

# Departmental Request for J-1 Exchange Visitor

Step 1:

Log into iCAT and select 'Exchange Visitor Start Point'

**Departmental Services**

**Lists**

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

**Tasks**

- Add New Person
- Update Your Information
- H-1B Application
- EB-2 Labor Certification
- Scholar Application - EV Part 2
- Old Forms
- Non-Degree Extension
- Exchange Visitor Start Point
- Old Forms
- J-1 Extension for an Exchange Visitor
- J-1 Non-Degree Extension
- Professional Student I-20 Request
- J-1 Amendment for an Exchange Visitor

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\*

**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.

### Exchange Visitor Start Point

[View/Save/Print E-Form Group](#)  
starting point for new EV process

**E-Forms**










- REQUIRED**  
[DS-2019 Information Request Form Part 1 - Base Info](#) ←
- REQUIRED**  
[DS-2019 Information Request Form Part 2 --Funding](#) ←
- REQUIRED**  
[DS-2019 Information Request Form Part 3- Personal Data](#) ←
- REQUIRED**  
[English Proficiency Form for Prospective J-1 Exchange Visitors](#) ← **Cannot be completed until all previous forms are finished**

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.

**Tasks**

 Add New Person	 Update Your Information
 EB-2 Label	 Scholar Application - EV Part 2
 Non-Degree - EV Part 2	 Exchange Visitor Start Point
 J-1 Extension for an Exchange Visitor	 J-1 Non-Degree Extension
 J-1 Amendment for an Exchange Visitor	