J-1 Exchange Visitor Program

Departmental Instructions for Requesting International Scholars

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INTRODUCTION

These instructions are meant to guide your department through the process of electronically requesting a DS-2019 for a J-1 Exchange Visitor through our online system, iNorthTX.

This guide will assist you in:

- Gaining departmental access to iNorthTX
- How to log in to iNorthTX
- Completing a DS-2019 request for an Exchange Visitor

Please note that for the purposes of this guide and the electronic forms process, the term Exchange Visitor is referencing scholars. The Exchange Visitor Program allows international faculty, post-doctoral researchers, scientists, and other professionals to spend time at UNT participating in activities including research, lecturing, observing, consulting, and teaching. Exchange visitors can be invited for a period of 1 day to 6 months for Short-Term Scholars and 3 weeks to 5 years for Research Scholars/Professors. Please note that J-1 visas are not an appropriate fit for permanent or tenure-track positions.

Please use the links to our website for more detailed information including all of your departmental responsibilities, information you need from an Exchange Visitor and a sample invitation letter:

- J-1 Exchange Visitor Requirements and Restrictions

- Departmental Responsibilities

NOTE: If you are NOT viewing this guide electronically to use the links within it, you can access the above information on our website directly by typing the URL below into any web browser:

https://international.unt.edu/content/departments-faculty-and-staff

J-1 Exchange Visitor Program
Departmental Instructions

UNT | INTERNATIONAL AFFAIRS
International Student & Scholar Services

INITIAL USER ACCESS SETUP

Accessing iNorthTX

INTERNET BROWSER RECOMMENDATION

MOST USERS HAVE BEST SUCCESS WITH **MOZILLA FIREFOX** OR **GOOGLE CHROME**.

If you click the iNorthTX logo above or go to iNorthTX.unt.edu and click the iNorthTX logo, you will be taken to the below page:

UNT UNIVERSITY OF NORTH TEXAS

iNorthTX

Welcome to the iNorthTX Services Login Page

The iNorthTX portal provides individualized, web-based services to the international student and scholar community at the University of North Texas.

Current Students, Faculty, or Staff

Need to make a request on iNorthTX?

Use your UNT EUID (Network ID) and password to access these services. They include:

- Request an initial I-20 for newly admitted students.
- Submit an F-1 or J-1 e-form to route to International Student and Scholar Services.
    - See our F-1 **Forms** page and the J-1 **Home** page for more information on which forms are available on iNorthTX.
- Apply for International Affairs Department Grants and Financial Awards. *Only available during annual application periods.*
- Submit UNT departmental e-form requests for J-1 visitors or H-1B faculty and staff.

Login
A Network ID and password are required.

IP: Once you click the iNorthTX logo and are taken to the webpage that is showing on the left, make a bookmark in your browser to easily come back to the main Login page for iNorthTX.

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Click on login and you will be presented with a UNT System login page. Enter your EUID and password that you use for EIS and MyUNT and click Login.

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Revised: September 21, 2021

INTERNATIONAL AFFAIRS
International Student &
Scholar Services

UNT SYSTEM™
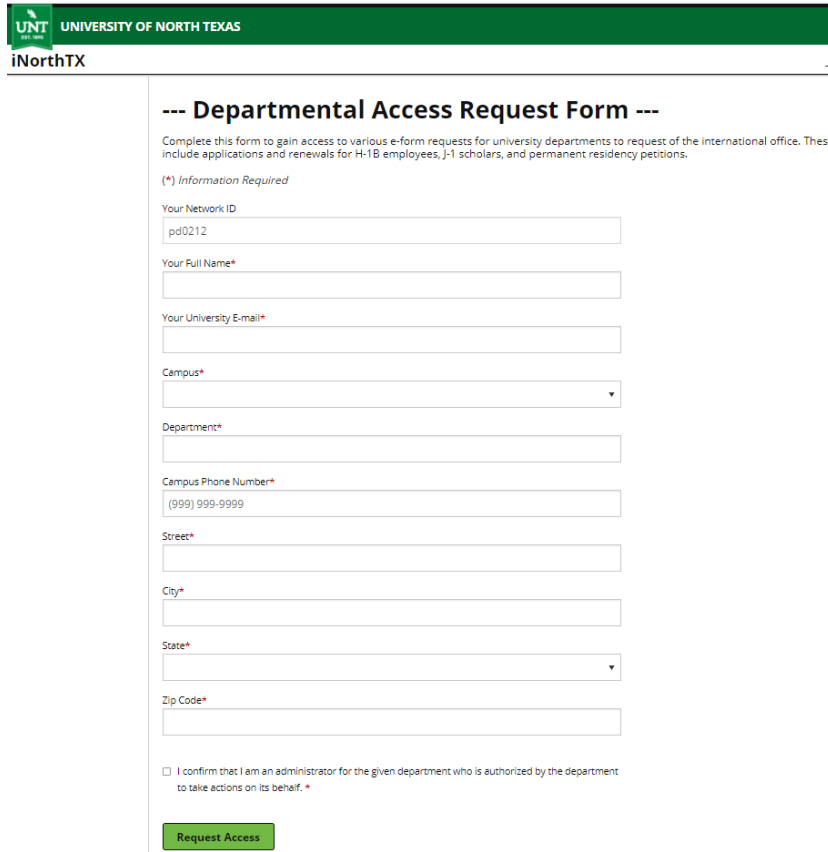
Username

> Forgot your password?

> Need Help?

Password

☐ Don't Remember Login

Login

Requesting Departmental Access to iNorthTX

If you have not already been granted access, **a Departmental Access Request Form will appear when you log in**. Your EUID or Network ID will already be filled in from you logging into the system. Complete the form including the confirmation checkbox and click Request Access. **You will be notified via email once your departmental access has been reviewed and approved.** You only have to request access once for a departmental user.

