J-1 Scholar Online Application Overview

Applies to:

- **J-1 Scholar App & Checkin** – Intended for new scholars who will have a DS-2019 issued to them by USF
- **J-1 Scholar Extension Request** – Intended for current scholars who have a USF DS-2019 and wish to extend their stay.
- **J-1 Other Sponsor Scholar App (Fulbright, etc)** – Intended for scholars who have DS-2019 from a separate sponsoring institution (Ex. Fulbright) and who will be coming to USF using that institution’s DS-2019.

**Important:** This document is primarily an overview of the J-1 Scholar App & Checkin process, however, the processes for the J-1 Scholar Extension Request and J-1 Other Sponsor Scholar App are very similar. Be aware that the specific forms and steps in each process may not exactly match this document. Feel free to contact the scholar advisor for your campus with any questions.

This documentation is intended for the person designated as the department contact. The department contact is the person who will be responsible for logging into iStart and going through the online scholar application process. It might be a department administrator or the professor from the department who is inviting the scholar.

**Important Notes:**

- **College of Engineering:** All scholar applications are required to be completed by Khoa Dinh. Please contact Khoa (kddinh@usf.edu) to begin the process.
- **College of Business:** All scholar applications are required to be completed by Alex Miller or Barb Bushnell. Please contact one of them to begin the application process.
- **College of Arts and Sciences:** Be sure to enter Michelle Maldonado (michelle94@usf.edu) as the optional approver on the Optional Approver E-Form.

**Instructions:**

1. The department contact should read through this application process information **before** starting.
2. The department contact should begin by logging into [https://istart.usf.edu/istart/controllers/admin/Login.cfm](https://istart.usf.edu/istart/controllers/admin/Login.cfm)

**Gaining Department Access**

3. If the department contact has not yet been approved for iStart access, they should complete the Department Access Request Form located under Department Services and then Logout.

   *College of Marine Science: Select Tampa as your Campus.*

4. After completing the request, the department contact should email the J scholar advisor for their campus to notify them of the request.

   **Tampa:** Erin Dudley - edudley@usf.edu
   **Sarasota-Manatee:** Amela Malkic – global@sar.usf.edu
Starting an Application

5. Once the dept contact receives notification of access approval, or if they already have access, they can login to iStart Administrative Services for University Departments by logging into https://istart.usf.edu/istart/controllers/admin/Login.cfm.

6. If the potential scholar already has a USF U# the department contact can go directly to the J-1 Scholar Services, select the appropriate application (listed at the beginning of this document), and enter the U# and date of birth.

7. If the potential scholar does not have an existing U# or the U# can’t be found, the department contact will need to go Department Services -> Add New Person and complete the required fields.

College of Marine Science: Select the Tampa campus only.
8. The department contact can then click the appropriate application (described at the beginning of this document) at bottom right corner of the page to start the J-1 application.

9. The department contact should start the process by going to the Department Instructions E-Form.

10. The department contact must enter the scholar’s email address, confirm that they’ve read the instructions, and submit the E-Form. The email address entered in this E-Form is the email address where the scholar will be contacted with instructions on completing their portion of the J-1 Scholar Application.
11. After completing the Department Instructions, the top of the main application page will update with more specific instructions for each phase of the application.

12. The department contact should now complete the J-1 Program Information E-Form. They will be asked for the basic details of the scholars proposed activities. If the scholar is a medical doctor, a completed copy of the Scholar Medical Non-Clinical Program Form will need to be uploaded. A copy of the invitation letter will also be required.

13. The department contact should now complete the Grant Scholar Application Access E-Form to grant the scholar access to the application so they can complete their portion. The department contact should make sure the scholar has received a copy of their job offer letter or funding offer letter as the scholar will need to upload a copy in the Financial Documents E-Form.
14. Within 30 minutes the scholar should receive an email asking them to login to iStart to complete their portion of the E-Forms.

Dear Potential Scholar:

A department at the University of South Florida has started a J-1 Scholar Application on your behalf. In order to continue, you must login to USF’s iStart system and complete the E-Forms listed below. Please click here to access the E-Forms. You will be asked to login with your University ID, date of birth, and PIN (see below for your University ID and PIN).

Note: The J-1 Scholar Application process cannot continue until you have completed the E-Forms.

Required E-Forms:

- J-1 Biographical Information
- J-1 Dependent Information
- J-1 Financial Information
- J-1 Insurance Information

Link to Update Information: https://unapastest.sas.usf.edu/iStart/controllers/admission/AdmissionEngine.cfm

Your University ID Number: TEMP96275
Your Limited Access PIN: 79075958

USF Office of International Services
Tel: (813) 974-5102
Web: http://global.usf.edu/is/

15. The scholar should go to the provided link and complete the login form using the information provided in the email.
16. Upon successful login, the scholar should go to J-1 Scholar Services and then J-1 Scholar App & Check-in.

17. The scholar should then see the application materials and start completing the E-Forms as instructed.

18. The J-1 Biographical Information E-Form will ask the scholar for personal and academic information. They will be required to upload a copy of their Passport, CV, Diploma/Transcripts, and any previous DS-2019s.

