

## J-1 Scholar Request Application via iStart

### **iStart Access and Obtaining a University ID**

1. Department contact should request access to iStart at <http://istart.iu.edu> under Administrative Services for University Departments and on the next page under Departmental Services. Once access is granted, an email confirmation will be generated from INTLSERV directing the department to the online e-form link. This is a one-time request for access. Once granted access, department contacts do not need to request access with subsequent J1 scholar requests.

2. An Add New Person e-doc must be initiated if the scholar does not already have a university ID number. The department contact who initiates the Add New Person e-doc will receive an action item after the University ID is approved.

The following supporting documentation should be sent to Frank Christenberry ([fdchrist@indiana.edu](mailto:fdchrist@indiana.edu)) in the Office of International Services by email or by fax at 855.4418 before a submitted e-form can be approved:

- Copy of passport ID pages for the J-1 applicant and any accompanying dependents
- Documentation of funding sources
- Copy of invitation letter from IU host department

After iStart access has been granted and the Add New Person e-doc is approved the department contact can proceed to iStart to make the J1 request. The University ID and birth date of the scholar are required to start the process.

### **J-1 Applicant Information Required to Complete the e-form:**

*NOTE: By providing the scholar's email address in the appropriate link on the eform request, **departments may opt to have the applicant submit the information below.** After the department provides contact information on the eform, the applicant will be automatically sent an email with a link to the Applicant Information page. The department contact will receive an follow-up email from INTLSERV after the application has completed this section of the eform.*

- Copy of J-1 passport ID page
- Applicant Name as it appears on the passport
- Date, City, Country of Birth
- Country of Citizenship
- Country of Permanent Residence
- Current Non-immigrant (visa) status if in the US
- Gender
- List any US institutions that will be visited on business during the J1 exchange stay
- If currently in the US list any planned travel outside of the US prior to coming to IU including departure and reentry dates
- Last occupation (job title) and employer of the exchange visitor in the home country
- List approximate dates for any previous stay in the US on a J-1 or J-2 visa
- List approximate dates for any previous visits, periods of study, or employment at Indiana University

- Dependent information if non-US citizen spouse or children will accompany the exchange visitor. Must submit passport name, date/city/country of birth, citizenship, permanent residence, and ID passport page for each dependent

## **Information Needed from the Department:**

### **Program Information**

- Primary activity at IU (Professor, Researcher, Short-term Scholar—for a stay of 6 months or less, Specialist)
- Subject field, area of activity at IU
- Program start and end dates
- Site of activity (department/campus location)
- Contact information for faculty host extending the invitation

### **Financial Information**

Please provide OIS with documentation for ALL funding sources that will be used to support the exchange visitor's stay at IU.

- Documentation for funding from IU may be included in the departmental letter of invitation.
- Documentation from other sources should be provided on institutional letterhead with a translation in English.
- If personal funds will be used to support the exchange visitor's stay, a personal bank statement can be provided to show proof of the availability of funds with a translation into English if necessary.
- Funding must demonstrate a minimum of \$1200 per month for the scholar, \$783 per month for the first accompanying dependent, and \$300 per month for each additional dependent.

*Please note: the exchange visitor may be required to show proof of finances at the time of application for a U.S. entry visa at the U.S. Consulate.*

### **Departmental Contact Information**

Contact within the host department to verify information or send approved documents. Generally this is the contact information for the person submitting the eform request.

### **Departmental J-1 Compliance Certification**

Name, title, and e-mail address of Department Chair or Faculty Host. After the above steps have been completed, the Department Chair or Faculty Host will receive an automated email with a link requesting an e-signature confirming the department's desire to host the scholar. The request is not processed by OIS staff until the Department Chair or Faculty Host has completed the Compliance Certification.

## **J-1 Scholar Extension Application via iStart**

### **J-1 Applicant Information**

- Copy of J-1 passport ID page
- Copy of current I-94 card
- Copy of DS2019
- Copies of any J-2 dependent passports, I-94 cards, and DS2019s
- J-1's current residential address
- Proof of health insurance coverage
- Proof of financial support for the period of the extension—see amounts listed above
- Information regarding any travel outside of the US by the J1 scholar or dependents during the program extension including estimated travel dates

### **Department Information**

- Provide a valid reason for the program extension
- The requested end date for the extended program
- Will the J-1 (and dependents, if applicable) travel outside of the US? If so, what are the dates of travel?