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iNorthTX

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

(*) Information Required

Your Network ID

    pd0212

Your Full Name*

Your University E-mail*

Campus*

Department*

Campus Phone Number*
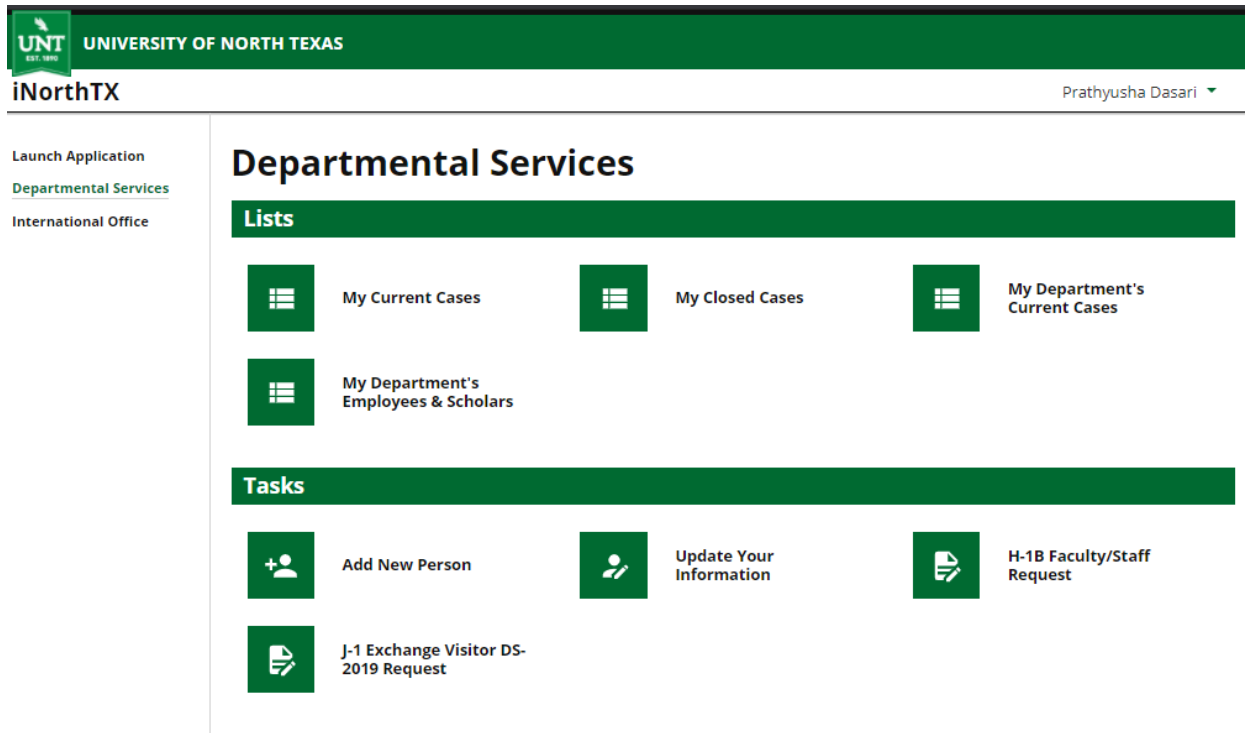
    (999) 999-9999

Street*

City*

State*

Zip Code*

☐ I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. *

Request Access

If you already have departmental access, or once your request has been approved, the next time you log in you will be presented with your Administrative and Departmental Services Overview.

After clicking on Departmental Services you will be viewing below screen:.
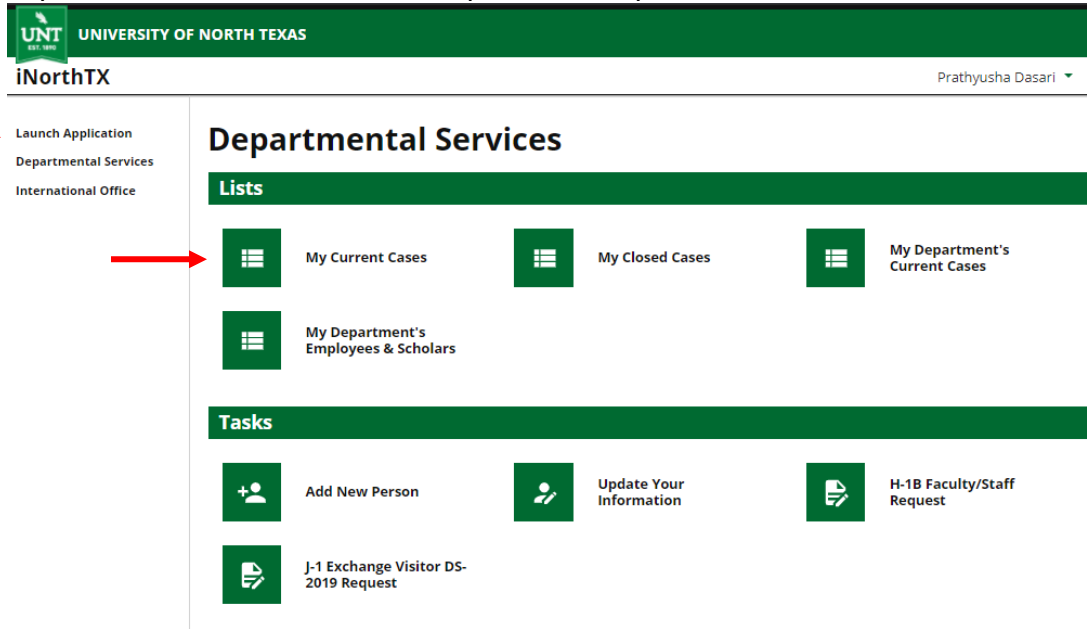

Troubleshooting Browser Issues

Mozilla Firefox Instructions for Clearing Cache

Chrome Instructions for Clearing Cache

COMPLETING A DS-2019 ELECTRONIC REQUEST

Departmental Services Overview and Menu

Once you have been granted access, this menu will allow you to navigate to other areas of departmental services. The menu options are explained below.

Department Services Overview

- This is your iNorthTX home screen. The menu on the left contains links for navigation. The right side of the overview screen shows your current and past cases. You may click on an individual case to access the E-Forms and information for that exchange visitor.

Add New Person:

- Add new person is to be used for the brand-new person and if the person is not already in the UNT system

- This form is used to create a new record for an exchange visitor. This is the first step before requesting a DS-2019.
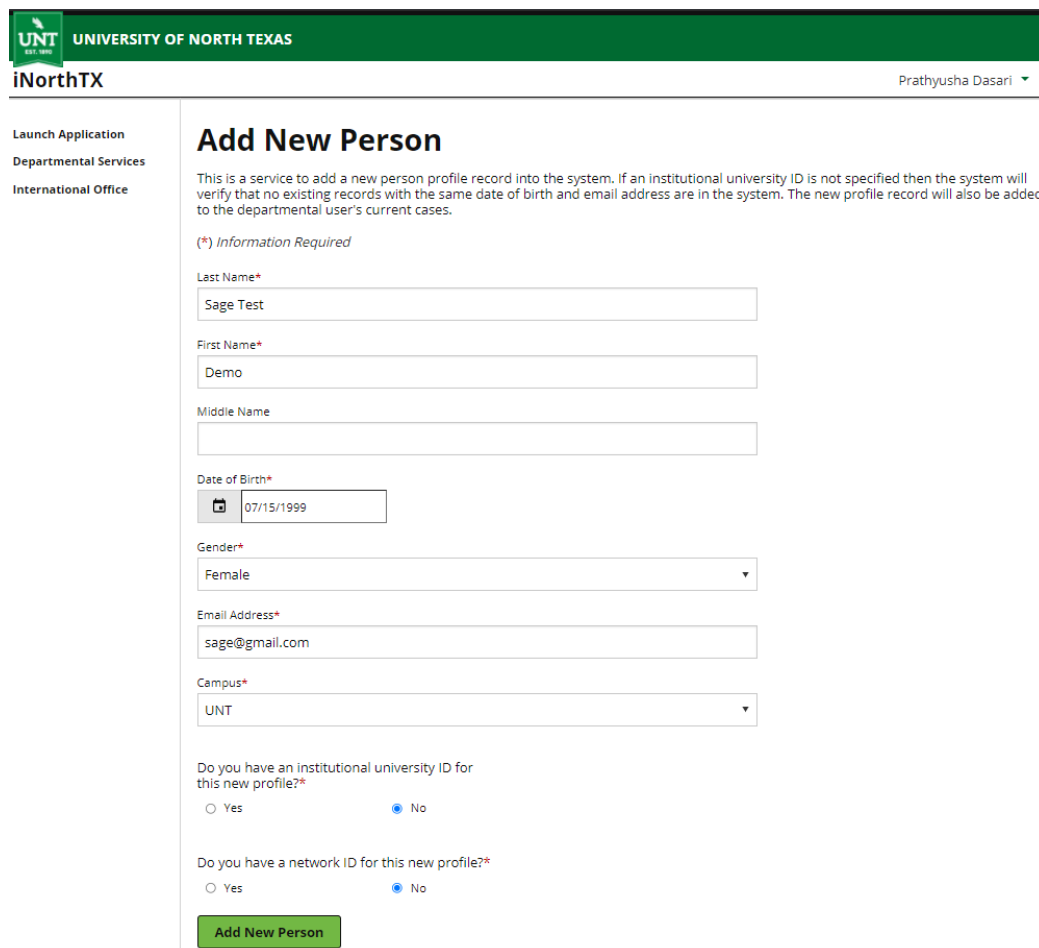
Update Your Information

- You can update your own user information here.

