

Start J-1 Non-Degree Application Instructions

CHECK FOR EXISTING PROFILE/RECORD

Log into iCAT and expand the Department Services menu.

NOTE: If the applicant is not currently at UK please skip to the next section titled “Applicant is Not in iCAT”.

From the Dept. Services menu you will first attempt to locate the applicant in the system by entering the UK ID if they have one.

Click on the J-1 Student Non-Degree Application e-form group and enter the applicants UK ID number and birth date.

If the applicant is already in iCAT the form group will open up and you can begin filling out the forms immediately. If they are not in the system you will get a failure message that looks like the following:

Failure—You must correct your errors below & resubmit

- No record of 99999999 exists in this system. Please make sure the record is in the institutional system with the correct foreign citizenship country and visa type. The University ID is required to begin the application process.

Close

IF APPLICANT IS NOT IN ICAT

If the applicant is not currently at UK or was not found in the previous step we will need to create a profile in iCAT. To do this click the “Add New Person” from the left menu and complete the required fields.

UK | INTERNATIONAL CENTER
UNIVERSITY OF KENTUCKY

online services for international students, scholars & staff

Secure Online Session
Michael Hagel
Network ID: mha292

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Departmental Services

- Departmental Services Overview
- Add New Person** ← **CLICK HERE**
- H-1B Application for a New Employee
- Update Your Information
- J-1 Scholar Application

International Office

- Upgrade / Installation Procedures
- Logout of iCAT

Last Name *
Middle Name
Date of Birth *
Gender *
Email Address *
Campus *

Month Day Year
YES NO
YES NO

Do you have an institutional university ID for this new profile? *
Do you have a network ID for this new profile? *

* required fields

Add New Person

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After your new profile for the J-1 applicant is created you will have their record available and selected in the Departmental Services Overview tab. From there select the J-1 Student Non-Degree application under the “Case Information Display” section. Also note that this person will show up in your “Departmental Services Overview” tab under “Current Cases”. You can return to their application at a later date by selecting their name and J-1 Student Non-Degree application.

You can now start the J-1 application e-forms for submission to ISSS. All forms must be completed before ISSS will start to process your application.

J-1 Student Non-degree Application

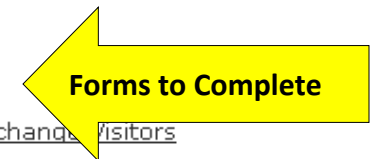
Visiting students may pursue academic-credit or non-credit bearing coursework as defined by written agreement with a government entity, UK faculty sponsor, or university partner.

In order to become a visiting student at the University of Kentucky you will need a faculty member or university department to offer you an invitation to come to UK. The UK faculty member should contact the International Student and Scholar Services (ISSS) office to begin the process of obtaining the proper DS-2019 form, if applicable.

Government sponsored students must contact their respective government representatives to gain permission to study at the University of Kentucky. Your application will generally be submitted to the University of Kentucky on your behalf. In addition, your DS-2019 form may be issued by the University of Kentucky or another organization which your government sponsor uses for this purpose.



- [J-1 Non Degree Part 1](#)
- [J-1 Non Degree Part 2](#)
- [J-1 Non Degree Part 3](#)
- [English Proficiency Form for Prospective J-1 Exchange Visitors](#)
- [J-1 \(DS-2019\) Final Approval](#)



[View/Save/Print E-Form Group](#)

- = Incomplete
- = Complete
- = Optional
- = Pending Review
- = Submit Another
- = Not Yet Available
- = Follow-Up Required
- = Awaiting Answer
- = Denied
- = Draft