ISSS LINK J-1 STUDENT REQUESTS
What is ISSS Link?

- ISSS Link is used to submit requests for ISSS to issue DS-2019s to invite new J-1 students to Emory.
  - Replaces the old paper request form
- It is also used to submit electronic H-1B, J-1, TN, and O-1 requests to ISSS, and for students and scholars to access information and complete e-forms.
- Front end to an international case management system called Sunapsis.
- Several benefits:
  - Better case management
  - Electronic requests
  - Email notifications during the process
Electronic Requests

- Request process is entirely electronic.
  - Student completes personal data online.
  - Request is routed electronically for supervisor signature.
  - All documentation is scanned and uploaded to the system rather than sent in hard copy to ISSS.
Accessing ISSS Link

- ISSS Link can be accessed at [https://issslink.emory.edu](https://issslink.emory.edu).
- You will login with your Emory ID and password.
- Current request submitters will be automatically given access to the ISSS Link system.
- New requestors should contact your student advisor at ISSS. You may also contact Stephanie Roberts directly at srober8@emory.edu.
Welcome to ISSS Link

The ISSS Link portal provides individualized, web-based services to Emory University's international student and scholar population and our department administrators.

Full ISSS Link Services for International Students and Scholars

Secure services requiring login with your Emory NETID and password.

Temporary Services for New International Students and Scholars

Temporary services requiring login with your EMPLID number and date of birth. Services will be defined here as they become available.

Administrative Services for University Departments
Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e. H-1B application and renewals, J-1 scholar requests, etc) that are available to submit to the international office.

- Current Cases
- Case Information Display

- Past Cases

- † Case has been updated in the past week
- ✓ Individual has filled out client accessible e-form
Beginning Your Request

- The student MUST already be in ISSS Link before you can submit a request for them.
- Once you click on “J-1 Student Request” you will be taken to a screen where you may enter their EMPLID and birthdate.
Can’t Find Your Student?

- There are several reasons a student may not yet be in ISSS Link:
  - Students must have a USA – Alien Temporary row in OPUS (Citizenship/Passport tab)
  - Students must have a program/plan record in OPUS.
  - Students must be term activated for the term to which they are admitted.

- If you have confirmed that each of the above requirements are fulfilled, please contact the ISSS office for further assistance.

- Please do **NOT** use the “Add a New Person” function. This is for scholar requests only.
Supporting documentation will now be submitted electronically as part of the request.

You will be able to save a partially completed form and return to it by saving it as a draft.

The system will automatically log you out after 30 minutes of inactivity.

Be sure to gather all necessary documentation before beginning a form!
J-1 New Student Requests
J-1 New Student Application

- Each request will have a checklist of associated forms.
- The compliance form will not be available until everything else is complete.
International students will be asked to complete their own information.

Complete this form to send them an email request with instructions.

You will also receive a confirmation email that the student has been notified to complete the information forms.
## Required Documentation

<table>
<thead>
<tr>
<th>Department</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding documentation</td>
<td></td>
</tr>
<tr>
<td>Admission/invitation letter inviting the student to Emory</td>
<td></td>
</tr>
<tr>
<td>Exchange agreement (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
Once you have notified the student to complete their forms, you will return to the main form list.

The arrow next to the first section will now show that it is pending review and completion by the student.

Details of what the student will see are at the end of the J-1 Request section of this presentation.
J-1 New Student Application

J-1 Student Request

International Student Advisors in ISSS will issue Exchange Visitor documents to prospective students in non-degree and degree-seeking programs if the individual meets the general eligibility guidelines for the student category of the Exchange Visitor Program and the academic program agrees to fulfill additional responsibilities.

Exchange Visitor documents must be requested at the time of admission. Eligibility guidelines and a comparison of the rules governing F-1 and J-1 student statuses are available on the ISSS website.