J-1 Exchange Visitor DS-2019 Request

- Exchange Visitor already in iNorthTx

Add New Person

This option is used to create a brand-new exchange visitor record, not already in the UNT system in iNorthTX. This will be your first step in completing the process for a DS-2019. Proceed with the steps below to add your new exchange visitor:
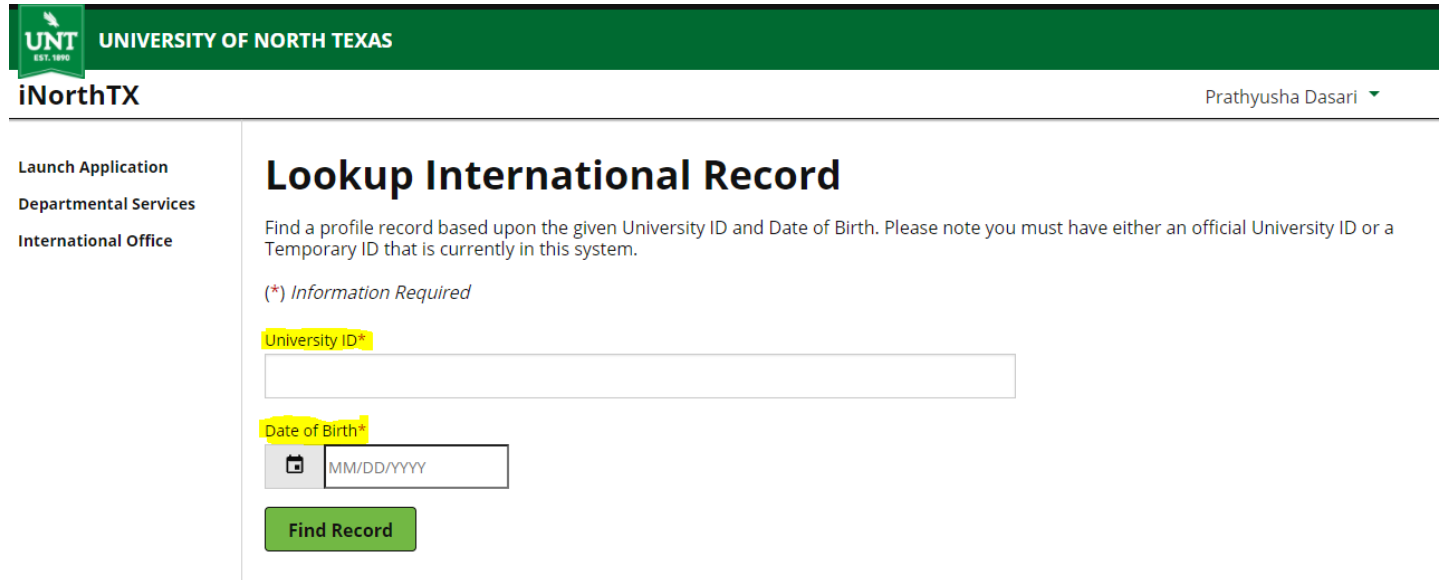
1. **Complete each demographic field. DO NOT USE the Middle Name field. In order to match SEVIS, please type First and Middle names in the First Name field separated by a space.**

2. Since you are adding a new DS-2019 request for a J-1 Exchange Visitor, you should answer NO for the two questions regarding institutional university ID and network ID.

3. Click Add New Person.

4. You will be returned to your overview home screen where you will see the new exchange visitor you added.

> **IMPORTANT NOTE:** If the Exchange Visitor is in iNorthTX already, you do not need to add this person again. Click on J-1 Exchange Visitor DS-2019 Request, fill in with previous ID and Date of Birth and then click on Find Record to start a new application for the visitor. If you are unsure what the ID numbers or Date of Birth are, contact jinfo@unt.edu and the J Advisor will assist you.

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International Student &
Scholar Services

Lookup International Record: After clicking on the J-1 Exchange Visitor DS-2019 Request you will see the below page.

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iNorthTX   Prathyusha Dasari ▾

Launch Application
Departmental Services
International Office

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) *Information Required*

University ID*

[   ]

Date of Birth*

[📅] [MM/DD/YYYY]

Find Record

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Scholar Services

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Departmental Services
International Office

J-1 Exchange Visitor DS-2019 Request

The exchange visitor program (J-1 visa) is administered by the U.S. Department of State. The educational and cultural exchange program is appropriate for visitors coming to the U.S. for a temporary appointment of 5 years or less for a professor or researcher, and 6 months or less for a short-term scholar. Scholars should have at least the equivalent of a U.S. Master's degree, or a Bachelor's degree with extensive experience. **The J-1 Exchange Visitor is not appropriate for a tenure track candidate. Please note for the purposes of this process, guide and electronic forms, the term Exchange Visitor is referencing scholars.**

Departmental Submission Process

Complete all forms below. The Department Approval form will be accessible after all other required forms are submitted. All forms are to be completed by the department.

All supporting documents MUST be in English.

Helpful Links:

- · **J-1 Exchange Visitor Requirements and Restrictions**
- · **Departmental Responsibilities**
- · **Information Needed from Exchange Visitor to Complete DS-2019 Request**
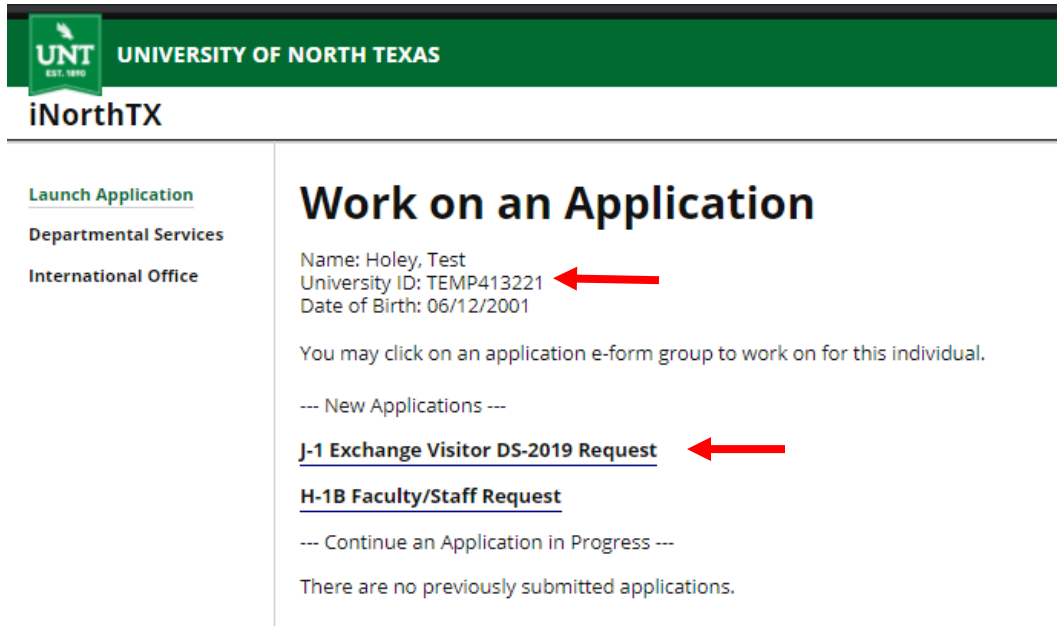- · **Sample Invitation Letter**
- · **CIP Code Lookup**

After Submission to ISSS

1. ISSS reviews the request and issues a DS-2019 for the department to send to the prospective scholar. ISSS enters the necessary information about the scholar and dependents in the SEVIS system when issuing the form. SEVIS information must be entered before the U.S. Embassy/Consulate can issue the visa stamp.

