J-1 Exchange Visitor E-form Requests

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 ISS website (http://www.isss.utah.edu/).

1. Select and input: Username and Password (username begins with “u0” or “u1” or “u6”)
2. Select an E-form application from the J-1 Scholar or J-1 Student Services 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 or a department chair. 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:

- Make sure that you understand the policy related to your E-form request. The policy related to all E-form requests can be found on the ISS website (http://www.isss.utah.edu/) under “Forms and Publications” and then choose J-1 Student or J-1 Scholar.
- The e-forms listed on page 2 are INITIATED by the Exchange Visitors, and NOT the host academic department.
- We do not accept requests for expedited processing, so plan accordingly.

The chart on page 2 lists a sample of the current E-form requests
List of E-form Application Requests:

Please allow TWO weeks for processing:

Please note: For requests that require a recommendation from a supervisor, two weeks is calculated from the time ISSS has received a complete application, which includes your supervisor’s recommendation. The list below is an example of available e-forms. There may be additional options available than are not currently listed below.

**J-1 Scholar E-forms** (which includes visitors completing an internship)
- Add Dependent
- Amend DS-2019 (dates, biographical information)
- Change of Site of Activity
- DS-2019 Extension
- Incidental Employment
- Incidental Study
- Internship Evaluation
- Report Early Completion
- Report your Arrival to the U.S.
- Temporary Absence (out of country for more than 30 days)
- Transfer-Out (SEVIS record)

**J-1 Student E-forms**
- Academic Training
- DS-2019 Extension
- Last Semester Notification
- Medical Reduced Course Load
- Transfer-In