0362185 | JAMES DOOLEY

- (1) J-1 Student Information
- (2) J-1 Program and Funding Details
- (3) J-1 Sites of Activity
- (4) J-1 Compliance Form

Legend:
- = Incomplete  + = Submit Another  = Follow-Up Required
○ = Optional  □ = Not Yet Available  → = Routed to a 3rd Party
☑ = Complete  ◁ = Pending Review  ✗ = Denied
☑ = Draft
J-1 Program and Funding Details

PROGRAM INFORMATION

Degree Program/Level *
School/Unit *
Department/Division *
Major/Field of Study *
Program Start Date *
Program End Date *
Program Description *

Is there a formal exchange agreement associated with this student's program? *

[Options: YES, NO]
J-1 Program and Funding Details

SOURCE OF FUNDING

- Emory University (including grants from external sources): 0
- Exchange Visitor’s Government: 0
- Personal/Family Funds: 0
- All Other Organizations/Persons: 0

Please list all other organizations or persons providing financial support:

SUPPORTING DOCUMENTATION

- Funding Documentation *
- Exchange Agreement *
- Admission/invitation letter inviting the student to Emory *

* required fields
J-1 Student Request

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J-1 Sites of Activity

- Since a J-1 may have multiple sites of activity, you will have the opportunity to submit multiple copies of this form.
- Links to the forms you have already submitted will appear on the main request page.
J-1 Compliance Form

- Once all other information has been completed, the compliance form will be available.
- Don’t worry if the “Program and Funding Details” box shows as pending review. As long as the compliance form itself is available (box is not grayed out) you are ready to proceed.
Please complete the following information to request that the student’s supervisor review and electronically sign the J-1 compliance form.

**DEPARTMENT ADMINISTRATIVE CONTACT**

Name *
Department Name *
Title *
Phone Number *
Fax Number
Email Address *

**STUDENT’S DIRECT SUPERVISOR**

The compliance form will be forwarded to the individual listed below for review and electronic signature.

Supervisor Name *
Department Name *
Title *
Phone Number *
Fax Number
Email Address *
Re-type Email Address *

* required fields
Once you have put the supervisor’s information in the compliance form, they will receive an email notification asking them to log in and complete it.

Dear Steph Supervisor,

Congratulations! You have reached the final step in the electronic J-1 request process for James Dooley.

Please log in as instructed below, review the compliance form carefully, and submit the form. (You will be able to review the information included in the request by clicking the links at the top of the compliance form.) This will serve as your electronic signature certifying that you will comply with all necessary rules and regulations governing the hosting of J-1 Exchange Visitors.

Once you have completed and submitted the compliance form, it will be reviewed by an ISSS student advisor. Your department administrator will be notified if additional information is required. If you have questions, please contact isss@emory.edu

Please follow the link below to respond to this request:
J-1 Compliance Form

Client Name: James Dooley
Client ID Number: ***2185
Your Login ID: srobertsispp+supervisor@gmail.com
Your Password: 0C9B082-B2

Thank you,

International Student and Scholar Services
Emory University

phone: 404.727.3300
web: www.emory.edu/iss
email: isss@emory.edu
J-1 Compliance Form

- Clicking on the link in the email will take them to the login page and autofill the login information for them.

![Login to Review / Comment on an E-Form Request](image)
J-1 Compliance Form

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- J-1 Biographical Information
- J-1 Student Information
- J-1 Immigration History
- J-1 Program and Funding Details
- J-1 Sites of Activity
- J-1 Compliance Form

 incomplete = Submit Another  follow-up required
 optional = Not Yet Available  routed to a 3rd Party
 complete = Pending Review  denied
 draft

CLIENT NAME & ID NUMBER: JAMES DOOLEY | ***2185

COMMENTS / REVIEW FOR J-1 COMPLIANCE FORM

Please review each form listed and contact your department admin if any corrections need to be made. Then, complete the information below and submit this form to finalize this request.
J-1 Compliance Form

ELIGIBILITY CHECKLIST

Please review the J-1 Category Comparison Chart before completing this form.

Is the "Student" category the appropriate J category for the purpose of the visit and length of stay?  *

○ YES  ○ NO

Does the prospective student meet the requirements for the "Student" category?  *

○ YES  ○ NO

English proficiency has been determined by the following method: *

SUPERVISOR INFORMATION

Name

School *

Title *

Email *

Date of Submission *

Month  Day  Year
COMPLIANCE STATEMENT

Please review the information below and check each box to indicate your understanding and agreement. If you have questions, please contact ISSS at isss@emory.edu.

☐ I understand that all J-1 Exchange Visitors and any accompanying dependents are required by Federal Law to be covered by a health insurance policy equivalent to or exceeding the minimum requirements outlined by the US Department of State. Failure to comply may warrant termination of the student's status.

