Instructions for Submitting an E-Form

An E-Form is an electronic application accessed through the iStart 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 iStart portal.

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

1. Select and input your Username & Password. Your usernames usually begin with 06 or u6, and your password is the same as your CIS password. For example, if your UNID is 06012345, use u6012345 to login through iStart.
2. Select a specific E-Form application from the + J-1 Scholar dropdown box
3. Complete all information requested and SUBMIT
   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.

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