Departmental Request for J-1 Exchange Visitor

Step 1:

Log into iCAT and select 'Exchange Visitor Start Point'

Step 2:

Lookup ID if one already exists, otherwise use 'Add New Person' link first before selecting 'Exchange Visitor Start Point'
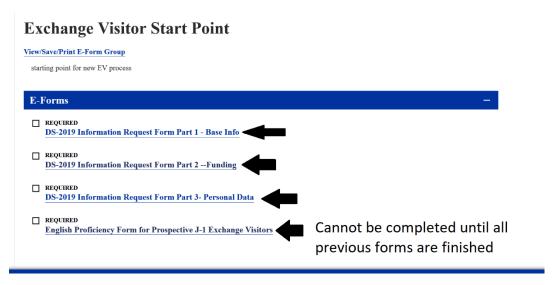
Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) *Information Required*

University ID*

Date of Birth*

MM/DD/YYYY

Find Record

Step 3:

Complete all forms in this section.

The English Proficiency Form cannot be submitted until all previous forms have been submitted.

Once all forms have been submitted, they will be reviewed by the ISSS staff.

Step 4:

After review you will receive an e-mail about which part 2 to complete.

DO NOT complete these early as they will slow down the review process and delay completion.