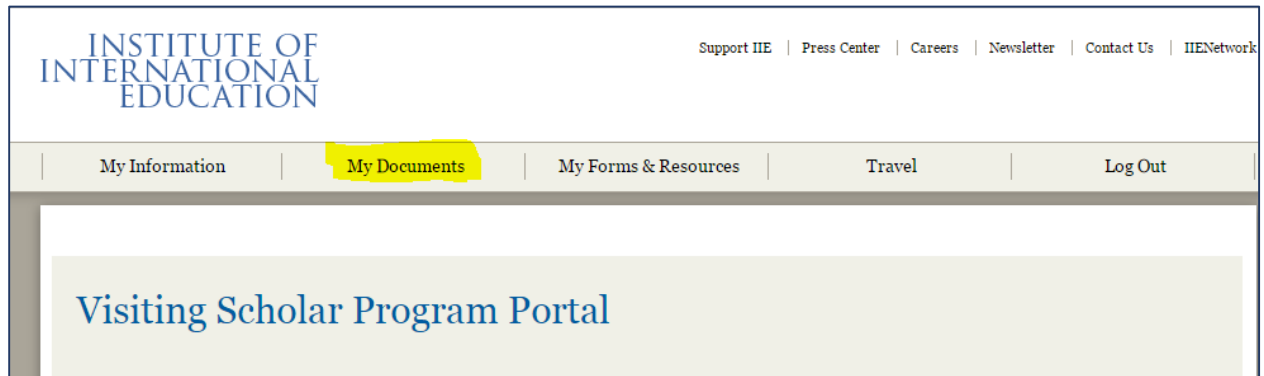


How to Upload Documents to the Portal:

1. Login to the Self Service Portal.
2. Navigate to the “My Documents” Tab



3. Click on your current program name
 - a. If you have participated in more than one program through IIE or if you have interacted with Grantax in the past, there may be more than one option here. Please be sure to select the appropriate program. Options may include:
 - i. Fulbright Visiting Scholar Program
 - ii. Fulbright Scholar-In-Residence Program
 - iii. Afghanistan Junior Faculty Development Program

Return Home

Program(s)

Click on your program name below to upload documents for review by your IIE/CIES Program Staff.

Program ▼	Participant ID	Location Country	Country of Nomination
Fulbright Visiting Scholars Program	[REDACTED]		

4. Scroll down to the section called "Documents you have uploaded" and click on "Add New Document"

Documents you have uploaded (5)

- The blank versions of these forms can be found in the "My Forms & Resources" tab.
- Please reference the [Document Category Guide](#) if you have questions about which category your document falls into.
- Once your IIE/CIES program staff have reviewed and approved the document, the status will change to "Approved."
- If the document is not approved, or requires additional information, the document's status will change to "Rejected" and you will receive an email from IIE/CIES explaining why the document was rejected.
- If you have any questions, please contact your [IIE/CIES Program Staff](#).

Document Name	Document Category ▲	Date Received	Review and Approval
Scholar-FB V SC-Arrival Form	Arrival Form	03/06/2016	Approved
Scholar-FB V SC-Arrival Form	Arrival Form	04/22/2016	Rejected
Auto Populate	Grant Document	03/14/2016	
Auto Populate	Other	04/14/2016	
Scholar-FB V SC-Other	Other	04/22/2016	Approved

[Add New Document](#)

5. Using the Document Category Guide (click on the link in the instructions) choose the appropriate category from the drop down list for the document you want to upload.
6. Add the attachment from your computer.
7. Click Save.

Visiting Scholar Program Portal

- If you have any questions or concerns, please contact your [IIE/CIES Program Staff](#).
- Please reference the [document category guide](#) if you have questions about which category your document falls into.

*** Document Category:** Please Choose ▼ **Date Received:** 04/22/2016

Attachment: [Browse...](#)

[Save](#) [Cancel](#)

8. You will not get confirmation that your document was uploaded, this screen is normal:

Visiting Scholar Program Portal

[Return Home](#)

To check the status of your document:

9. Go back to the “My Documents Tab” and click into the correct program (see #3 above for images)
10. Scroll down to the “Documents you have uploaded” section

Documents you have uploaded (6)

- The blank versions of these forms can be found in the “My Forms & Resources” tab.
- Please reference the [Document Category Guide](#) if you have questions about which category your document falls into.
- Once your IIE/CIES program staff have reviewed and approved the document, the status will change to “Approved.”
- If the document is not approved, or requires additional information, the document’s status will change to “Rejected” and you will receive an email from IIE/CIES explaining why the document was rejected.
- If you have any questions, please contact your [IIE/CIES Program Staff](#).

Document Name	Document Category ▲	Date Received	Review and Approval
Scholar-FB V SC-Arrival Form	Arrival Form	03/06/2016	Approved
Scholar-FB V SC-Arrival Form	Arrival Form	04/22/2016	Rejected
Auto Populate	Employment Offer	04/22/2016	
Auto Populate	Grant Document	03/14/2016	
Auto Populate	Other	04/14/2016	
Scholar-FB V SC-Other	Other	04/22/2016	Approved

[Add New Document](#)

11. The document you just added should appear here, along with the date received. Once your IIE/CIES staff member has reviewed your document, the “Review and Approval” category will be updated and you will receive an automated email. DO NOT respond to these emails, as they are not monitored. Instead, if you have any questions or concerns, please email your IIE/CIES Program Staff.

Document Category Guide:

Use the below guide to determine what category the document you are uploading belongs in. If you have any questions or concerns, please contact your [IIE/CIES program staff](#).

Document Type	What you should call it	Document Category
Notification of Arrival Form	Notification of Arrival	Arrival Form
J-1 Visa	J-1 Visa	Visa
Scholar I-94 Record	I-94	I-94 Card
Scholar DS-2019	DS-2019	DS-2019
Dependent J-Visa(s)	J-2 Visa(s)	J-2 Visa
Dependent I-94 Record(s)	Dependent I-94(s)	J-2 I-94 Card
Dependent DS-2019	Dependent DS-2019 (s)	J-2 DS-2019
EFT Form	EFT Form	Bank Information
Voided Check or Direct Deposit Letter	Bank Information	Bank Information
Employment Request	Employment Request	Employment Offer
Amended Grant Document or Extension Grant Document	Amended or Extension Grant Document (whichever is relevant)	Grant Document
Commission-Issued Grant Document	Grant Document, Grant Amendment, or Grant Extension	Terms and Conditions
Anything that does not fit into an existing category	The name of the document you are submitting	Other
Transfer Request	Transfer Request	Transfer of Visa Sponsorship
For Transfers ONLY	SEVIS I-901 Receipt	SEVIS Fee Payment
Grantax	Receipts	Receipts
Grantax	Residency Question Document	Residency Question Document
Grantax	Tax Identification	Copy of Tax Identification
Grantax	Form 231	Form 231
Grantax	Form 2848	Form 2848
Grantax	Income Documents	Income Documents
Grantax	ITIN Documents	ITIN Documents