☐ I understand that this J-1 student must obtain written permission from ISSS before engaging in any type of employment, on or off campus.

☐ I understand that this J-1 student may engage only in the activities as described on the request form for the duration of time requested and at the site of activity indicated. Any changes will be reported to ISSS immediately and are subject to approval based on regulatory requirements.

☐ I understand that this J-1 student must attend an orientation with ISSS upon arrival. The date will be provided in advance to the J-1 student.

☐ I will immediately notify ISSS if this J-1 student withdraws from the program or completes the program early.

☐ I understand that individuals who participate in any category of the Exchange Visitor Program are ineligible for the Professor and Research Scholar categories for 12 months following completion of the Exchange Visitor program.

Last Updated: 01/23/2014 03:23 PM
* required fields
After the supervisor completes the electronic portion of the form, you will receive a confirmation email from the ISSS Link System.

ISSS will also receive an electronic notification that the request has been submitted for processing.

We will review the e-forms that have been submitted to our office.

You will receive an email when we have reviewed and approved the request, or if we need additional information to complete the processing.
J-1 Exchange Visitor Information

- When the student logs in via the link provided in the notification email, they will see the following forms to complete:
  - Biographical Information
  - Immigration History
  - Dependents

- Information submitted by the student will not be accessible to the departments.
  - We are reviewing ways to change this

- Required information is based on answers to previous questions
  - For example, if a student is not in the United States, he/she will not see the questions regarding their current immigration information and documents.
J-1 Biographical Information

**Note**
Please review the entire form and have copies of all requested documents scanned and ready to upload. All documents must be in pdf or jpg format.

Please do NOT upload a document to a form if you plan to save it as a draft and return to it later! Wait to upload documents until you are ready to submit the form; otherwise, you will be blocked from submitting the documents.

Do you currently have a valid passport? *
- YES
- NO

**PASSPORT INFORMATION**

- Passport - Family Name *
- Passport - Given Name
- Passport - Middle Name
- Country issuing passport *
- Passport Number *
- Passport Issue Date *
  - Month
  - Day
  - Year
- Passport Expiration Date *
  - Month
  - Day
  - Year
- Upload a copy of your passport photo and expiration page(s) *
  - Choose File
  - No file chosen
# J-1 Biographical Information

<table>
<thead>
<tr>
<th>OTHER BIOGRAPHICAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth *</td>
</tr>
<tr>
<td>Gender *</td>
</tr>
<tr>
<td>Marital Status *</td>
</tr>
<tr>
<td>City of Birth *</td>
</tr>
<tr>
<td>Province/State/Territory of Birth</td>
</tr>
<tr>
<td>Country of Birth *</td>
</tr>
<tr>
<td>Country of Citizenship *</td>
</tr>
<tr>
<td>Country of Permanent Residence *</td>
</tr>
<tr>
<td>Current Email Address *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOREIGN ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 1 *</td>
</tr>
<tr>
<td>Street 2</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td>State/Province</td>
</tr>
<tr>
<td>Postal/Routing Code</td>
</tr>
<tr>
<td>Country *</td>
</tr>
</tbody>
</table>

Are you currently in the United States? *  
- [ ] YES  
- [ ] NO

<table>
<thead>
<tr>
<th>U.S. ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 1</td>
</tr>
<tr>
<td>Street 2</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>ZIP Code</td>
</tr>
</tbody>
</table>
J-1 Biographical Information

ADDRESS TO WHICH DOCUMENTS ARE TO BE SENT

Street Address *
City =
State/Province
Country =
Postal Code

CREDENTIALS

What is your most recent career position in your home country? *
Are you currently enrolled in classes? *
Current Degree Program

* required fields

Save Draft   Submit
J-1 Immigration History

CURRENT IMMIGRATION STATUS

Are you currently in the United States? *

YES  NO

Current Immigration Status

Date of Last Arrival in the U.S.

Month  Day  Year

Start Date of Current Immigration Status

Month  Day  Year

Current I-94 Number

Does your I-94 indicate "D/S" (duration of status)?