2. The exchange visitor pays the SEVIS Fee online at **https://www.fmjfee.com** and prints a receipt.

3. The prospective exchange visitor will present the DS-2019, SEVIS fee receipt, Department Invitation Letter, and other required documents to the appropriate U.S. Embassy/Consulate in his/her country and request a J-1 visa stamp. The exchange visitor should check the U.S. Embassy/Consulate website for specific requirements.

4. **If the exchange visitor cannot enter by the start date, ISSS must be notified to enter a new entry date in the SEVIS system to keep the J-1 Exchange Visitor record valid and facilitate entry.**

a. SEVIS/J-1 regulations require that ISSS enter the arrival or non-arrival information in the SEVIS system for the exchange visitor. Orientation must be scheduled with ISSS upon arrival at UNT. If this is not done in time for ISSS to validate the SEVIS record inside of 30 days from U.S. entry, the exchange visitor will become illegal.

Orientations must be scheduled in advance by emailing jinfo@unt.edu.

+ **Start a New Request**

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International Student &
Scholar Services

You will see that iNorthTX assigned a temporary ID until the exchange visitor is approved and receives an 8-digit UNT ID number. Once that is done, the exchange visitor will need an EUID. See information about requesting an EUID on our website under Departmental Responsibilities. This process can be done at a later time.
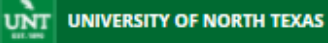
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iNorthTX

Launch Application
Departmental Services
International Office

Work on an Application

Name: Holey, Test
University ID: TEMP413221
Date of Birth: 06/12/2001

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J-1 Exchange Visitor DS-2019 Request

H-1B Faculty/Staff Request

--- Continue an Application in Progress ---

There are no previously submitted applications.

You can now select J-1 Exchange Visitor DS-2019 Request for this exchange visitor. Proceed to the next section.

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E-Forms

The J-1 Exchange Visitor DS-2019 Request screen will appear for the exchange visitor's record. Instructions and process information are presented first. Lower on the screen you will see your exchange visitor's temporary ID and name along with the list of forms for you to complete for the exchange visitor.

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09/20/2021 [22470] J-1 Exchange Visitor DS-2019 Request

View/Save/Print E-Form Group

The exchange visitor program (J-1 visa) is administered by the U.S. Department of State. The educational and cultural exchange program is appropriate for visitors coming to the U.S. for a temporary appointment of 5 years or less for a professor or researcher, and 6 months or less for a short-term scholar. Scholars should have at least the equivalent of a U.S. Master's degree, or a Bachelor's degree with extensive experience. **The J-1 Exchange Visitor is not appropriate for a tenure track candidate. Please note for the purposes of this process, guide and electronic forms, the term Exchange Visitor is referencing scholars.**

Departmental Submission Process

Complete all forms below. The Department Approval form will be accessible after all other required forms are submitted. All forms are to be completed by the department.

All supporting documents MUST be in English.

Helpful Links:

- J-1 Exchange Visitor Requirements and Restrictions
- Departmental Responsibilities
- Information Needed from Exchange Visitor to Complete DS-2019 Request
- Sample Invitation Letter
- CIP Code Lookup

After Submission to ISSS

1. ISSS reviews the request and issues a DS-2019 for the department to send to the prospective scholar. ISSS enters the necessary information about the scholar and dependents in the SEVIS system when issuing the form. SEVIS information must be entered before the U.S. Embassy/Consulate can issue the visa stamp.

2. The exchange visitor pays the SEVIS Fee online at **https://www.fmjfee.com** and prints a receipt.

3. The prospective exchange visitor will present the DS-2019, SEVIS fee receipt, Department Invitation Letter, and other required documents to the appropriate U.S. Embassy/Consulate in his/her country and request a J-1 visa stamp. The exchange visitor should check the U.S. Embassy/Consulate website for specific requirements.

4. **If the exchange visitor cannot enter by the start date, ISSS must be notified to enter a new entry date in the SEVIS system to keep the J-1 Exchange Visitor record valid and facilitate entry.**

a. SEVIS/J-1 regulations require that ISSS enter the arrival or non-arrival information in the SEVIS system for the exchange visitor. Orientation must be scheduled with ISSS upon arrival at UNT. If this is not done in time for ISSS to validate the SEVIS record inside of 30 days from U.S. entry, the exchange visitor will become illegal.

Orientations must be scheduled in advance by emailing jinfo@unt.edu.

E-Forms   —

REQUIRED
Visiting Scholar Research Integrity Compliance Approval

REQUIRED
J-1 Exchange Visitor Program Information

REQUIRED
J-1 Exchange Visitor Biographical Information

REQUIRED
J-1 Exchange Visitor Funding

REQUIRED
J-1 Exchange Visitor English Proficiency

○ OPTIONAL
J-1 Exchange Visitor Dependents

REQUIRED
J-1 Exchange Visitor Insurance Requirements

🔒 NOT YET AVAILABLE
J-1 Exchange Visitor Hosting Department Agreement

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Scholar Services

The E-Forms will be listed for you to complete. Note: Forms such as Dependents are optional since some exchange visitors will not have dependents coming to the U.S. **View our website for the information you will need from the exchange visitor to complete the DS-2019 request.**