19. The J-1 Dependent Information E-Form asks the scholar for information about the dependents they will be bringing with them on their J program.

20. The J-1 Financial Information E-Form asks the scholar to show appropriate funding for their program. The scholar will be asked to calculate their estimated required funding amount and to upload documents for each funding source they provide. If USF is providing funding the scholar must upload a copy of the offer letter or other letter detailing funding.

21. The J-1 Insurance Requirements E-Form informs the scholar of the insurance requirements and asks them to confirm that they understand they must have insurance.

22. After the scholar submits all of their E-Forms, the application instructions are updated to let them know that they are done with the application at this point. It’s now up to the department contact to continue the
23. An automatic email is sent to the department contact notifying them that it is now time for them to continue their part of the application process. They can find the scholar’s application under Department Services -> Department Services Overview, click on the scholar’s name and then on the J-1 Scholar App and Check-in link at the bottom.
24. The department contact will see the forms the scholar has completed and should continue by completing the Scholar English Proficiency Requirement E-Form.

25. After completing the Scholar English Proficiency Requirement E-Form the department contact should complete the J-1 Export Control Certification E-Form. The contact information entered on the E-Form will be who is contacted if an issue arises during the export control review process.
26. Once the Export Control Certification E-Form is submitted, an automatic email is dispatched to exportcontrol@usf.edu.

Dear Export Control:

The USF Office of International Services (OIS) requests that you review / comment on the following request submitted to our office. If you have any questions please contact OIS 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 Export Control Certification

Client Name: Potential Scholar
Client ID Number: ******6275

USF Office of International Services
Tel: (813) 974-5102
Web: http://global.usf.edu/iss/

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

27. The department contact can now complete all three Final Approval E-Forms by entering the name and email address for the relevant approver. Each approver will be emailed a request once the previous approver has approved their E-form.

28. When the export control user logs in they will be shown a list of second approver requests including the scholar app they are being asked to approve.

29. Once they click on the scholar’s record they will be able to see a list of E-forms. They can see the submitted data of each E-Form by clicking on each E-Form.
J-1 Export Control Certification

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

- Department Instructions
- J-1 Program Information
- Grant Scholar Application Access
- J-1 Biographical Information
- J-1 Dependent Information
- J-1 Financial Information
- J-1 Insurance Requirements
- Scholar English Proficiency Requirement
- J-1 Export Control Certification

CLIENT NAME & ID NUMBER: POTENTIAL SCHOLAR | *******6275

COMMENTS / REVIEW FOR J-1 EXPORT CONTROL CERTIFICATION

The above J-1 Scholar Application materials are ready for review by USF Export

J-1 PROGRAM INFORMATION

| Position in Home Country (See Below): | University Graduate Students |
| Is the scholar a medical doctor or alien physician? | 0 |
| Proposed USF Position Title (put "Visiting" if no appointment): | Visiting |
| Proposed Begin Date: | 12/19/2018 |
| Proposed End Date: | 12/19/2019 |
| Category (See below): | 08 |
| Specific Field/Subject Code of the proposed activity (See Below): | 04.0001 |
| In 90 characters or less, please state the nature of the activity the scholar will participate in: | Designing new buildings |
| In more detail, explain the proposed activity (include names of USF research partners, subject of research/teaching, purpose for research/teaching stay at USF): | The scholar will be working with the school of architecture to design new eco-friendly buildings for the USF Campus. |
| Please upload a copy of the invitation letter: | File Uploaded |
| Site Name: | University of South Florida |
| Street Address: | 4202 E Fowler Ave |
| Dept + Bld code/number: | USF World CGS 206 |
| City: | Tampa |
| State: | Florida |
| Postal Code: | 33610 |
| Do you have a second site of activity to add? | 0 |
| I have read the department responsibilities. | 1 |

Submitted By: Test Dept. U87654321

Attached File(s):

- Invitation (department e-form) Updated on 04/30/2019
30. The department contact will receive an auto email notifying them of the recent update to the Export Control Certification E-Form.

Dear Test Dept:

Information concerning a pending e-form request (J-1 Export Control Certification) has been updated by Export Control.

You will receive an additional email notification when the e-form request has been processed by our office.

USF Office of International Services
Tel. (813) 974-5102
Web: http://global.usf.edu/isa/

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information

31. The contact entered in the Final Approval – Sponsor E-form will also receive an email, similar to that received by Export control, asking them to login and approve the scholar application.

32. As each approver approves the application the next approver contact will receive an email request. The department contact should also receive a notification email after each approval is submitted. It is up to the department contact to ensure each approver submits their approval in a timely manner.

33. Upon submission of the Final Approval Dean/VP E-Form, the J-1 application process is complete. The scholar advisor will begin reviewing the application materials and contact the department contact or the scholar with any necessary corrections.

34. The scholar advisor will issue a DS-2019 within 10 business days of the submission of a correct and complete application.