The office of International Faculty and Staff Services (IFSS) provides comprehensive assistance to the University of Wisconsin-Madison on all aspects of non-student immigration. The office acts as the liaison between the University and all government agencies involved in immigration matters, and assists both the institution and individuals in complying with immigration laws and regulations. **We do not work for USCIS/INS or any other part of the U.S. government. We are here to assist you with immigration matters in every way possible. Remember, however, that you are solely responsible for maintaining your legal status.**

**Specifically, IFSS:**
1. Advises University departments and processes immigration-related documents for employment-based nonimmigrant and immigrant statuses
2. Offers regular workshops on processing H-1B and permanent resident petitions and the proper procedures for completing the I-9 Employment Eligibility Verification form
3. Administers the University’s J scholar Exchange Visitor Program, which includes issuing J scholar documents, advising departments and visiting scholars, and providing bi-weekly J scholar orientation sessions

**Staff:**

**Deborah Ahlstedt, Director**
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Walk-in hours: Wednesday 1-3 PM

**Jennie Taylor, Assistant Director**
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**Kim Maday**
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Walk-in hours: Tuesday 10:30-12:30 PM, Thursday 1:30-3:30 PM

**Location:**
International Faculty and Staff Services
Office of Human Resources
21 N. Park Street
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Madison, Wisconsin 53715, USA
Telephone: 608-265-2257
Fax: 608-265-6547
Web: [http://www.ohr.wisc.edu/ifss/index.htm](http://www.ohr.wisc.edu/ifss/index.htm)
Office hours: 7:45 AM to 4:30 PM, Monday through Friday
Orientations and Welcome Sessions

International Faculty & Staff Services (IFSS) offers a mandatory bi-weekly welcome/orientation session for new visiting J Visa Scholars. Family members are also welcome to attend. The meeting lasts approximately one hour and covers basic information about the J Visa programs and its requirements (including new SEVIS regulations), access to campus services, background about the community and a variety of community programs, and services of interest to many scholars.

The orientation sessions are held in Suite 5101, 21 N. Park Street. Sign up for an orientation session in the IFSS office, upon your arrival to the UW-Madison campus. E-mail Ischolars@ohr.wisc.edu or call IFSS at 265-2257 if you have any questions or need to change the date of your orientation session.

IFSS:
21 N. Park Street