E-Forms

REQUIRED
Visiting Scholar Research Integrity Compliance Approval

REQUIRED
J-1 Exchange Visitor Program Information

REQUIRED
J-1 Exchange Visitor Biographical Information

REQUIRED
J-1 Exchange Visitor Funding

REQUIRED
J-1 Exchange Visitor English Proficiency
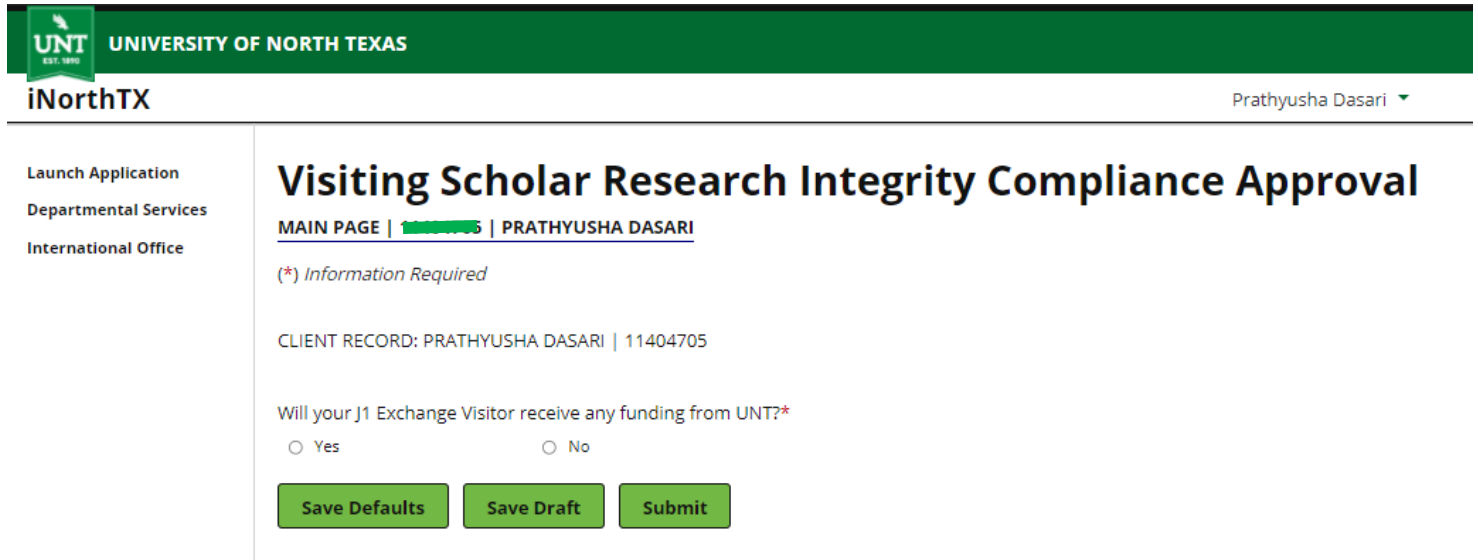
○ OPTIONAL
J-1 Exchange Visitor Dependents

REQUIRED
J-1 Exchange Visitor Insurance Requirements

🔒 NOT YET AVAILABLE
J-1 Exchange Visitor Hosting Department Agreement

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Visiting Scholar Research Integrity Compliance Approval

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International Office

Visiting Scholar Research Integrity Compliance Approval

MAIN PAGE | ▓▓▓▓▓ | PRATHYUSHA DASARI

(*) *Information Required*

CLIENT RECORD: PRATHYUSHA DASARI | 11404705

Will your J1 Exchange Visitor receive any funding from UNT?*

○ Yes   ○ No

[Save Defaults] [Save Draft] [Submit]

1. Select yes/no for "Will your J1 Exchange Visitor receive any funding from UNT".

2. If yes, read and select the checkbox. If no, a link to the Visiting Scholar Research Integrity Compliance Approval request form and an upload area will appear. You will need to submit the Visiting Scholar Research Integrity Compliance Approval request form to the Research Integrity and Compliance office to obtain approval document and then upload here.

3. Click save draft if you need to return later to finish the form or Submit if the form is complete.

For more information, please visit: https://international.unt.edu/content/scholar-research-and-innovation-approval".

Revised: September 21, 2021

Once you submit a completed form, the status on top of the E-Form changes to "SUBMITTED". Continue the process for all additional required E-Forms.

E-Forms

✓ SUBMITTED
Visiting Scholar Research Integrity Compliance Approval

☐ REQUIRED
J-1 Exchange Visitor Program Information

☐ REQUIRED
J-1 Exchange Visitor Biographical Information

☐ REQUIRED
J-1 Exchange Visitor Funding

☐ REQUIRED
J-1 Exchange Visitor English Proficiency

○ OPTIONAL
J-1 Exchange Visitor Dependents

☐ REQUIRED
J-1 Exchange Visitor Insurance Requirements

🔒 NOT YET AVAILABLE
J-1 Exchange Visitor Hosting Department Agreement

Program Information

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J-1 Exchange Visitor Program Information

MAIN PAGE | 11404705 | PRATHYUSHA DASARI

(*) Information Required

Exchange Visitor's Information

*A short-term scholar can be here for a **maximum of 6 months.**

*A Research scholar or Professor is eligible for a **total of 5 years as a J-1.** When the J-1 researcher or Professor ends the J program, he/she may not return as a J-1 Researcher or Professor for 24 months.

CLIENT RECORD: PRATHYUSHA DASARI | 11404705

Exchange visitor will be a:*

[▼]

NOTE: Short-term scholar must be 6 months or less. Program dates entered below must meet this requirement.

Field of Research or Teaching

Select the appropriate CIP Code for the Exchange Visitor from the drop-down list available to the right. For more information, you may **View CIP Codes.***

[▼]

Program Info
Begin Date*

[📅] [MM/DD/YYYY]

End Date*

[📅] [MM/DD/YYYY]

Brief description of program including the exchange visitor's specific responsibilities and duties*

[   ]

[**Save Defaults**] [**Save Draft**] [**Submit**]

---

1. Select the type of exchange visitor.
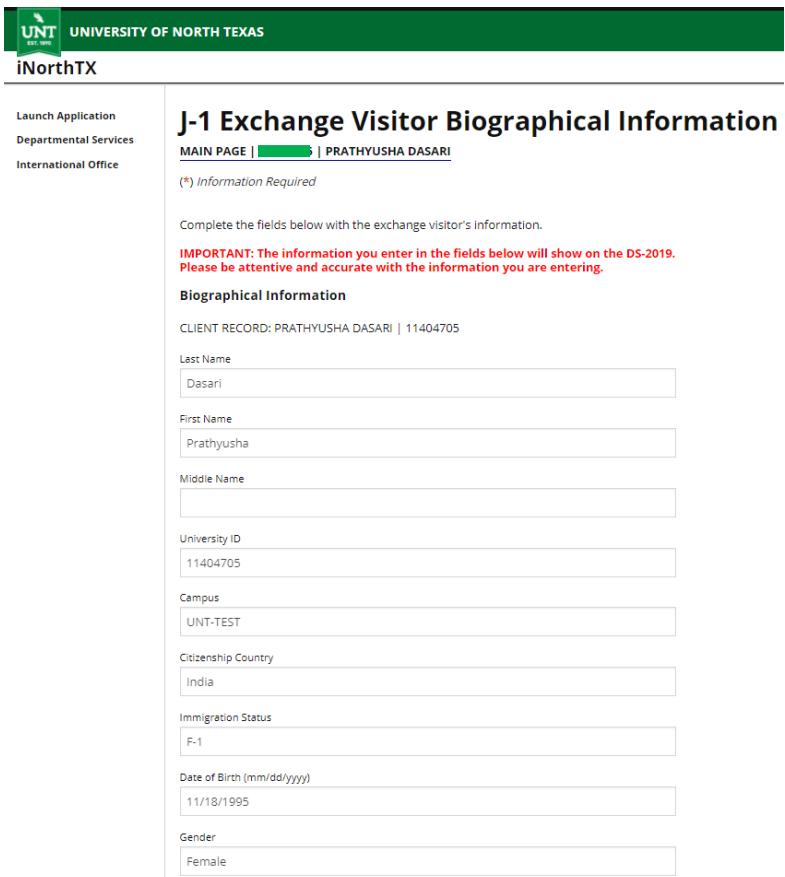
2. Select the appropriate CIP Code for the Exchange Visitor.

View CIP Codes.

3. Enter the Begin and End Dates for the exchange visitor's program along with a brief description of the exchange visitor's specific responsibilities & duties.

4. Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

Exchange Visitor Information

The top portion of the Exchange Visitor Information E-Form will show you demographic data of your exchange visitor.

If you need to make any changes to the above information, please email jinfo@unt.edu for assistance.
The lower portion of this e-form will allow you to enter additional information regarding the Exchange Visitor.

