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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:

http://international.unt.edu/content/host-j-1-exchange-visitor
INITIAL USER ACCESS SETUP

Accessing iNorthTX

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

Click Administrative Services for University Departments near the bottom of the webpage.

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.
Requesting Departmental Access to iNorthTX

If you have not 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.

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.
Troubleshooting Browser Issues

Since iNorthTX is web-based, many times internet browser cache can cause issues with the way information is displayed or even if it is displayed at all. You may need to clear your browser cache if you experience issues and instructions can be found by clicking the links below:

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:

- 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.
Add New Person

This option is used to create a new exchange visitor record 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.

**IMPORTANT NOTE:** If you know the exchange visitor has been to UNT, please email the individual's information to jinfo@unt.edu to make the J-1 Advisor aware, so that this new record and their old record can be merged once you complete the new DS-2019 request.

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.
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.

You can now select J-1 Exchange Visitor DS-2019 Request for this exchange visitor. Proceed to the next section.
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.
The E-Forms will be listed for you to complete. Notice the legend at the bottom of the screen that explains status of each form. 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.

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☐ Program Information  ☐ Exchange Visitor Information  ☐ Documentation of Funding  ☐ English Proficiency Verification  ☐ Dependents  ☐ Insurance Requirements  ☐ Hosting Department Agreement

View/Save/Print E-Form Group

☐ = Incomplete  ☑ = Submit Another  ☀ = Follow-Up Required  ☐ = Optional  ☐ = Not Yet Available  ➔ = Awaiting Answer  ✔ = Complete  ☐ = Pending Review  ✗ = Denied  ☉ = Draft
Program Information

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.

Once you submit a completed form, the checkbox in the list of E-Forms will be marked with a check. See the legend at the bottom of the E-Form list for all the possible statuses of an E-Form. Continue the process for all additional required E-Forms.
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 info@unt.edu for assistance.

The lower portion of this e-form will allow you to enter additional information regarding the Exchange Visitor.

NAVIGATION TIPS

- You can click Departmental Services Overview in the menu on the left of the screen 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 MAIN PAGE link at the top of each e-form.
- Remember to save the e-form if you want to do so before navigating away from an e-form.
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 image below)

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 image below)

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

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.

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.
Documentation of Funding

1. UNT Funds: If YES, provide the TOTAL amount paid to exchange visitor during the entire visit period.

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.
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.

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

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) *

Date Format: Month Day Year

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

Duration: 0 minutes

Interview Method (telephone, Google+, video Skype, iChat, 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
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: JOE PAUL SCHOLAR | TEMP297284

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.

* required fields

Save Defaults  Save Draft  Submit
Hosting Department Agreement

This form cannot be completed or submitted until all other prior 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.

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. Complete all fields for Host Department and Dispatch Information.

(Form continues on next page)
3. Read the Department Responsibilities and click the checkbox to confirm.

4. 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 bottom of the E-Form list, 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.
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.

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.

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 again.
**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.