International Scholar Dossier (ISD) Process Flowchart

Visitor Provides:
- Biographical Information
- Addresses
- Position in Home Country
- Passport and Visa Information
- Education Information
- Current U.S. Institution (if applicable)
- Dependent Information

Department Provides:
- Appointment Information
- Funding Information
- Site of Activity Address(es)

Visitor AND department submit data to ISD separately

Department adds visitor’s record to ISD database

Invite visitor to use ISD?

YES

Visitor AND department submit data to ISD separately

If record is incomplete, department is notified and process is on hold.

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NO

Department collects ALL info and documents from visitor and submits data to ISD

Berkeley International Office receives data via ISD

10 business days

Document issued

Berkeley International Office
receives data via ISD

International Office

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