- You can click on the Departmental Services-> Current Cases to return to your list of cases
- To return to the list of e-forms for a particular exchange visitor you can always click the "MAINPAGE" link at the top of the each e-form page.
- Remember to save the e-form before navigating away from the e-form

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Launch Application
Departmental Services
International Office

-

J-1 Exchange Visitor Program Information

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(*) Information Required

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*A Research scholar or Professor is eligible for a **total of 5 years as a J-1.** When the J-1 researcher or Professor ends the J program, he/she may not return as a J-1 Researcher or Professor for 24 months.

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City of Birth*

Country of Birth*

Country of Citizenship*

Country of Permanent Residence*

Email Address*

Permanent Home Country Address
Street*

City*

State/Province

Country*

Postal Code*

Additional Information
Position or Occupation*

Level of degree held*

Has exchange visitor held J status in the past?*
○ Yes   ○ No

Is the exchange visitor currently in the U.S. and on a J visa?*
○ Yes   ○ No

Uploads
Upload copy of exchange visitor's passport bio page. *

[Select File]

[Save Defaults] [Save Draft] [Submit]

1. Complete all fields.

2. If you answer YES that the exchange visitor held a J-1 visa in the past, you will be required to upload copies of past DS-2019 forms near the bottom of the screen. (see item 6 on next page)

3. If you answer YES that exchange visitor is currently in the U.S. on a J-1 visa, you will be required to provide details. (see item 7 on next page)

4. Complete all the fields

5. Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

6. If YES is answered that the exchange visitor has held a J-1 visa in the past, you will be prompted to upload previous DS-2019 forms.

7. If YES is answered that the exchange visitor is currently in the U.S. and on a J-1 visa, you will be required to enter additional information.

Has exchange visitor held J status in the past?*
◉ Yes   ○ No

You will be required to upload copies of exchange visitor's DS-2019 forms below.

Upload copies of all previous DS-2019 forms *

Select File

Is the exchange visitor currently in the U.S. and on a J visa?*
◉ Yes   ○ No

Program (University Name)*
[   ]

Program Number (e.g. P-1-12345)*
[   ]

SEVIS ID*
[N9999999999   ]

Contact Name at present university office*
[   ]

Contact Phone Number at present university office*
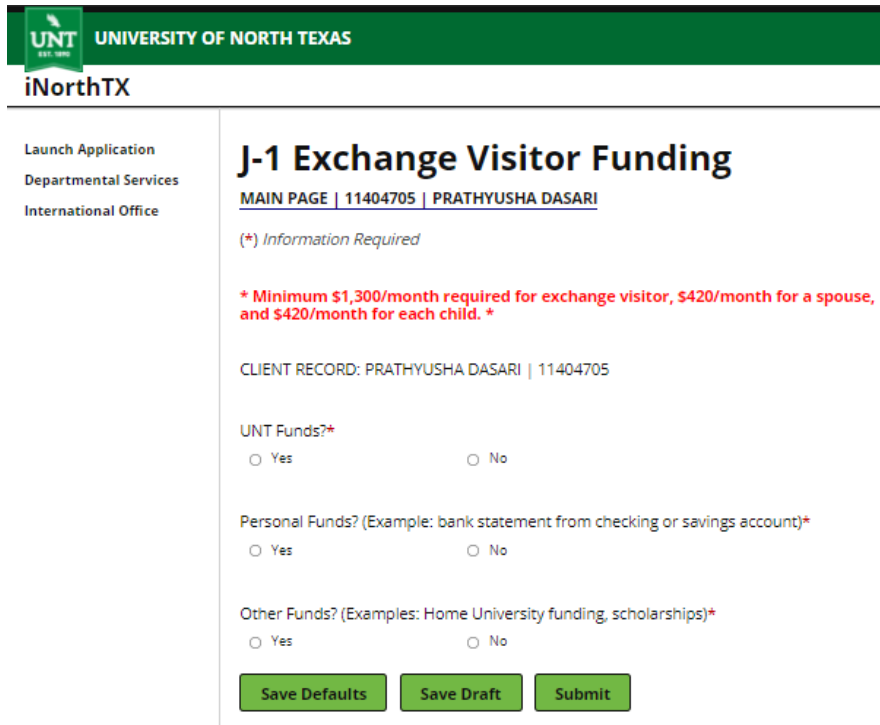[   ]

Contact Email at present university office*
[   ]

Uploads
Upload copy of exchange visitor's passport bio page. *

Select File

Save Defaults   **Save Draft**   **Submit**

INTERNATIONAL AFFAIRS
International Student & Scholar Services

Documentation of funding

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International Office

J-1 Exchange Visitor Funding

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(*) *Information Required*

* Minimum $1,300/month required for exchange visitor, $420/month for a spouse, and $420/month for each child. *

CLIENT RECORD: PRATHYUSHA DASARI | 11404705

UNT Funds?*
○ Yes   ○ No

Personal Funds? (Example: bank statement from checking or savings account)*
○ Yes   ○ No

Other Funds? (Examples: Home University funding, scholarships)*
○ Yes   ○ No

[Save Defaults]   [Save Draft]   [Submit]

1. UNT Funds: If YES, provide the TOTAL amount paid to exchange visitor during the entire visit period. This should also be referenced in the department invitation letter.

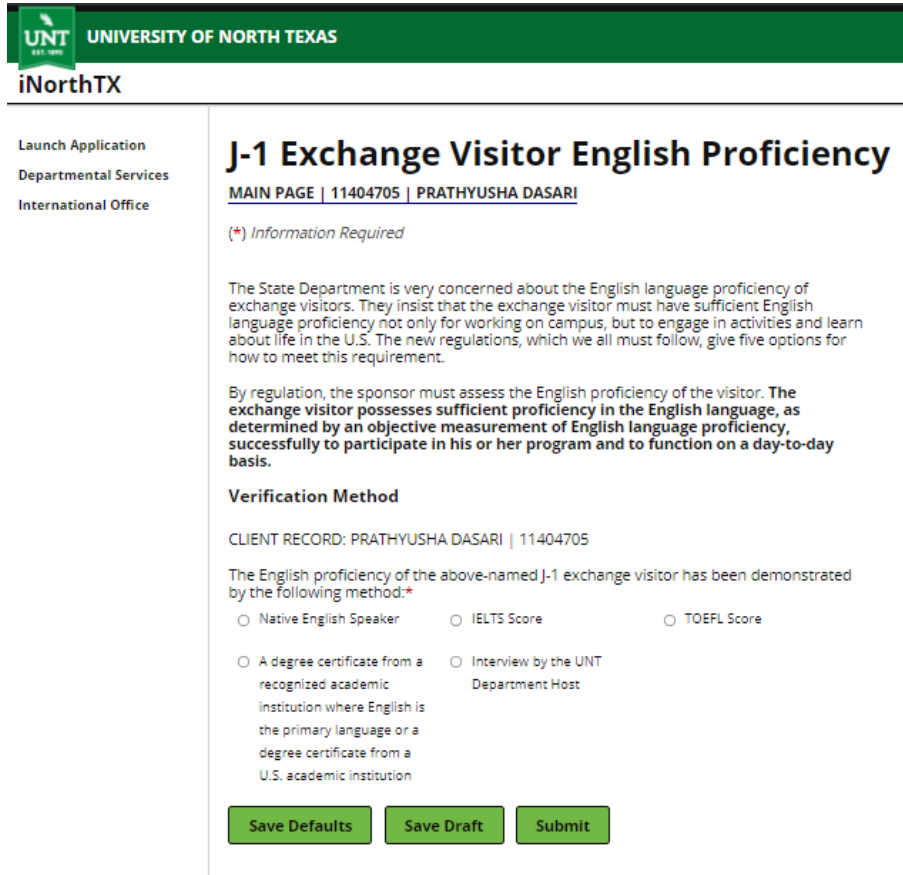2. Personal Funds: If YES, provide the amount. Please upload supporting documentation.

