COMPLETING A REQUEST FOR A VISITING J-1 SCHOLAR

PLEASE GATHER THE FOLLOWING INFORMATION FROM THE SCHOLAR FIRST

- First name as listed on passport (confirm spelling)
- Last name as listed on passport (confirm spelling)
- Date of birth - month and day confirmed (meaning, don’t assume that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Email address -- accuracy confirmed
- Gender
- UVM Net ID - only if scholar has visited UVM previously (since 2010)

1. Visit https://istart.uvm.edu
2. CLICK Administrative Services for University Departments

3. You will be asked to authenticate your identity for the UVM network if you have not done so already.
4. Click on https://istart.uvm.edu
5. Click on **Departmental Services** (a drop-down menu appears).

### QUESTION!

Is this your scholar’s first visit to UVM? (begin at step #6)

or

Has s/he visited previously (since 2010)? (begin at step #9)

or

Is s/he currently active at UVM in another visa status? (begin at step #9)
6. **If this is your scholar’s first visit to UVM, click Add New Person.**

You will need the following information to begin. **The accuracy of this information is critical.**

- First name (as it appears on passport)
- Last name (as it appears on passport)
- Date of birth - month and day confirmed (meaning, don’t assume that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Email address
- Gender
7. Complete **Add New Person** e-form and submit.

**Date of birth:** If inaccurate, scholar will not be able to access system at a later date.

**Last name, first name:** If inaccurate, documents could be issued incorrectly.

**IF YOU ARE UNCERTAIN OF THE ACCURACY OF ANY INFORMATION ON THIS PAGE, PLEASE DO NOT SUBMIT UNTIL YOU HAVE VERIFIED THE INFORMATION WITH THE VISITOR.**
8. You are taken to the **Departmental Services Overview** page. The left column, **Current Cases**, shows all active scholars in your department. The **Case Information Display** to the right shows the individual you have just added and the case you are currently working on.

Click on **Application for a New J-1 Exchange Visitor** at the bottom of the Case Information Display box.
9. If your scholar has visited UVM as a J-1 since 2010 or is currently at UVM in another immigration status, click on the application you would like to begin, i.e. J-1 Scholar Application. You will need the information below to locate a scholar who is already in iStart.

- Enter UVM Net ID (here referred to as ‘University ID’)
- Enter Date of Birth - month and day confirmed (meaning, don’t assume that 01/06/71 is Jan. 6, 1971; it may be June 1, 1971)
- Click ‘Find Record’

“University ID” in iStart is UVM NetID!
10. You land on the **J-1 Scholar E-Form Group** page. You will access all the forms required to complete the DS-2019 request from this launch page. (Screen shot for reference only; please review live iStart system for up-to-date information.)

**THE J-1 SCHOLAR**

The J-1 Exchange Visitor classification is for professor, research scholars, short-term scholars, and specialists who will pursue international collaborative teaching and/or research. J-1 Exchange Visitors participate in a program with specific academic objectives. Professors and research scholars are eligible for program participation of up to five years. Short-term scholars are eligible for program participation up to six months. Specialists are eligible for program participation up to one year and is not renewable.

**SPECIAL CONSIDERATIONS**

- J-1 scholars may not be candidates for tenure-track positions.
- Foreign medical graduates applying for clinical positions must be sponsored for J-1 status through ECFMG (The Educational Commission of Foreign Medical Graduates). Contact OIE’s scholar adviser for further information.
- J-1 exchange visitors sponsored by UVM’s J-1 program may not engage in patient contact or patient care.
- Prospective visitors who have held J-1 status in the previous 12 months may be barred from beginning a new program.
- Visiting students may not be fully self-funded and must be sponsored primarily through an external source or by UVM.

**IMPORTANT NOTE REGARDING J-1 SCHOLARS WHO ARE FUNDED BY AN EXTERNAL (NON-UVM) SOURCE**

At this time, all scholars who are fully-funded by foreign, external sources and who will receive no salary from UVM must be approved as a Non-Salaried Visiting Scholar through the Provost’s Office. You must complete a Non-Salaried Visiting Scholar Appointment Form. The Provost’s Office will send OIE a copy of the authorized form to initiate the DS-2019 issuance process.
11. Complete the **Applicant Access** e-form first to send an automatic email to the prospective scholar. The email will direct the scholar to the online system where s/he will supply required biographical and immigration history information. Once the scholar has completed these e-forms, you will receive a notification email. The remaining forms on this launch page must be completed by the department.

Email address: If inaccurate, visitor will not receive any information to complete this process.
12. Note that the check-box next to the form has changed status to **Pending**. You can review the status of any e-form by checking it against the key at the bottom of the page. (Screen shot for reference only; please review live iStart system for up-to-date information.)