YES  NO

End date on I-94

Month  Day  Year

Port of Entry Stamp *

Most recent I-94 *

Choose File  No file chosen

Choose File  No file chosen
J-1 Immigration History

**IMMIGRATION HISTORY**

Have you ever been in the U.S. in J-1 or J-2 status? *
- YES  - NO

**J-1/J-2 HISTORY**

Are you currently in J-1 status on a DS-2019 issued by another school/program? 
- YES  - NO

Most recent SEVIS number *

Please select your most recent J category *

Start Date on Most Recent DS-2019 *
- Month  - Day  - Year

End Date on Most Recent DS-2019 *
- Month  - Day  - Year

Are you currently on Academic Training? *
- YES  - NO

Academic Training Start Date *
- Month  - Day  - Year

Academic Training End Date *
- Month  - Day  - Year

Are you planning to transfer your J program to Emory University?  
- YES  - NO

Are you subject to the 212(e) two year home residency requirement?  
- YES  - NO

Have you received a waiver of the 212(e) requirement? *
- YES  - NO

Do you have a J-1/J-2 visa stamp in your passport? *
- YES  - NO

All current and previous DS-2019s *

J-1/J-2 visa stamp *

EAD card (if applicable) *

Waiver approval *

Choose File  No file chosen

Choose File  No file chosen

Choose File  No file chosen

Choose File  No file chosen
J-1 Immigration History

PROGRAM TRANSFER INFORMATION

Name of Current Institution *
Department at Current Institution *
Supervisor at Current Institution *
Supervisor Phone *
Supervisor Email *
(Alternate) Responsible Officer (RO or ARO) *
The Responsible Officer/Alternate Responsible Officer is most likely your advisor in the international office.
RO or ARO Phone *
RO or ARO Email *
Have you maintained valid health insurance at all times during your current J-1 program? *
Planned last date at your current institution *

* required fields
J-1 Dependents

You may request documents for a spouse and/or children (under the age of 21) who will accompany you to the U.S. Each dependent will receive a Form DS-2019 and may apply for the J-2 (dependent of the J-1) visa. Dependents are the responsibility of the J-1 primary, and are required to be covered by health insurance. Dependents may apply for the J-2 visa along with the J-1 primary, and may also apply separately after the J-1 has arrived.

**Note**
Please review the entire form and have copies of all required documents scanned and ready to upload. All documents must be in pdf or jpg format.

Please do NOT upload a document to a form if you plan to save it as a draft and return to it later! Wait to upload documents until you are ready to submit the form; otherwise, you will be blocked from submitting the documents.

**Required Documents**
- Dependent’s passport ID and expiry page(s)
- All of dependent’s previous immigration documents

Please see the listing above to review all previously submitted requests.

**Family Name (as appears in passport)**

**Given Name (as appears in passport)**

**Middle Name (as appears in passport)**

**Relationship**

**Date of Birth**

**Gender**

**City of Birth**

**Country of Birth**

**Country of Citizenship**

**Country of Permanent Residence**

**Copy of dependent’s passport ID and expiry page(s)**

**Copy of all previous immigration documents**

* required fields

[Choose File] No file chosen

[Save Draft] [Submit]
J-1 Student Compliance

INTENT TO RETURN TO HOME COUNTRY

All Exchange Visitors are expected to return to their home country, following the completion of the Exchange Visitor Program.

- I hereby attest that I intend to return to my home country following the completion of the Exchange Visitor Program at Emory University. *

- I understand that if I change my objectives for being in the U.S., I may not be allowed to pursue those objectives (including academic program/major) as a J Exchange Visitor and that I must report to the office of International Student and Scholar Services (ISSS) at Emory to explore my options. *

- I understand that I will have 30 days following the completion date to remain in the U.S. legally to vacation, prepare for travel, and to leave the U.S. *

- I understand that if I quit the Exchange Visitor Program early and have not successfully completed the goals and objectives for the Program, I will forfeit the 30-day period and will be expected to leave the U.S. immediately. *

Last Updated 01/23/2014 02:43 PM

* required fields
Watch your email!

- We will post frequent updates to the ISSS administrator listserv as new features are introduced and bugs are fixed.
- We will also release FAQs when needed.
Contact ISSS

- Stephanie Roberts (ISSS Link Contact)
  - 404-727-5380
  - srober8@emory.edu

- General J-1 Student questions
  - ISSS student advisors by school

- General office contact information
  - 404-727-3300
  - isss@emory.edu

- www.emory.edu/isss
  - Visit the administrator’s section of our website for further information on J-1 student requests