3. Other Funds: If YES, provide the source and amount. Please upload supporting documentation.

4. Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

Note: Many questions are conditional, so answering YES or NO may open/close additional fields to be completed.

Revised: September 21, 2021

English proficiency Verification

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International Office

J-1 Exchange Visitor English Proficiency

MAIN PAGE | 11404705 | PRATHYUSHA DASARI

(*) Information Required

The State Department is very concerned about the English language proficiency of exchange visitors. They insist that the exchange visitor must have sufficient English language proficiency not only for working on campus, but to engage in activities and learn about life in the U.S. The new regulations, which we all must follow, give five options for how to meet this requirement.

By regulation, the sponsor must assess the English proficiency of the visitor. **The exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.**

Verification Method

CLIENT RECORD: PRATHYUSHA DASARI | 11404705

The English proficiency of the above-named J-1 exchange visitor has been demonstrated by the following method:*

○ Native English Speaker   ○ IELTS Score   ○ TOEFL Score

○ A degree certificate from a   ○ Interview by the UNT
recognized academic   Department Host
institution where English is
the primary language or a
degree certificate from a
U.S. academic institution

[Save Defaults]   [Save Draft]   [Submit]

1. Verification Method: Choose the appropriate method of verifying English proficiency.

2. Depending on the method selected, additional questions may appear to be completed (see below).

3. Final Assessment: If NO is selected, please provide an explanation.

4. Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

Options for providing ELP Verification (questions below will appear based on the option you choose):

IELTS Score: You will be asked to upload a copy of test results.

Verification by Test

IELTS Overall score must be 5.5 or higher.

Please attach a copy of the test results in English. *

[Select File]

TOEFL Score: You will be asked to upload a copy of test results.

Verification by Test

TOEFL Overall score must be 65 or higher (internet based), or 183 or higher (computer based), or 513 or higher (paper based).

Please attach a copy of the test results in English. *

[Select File]

Degree: Upload a copy of the appropriate documentation such as a certificate, diploma or transcript.

Verification by Degree

You have selected that the exchange visitor has a degree certificate from a recognized academic institution where English is the primary language of instruction or a degree certificate from a U.S. academic institution.

Upload a copy of the appropriate documentation such as a certificate, diploma or transcript in English. *

[Select File]

If Interview by the UNT Department Host is selected, you must provide detailed information regarding the interview.

Verification by Interview

You have selected that English proficiency has been verified by an interview.

Please note that all questions must be asked and answered in English. A transcript and/or recording of the interview must be kept on file by the department for at least 3 years.

Name of Interviewer*

[   ]

Title of Interviewer*

[   ]

Date of Interview (must have been conducted within last 6 months)*

[📅] [MM/DD/YYYY]

Duration of Interview (Enter # minutes. Minimum 15 minutes)*

[0   ]

Interview Method (telephone, Google+, video Skype, i-Chat, etc.)*

[   ]

The J-1 Exchange Visitor understood:*

○ With ease virtually everything that was said   ○ The main points of standard conversation about relevant topics e.g. work / academics / visit plans   ○ Only everyday expressions and very basic phrases of a concrete type

The J-1 exchange visitor was able to express him/herself:*

○ Spontaneously / very fluently / precisely   ○ In a manner that allowed for functional interaction with a native speaker without great difficulty   ○ In a simple or halting way that required clarification and assistance from the listener
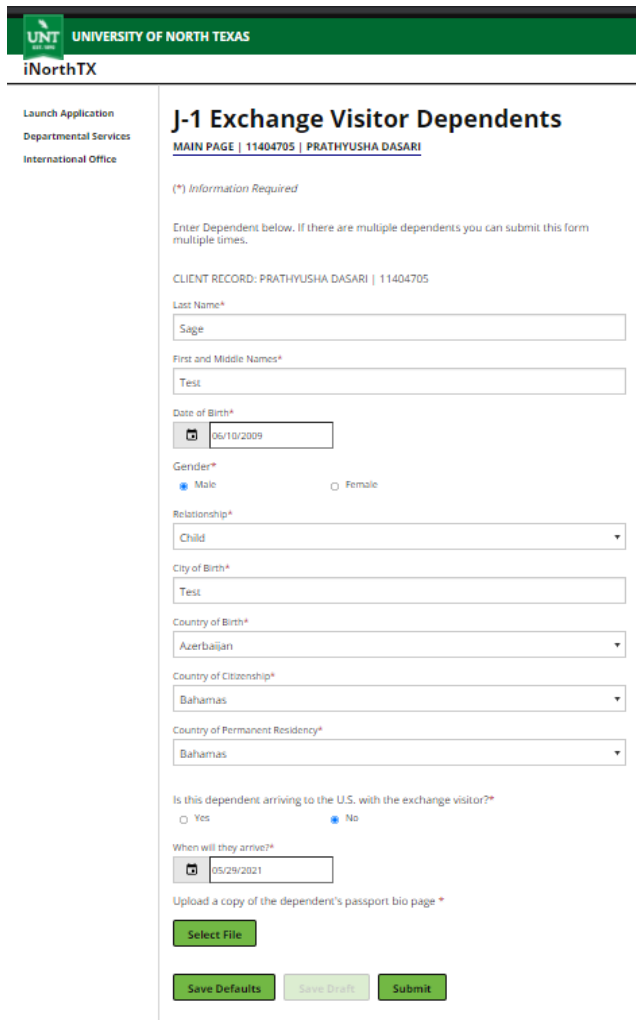
Final Assessment

Based on the English proficiency assessment of the exchange visitor, his/her English proficiency will be sufficient for successful participation in the program and to function on a day-to-day basis.*

○ Yes   ○ No

Dependents

This form is optional only for exchange visitors that will have J-2 dependents accompany them to the U.S.

1.   Complete all fields about the dependent. Dependent's name must match their passport **EXACTLY**.

2. If NO is selected that the dependent will not arrive in the U.S. with the exchange visitor, provide the arrival date of the dependent.

3. Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

4.Again, this form should only be completed if the exchange visitor has dependents coming to the U.S.

Once you have submitted the first dependent e-form, you will notice it listed in your menu of e-forms along with the ability to add another dependent. Repeat this process for each dependent of the J-1 Exchange Visitor.

Insurance Requirements

This E-Form provides you with information regarding the insurance requirements. Please ensure that you have notified the exchange visitor of the insurance requirements. You can find the requirements on the ISSS website: Health Insurance for J-1 Visa Holders & J-2 Dependents

Once you review all of the information presented, you must confirm the statement at the bottom of the information and click Submit.

Important Note: Proof of the health insurance is NOT required to issue the DS-2019.
Proof of coverage IS required for all exchange visitors (J-1 & J-2) upon arrival of the J-1.

