Instructions for Submitting an E-Form

An E-Form is an electronic application accessed through the UAtlas portal located on the International Student and Scholar Services (ISSS) website to request a benefit, such as a SEVIS transfer or an extension of a DS-2019. All E-Form applications must be submitted to ISSS through the UAtlas portal.

To begin the process, click the UAtlas link found on the ISSS website.

1. After clicking the UAtlas Login, select the button and input your NetID & Password. Your NetID or Unid should begin with u6, and your password is your CIS password. For example, if your UNID is 06012345, use u6012345 to login through UAtlas.

2. Once logged in, find your name on the upper right section of the screen, for example, and select: Full Client Services from the dropdown menu.

3. Then, find J-1 Scholar Services on the left side of the screen for all available e-form options.

4. Then select the appropriate e-form based on your needs.

5. When you complete all information requested, please click .
   a. Please note that some E-Form requests will require the official University e-mail address of your supervisor or host department contact, such as a PI. If a recommendation is required, an e-mail will be sent to your supervisor requesting a review and recommendation of your E-Form application. Please advise them of this process.

Look! --> For additional information, a YouTube login video can be found here.

Once all steps are completed, ISSS will conduct its review and approve or deny your request.

- If APPROVED, you will receive an e-mail to pick up the final document, such as a DS-2019
- If DENIED, you will receive an e-mail explaining the reason for the denial or a request for additional information for further consideration

Reminders:

- Please review and understand the policy related to your E-Form request. The policy related to many E-Form requests can be found on the ISSS website under Exchange Visitors and then EV Policies and Forms.
- The E-Forms listed on page 2 are INITIATED by you, the Exchange Visitor, and NOT the host academic department.
- We do not accept requests for expedited processing, so plan accordingly.
List of E-Forms:

Please allow TEN business days for processing:

Please note: For requests that require a recommendation from a supervisor, ten business days is calculated from the time ISSS has received a completed E-Form, which includes your supervisor’s recommendation. The list below is just an example of available E-Forms. There may be additional E-Forms that are not currently listed below.

Current J-1 Scholar E-Forms

- Add Dependent
- Change of Site of Activity
- DS-2019 Extension
- DS-2019 Re-print
- Health Insurance Update
- Incidental Study
- Personal Information Update
- Program Survey
- Remove Dependent
- Report Your Arrival to Campus
- Shorten Program
- Student intern Evaluation
- Temporary Out of Country Absence (out of country for more than 30 days)
- Transfer-In (SEVIS)
- Transfer-Out (SEVIS)
- Travel Survey