## 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						
+2	Add New Person	2/	Update Your Information		H-1B Application	
	EB-2 Labor Certification		Scholar Application - EV Part 2		Qus Dien Non-derree	
	Non-Degre		Exchange Visitor Start Point		OLD DE CALLON S New	
	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'

that

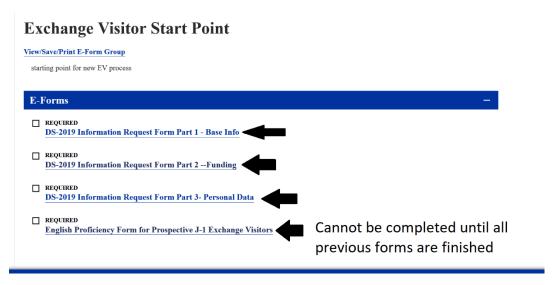
Lookup International Record
Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID is currently in this system.
(*) Information Required
University ID*
Date of Birth*   Image: MM/DD/YYYY   Find Record

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.