You'll notice most of the remaining e-forms are indicated as **Incomplete**.

The final e-form, Complete Submission of J-1 Request, is grayed out (Not Yet Available) and will remain unavailable until all the other e-forms have been completed.

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- **Applicant Access**
- Information About the Position
- J-1 Compliance Certification (Department Chair)
- J-1 Compliance Certification (faculty Host/Supervisor)
- Financial Support & Funding
- Complete Submission of J-1 Request

- Complete
- Multiples Allowed
- Optional
- Pending Review
- Incomplete
- Not Yet Available
13. There are two **Departmental Compliance E-forms** that must be completed by the Faculty Host/Supervisor and Department Chair, respectively. You will supply the email contact information for each and an automatic email will be sent with a link to the compliance form.

Here is a view of the email that the Department Chair and Faculty Supervisor receive.

**Dear Daniel Craig:**

The Office of International Education (OIE) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIE and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

**J-1 Compliance Certification (Department Chair)**

Client Name: Amy Corwin
Client ID: ******1388
Your Login ID: dcraig@gmail.com
Your Password: 8484CBD-25
13b. Here is a sample (but incomplete) of the e-form the department chair and faculty supervisor complete.

**J-1 Compliance Certification (Department Chair)**

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- Applicant Access
- J-1 Compliance Certification (Department Chair)
- J-1 Applicant Information
- J-1 Applicant Immigration History

**CLIENT NAME & ID NUMBER:** AMY CORWIN | ******1388

**COMMENTS / REVIEW FOR J-1 COMPLIANCE CERTIFICATION (DEPARTMENT CHAIR)**

- As Chair of the department/division, I agree to the nature and details of the exchange visitor’s program. I approved the amount of time and funding (if applicable) to complete the goals and objectives of the research or academic activity.

- I acknowledge that if the J-1 exchange visitor’s program is delayed, if there is a significant change in the program, if the program ends early, or if termination of the program becomes necessary, our department will notify OIE in a timely manner.

- I am aware that federal regulations:
  
  - require all J-1 exchange visitors and their dependents to maintain health insurance for the duration of the exchange program.
  
  - prohibit J-1 exchange visitors from holding tenure-track positions.
  
  - require a J-1 exchange visitor to engage in activities solely on UVM’s campus unless otherwise indicated.

Logout of iStart Services
14. Once the department chair or faculty supervisor e-form has been completed, you will receive an email notification. You can also review the status of the application from the J-1 Scholar launch page (see below). In this example, one of the compliance certification forms has been completed and one is still pending.

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- Applicant Access
- Information About the Position
- J-1 Compliance Certification (Department Chair)
- J-1 Compliance Certification (Faculty Host/Supervisor)
- Financial Support & Funding
- Complete Submission of J-1 Request

- Complete
- Multiples Allowed
- Optional
- Pending Review
- Incomplete
- Not Yet Available
15. **Confirm your visiting scholar has completed her/his required forms.**

You will notice that even though you have completed all the departmental e-forms from the launch page that the **Complete Submission of J-1 Request** e-form is still unavailable.

If you review the **Applicant Access** e-form, you will notice that it is still in pending status. This means that the scholar has not completed the required e-forms. As a result, you cannot submit the request and OIE cannot process the DS-2019 form. You may wish to contact the scholar to encourage completion of the e-forms.

**UPDATE:** You can now view the scholar's e-forms following the departmental e-forms on the J-1 scholar landing page.
16. Complete submission of request

Once the applicant has submitted the required e-forms, you will receive a notification email. The **Complete Submission of J-1 Request** e-form is now available (see sample). Submit this e-form to complete the DS-2019 request. OIE will follow-up with any questions if necessary. Please allow 10 business days for issuance of immigration documents.

### Summary of E-forms and Responsible Party

<table>
<thead>
<tr>
<th>Department Responsibility</th>
<th>Visitor Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant access</td>
<td>J-1 applicant information</td>
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<td>Scholar pre-arrival acknowledgement</td>
</tr>
<tr>
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<td>SEVIS dependents (Spouse/children) -- Optional</td>
</tr>
<tr>
<td>Financial support and funding</td>
<td></td>
</tr>
<tr>
<td>Complete submission of J-1 request</td>
<td></td>
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</table>
1. Login to Sunapsis via [https://istart.uvm.edu](https://istart.uvm.edu)
2. When you reach the launch page, click on Departmental Services

3. Click on the client record you would like to view.
4. To view the pending application, click on **Application for New J-1 Exchange Visitor**. This will take you to the J-1 e-form launch page.