CLIENT RECORD: PRATHYUSHA DASARI |

☑ I confirm that I have notified the exchange visitor of the above insurance requirements, and understand that the exchange visitor and their dependents must maintain the minimum requirements for the duration of their J-1 program. *

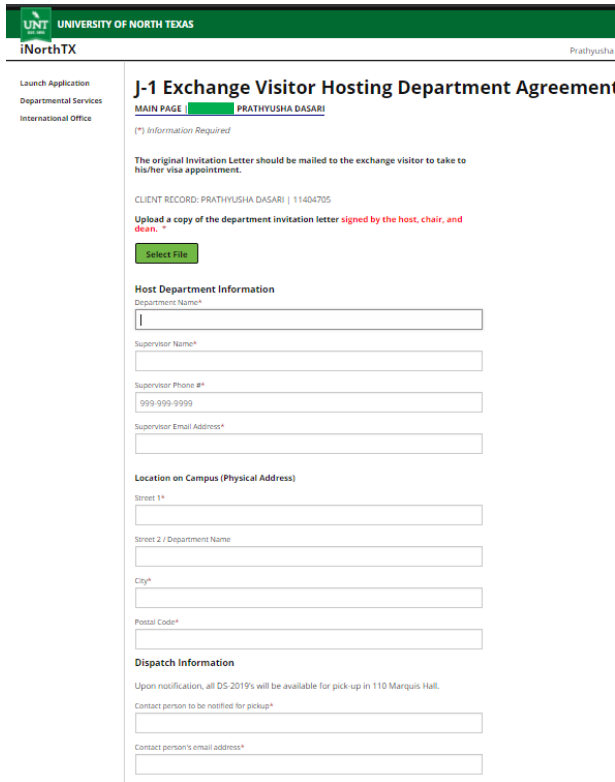| Save Defaults | Save Draft | Submit |

Hosting Department Agreement

This form cannot be completed or submitted until all other prior required e-forms have been submitted. If you attempt to access this e-form before the others are submitted, you will receive this message at the top of your screen and the fields will be not editable.

MAIN PAGE | 11404705 | PRATHYUSHA DASARI

*** SUBMISSION/CANCELLATION BLOCKED ***

You cannot submit this form until all prior required forms have been submitted.

Once you have completed all the required E-Forms, the Hosting Department Agreement form will become available to complete.

1. Upload a copy of the department invitation letter signed by the host, chair, and dean.

View Sample Invitation Letter

2. C2. Complete all fields for Host Department and Dispatch Information.

(Form continues on next page)

Department Responsibilities

- Determine department eligibility for exchange visitor.
- Arrange for space for the exchange visitor, ID card and for library access or other campus necessities.
- Gather all documentation and upload with request.
- Ensure exchange visitor is aware of health insurance requirements for J-1/J-2s
- Mail DS-2019 (with attached documents) and **original** Department Invitation Letter to exchange visitor.
- Arrange for pick-up at airport.
- Assist exchange visitor to find temporary and permanent housing.
- Provide assistance with other settling in matters.
- Assist with obtaining a UNT EUID. All scholars MUST be in UNT's EIS (Enterprise Information System) database and apply for an EUID via the form VPAA-40a found here: **http://vpaa.unt.edu/faculty-resources/forms-and-templates** (housed on the Office of the Provost and Vice President for Academic Affairs Faculty Resources site). The scholar can use the EUID to apply for the UNT ID card. On this form there is also a section to enroll the exchange visitor in the UNT Eagle Alert Emergency Notification system.
- **Notify jinfo@unt.edu if the EV is not able to enter the U.S. by the begin date on form DS-2019.** SEVIS must be updated to reflect a new entry date.
- Notify **jinfo@unt.edu** of the arrival of EV and schedule J Orientation. **MUST attend J Orientation within 5 business days of DS-2019 start date.**
- If exchange visitor will be employed by UNT, take exchange visitor to Social Security office to apply for Social Security number.
- Complete required employment and insurance forms for Payroll and HR.
- Apply for extension of DS-2019 if exchange visitor is authorized and needs to extend stay. Extension MUST be issued BEFORE the end date of the current DS-2019.
- Notify International Student and Scholar Services when exchange visitor leaves.
- Notify International Student and Scholar Services if there are any changes to the exchange visitor's program such as a change in hosting faculty, program objectives, or activity location.
- **Immediately notify International Student and Scholar Services of any Exchange Visitor (EV) Reportable Incidents. Example: EV Death, EV Missing, EV Serious Illness, EV Involved in a Crime, Negative Press Involving Sponsor's Exchange Program, etc. If you are unsure what constitutes a Reportable Incident, contact the International Student and Scholar Services office at 940-565-2195.**

☐ The hosting department has read and agrees to the above responsibilities. *

| Save Defaults | Save Draft | Submit |

3. E3.Read the Department Responsibilities and click the checkbox to confirm.

4. C4.Click Save Draft if you need to return later to finish the form or Submit if the form is complete.

NOTE: When you submit this final e-form, **Hosting Department Agreement**, you will notice that the status of the form is marked with to show that a J-1 Advisor will need to review and approve.

Disregard this status as it just means that an advisor is being prompted to review your submissions.

Viewing and Printing E-Forms

At the top of the E-Form list page, you can view and print your group of E-forms.

If you click this option, your forms will be presented in a PDF file format that you can view, save, and print for your records.

UNT | INTERNATIONAL AFFAIRS
International Student &
Scholar Services

Additional Information Needed

If the J-1 advisor has questions or needs additional information regarding an e-form, you will receive an email requesting the additional information or clarification. The advisor will reset the status to Draft for the incomplete e-form(s) that need additional information. When you log into iNorthTX, you will see that an e-form(s) has been marked with the pencil symbol 🖊 indicating the form is in Draft status. You can then access the e-form containing all the information you previously provided. You can edit any field or upload additional documents and click Submit again to resubmit the e-form.

If you click Cancel, this will cancel your e-form and you will have the option to start a new e-form, but your previous answers will all be erased.

E-Forms

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor Program Information

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor Biographical Information

➡ ▇ INCOMPLETE / DRAFT
J-1 Exchange Visitor Funding

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor English Proficiency

○ OPTIONAL
J-1 Exchange Visitor Dependents

✓ SUBMITTED
J-1 Exchange Visitor Insurance Requirements

🔒 NOT YET AVAILABLE
J-1 Exchange Visitor Hosting Department Agreement

NOTE: If there is a question(s) that required you to upload a file, you will see that your file was successfully uploaded, so you do not have to reupload. If you need to replace what you uploaded the first time, click the Replace Existing Uploaded File.

Amount*

0

Upload Documentation of personal funds. *

📄 Review Uploaded File

➡ **Replace Existing Uploaded File**   Your File was Successfully Uploaded

Once you make all changes needed based on the email you received, click Submit. This will return you to the main list of e-forms for this exchange visitor and you will see that the e-form you resubmitted is now marked Complete and the status says "pending office approval" again.

E-Forms

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor Program Information

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor Biographical Information

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor Funding

🕐 PENDING OFFICE APPROVAL
J-1 Exchange Visitor English Proficiency

After Submission of E-Forms

A J-1 advisor reviews the request and if all required information is present and accurate, the advisor issues a DS-2019 for the department to send to the prospective scholar. As the e-forms you submitted are reviewed, you may receive a notification requesting more information via iNorthTX.

Once the DS-2019 is ready, the department contact you indicated in the e-forms will be emailed to pick up the DS-2019 to mail to the prospective exchange visitor.

As always, if you have any questions or need additional information, please email **jinfo@unt.edu**.