### How to Request a DS-2019 for J1 Student Status in iNorthTX

These instructions are for <u>Admitted J-1 students</u> who require a UNT DS-2019 to begin classes at UNT. Please follow the instructions below. Students who have not yet been admitted to UNT will not be able to access their iNorthTX portal. If you require additional help, please contact International Student and Scholar Services at 940-565-2195 or jinfo@unt.edu.

## 1. Log-in to 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.

### **Full Client Services for Students & Scholars**

Secure services require login. Use your UNT EUID and password to access these services. They include:

- 1. View and update information on file.
- 2. Request an initial I-20 for newly admitted students.
- 3. Apply for UNT-I Department Grants.



#### **Limited Services for Students & Scholars**

Limited services require login using your University ID number and date of birth. These services include:

1. Limited initial intake forms for J-1 scholars and H-1B employees.

These services will NOT provide all the functionality of full client services.

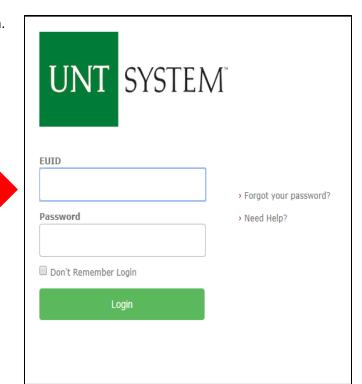
<u>Limited Services</u>

The following are additional services:

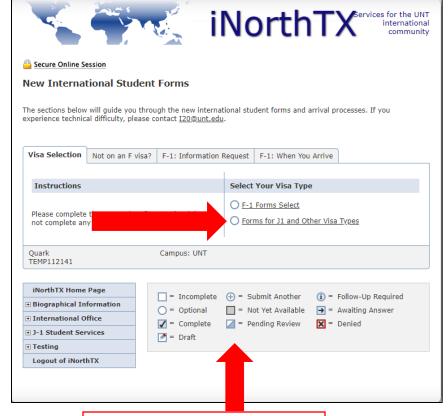
Anonymous Feedback (surveys, evaluations, etc)

Administrative Services for University Departments

2. Use your EUID and Password to log-in.



Select "Forms for J1 and Other Visa
Types" link under the
"Visa Selection" tab.
\*NOTE\* there is a
key below to indicate
the status of your e forms.

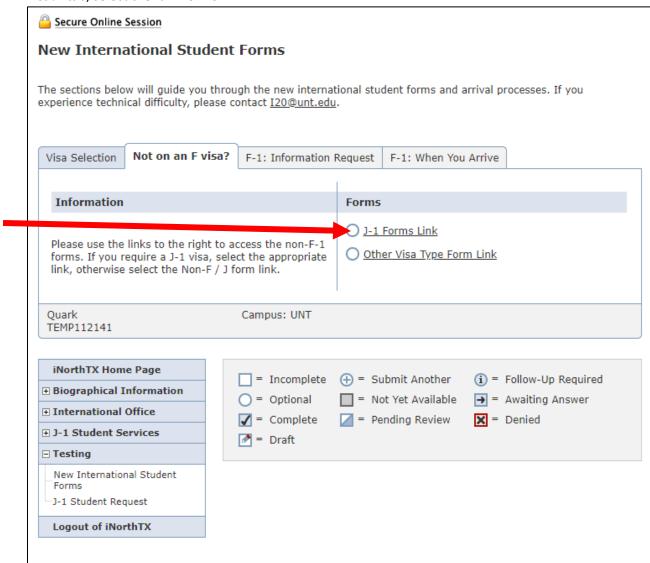


Key box to indicate status of e-forms.

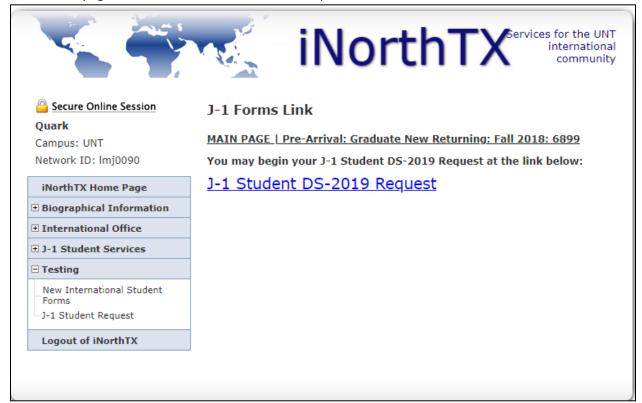
4. Confirm that you will attend UNT while on a J-1 visa and click "Submit."



5. You will return to the New International Student Forms home screen. Under the "Not on an F Visa?" tab, select the "J-1 Forms Link."



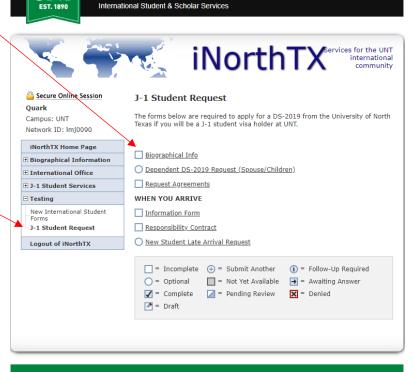
6. On the next page, click the "J-1 Student DS-2019 Request" link.



University of North Texas

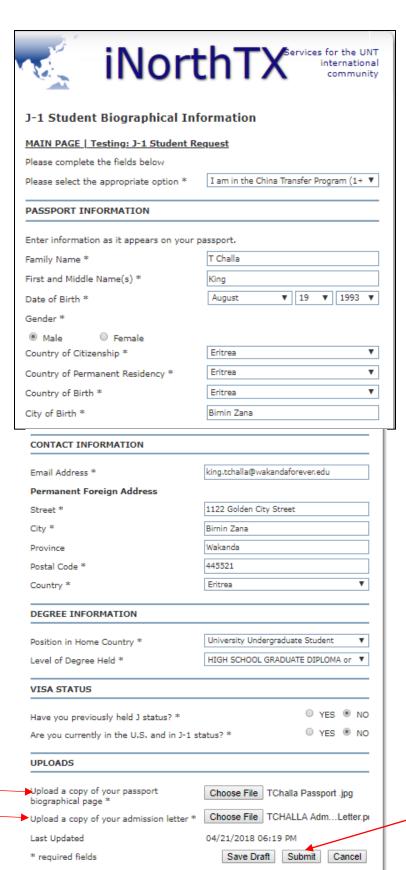
**UNT International** 

7. A new page will open with multiple e-forms. Read the instructions above the e-form links. To complete the e-forms, click on each e-form name. If you close your browser and need to return to this page, you can do so by navigating to the forms via the menu on the left:

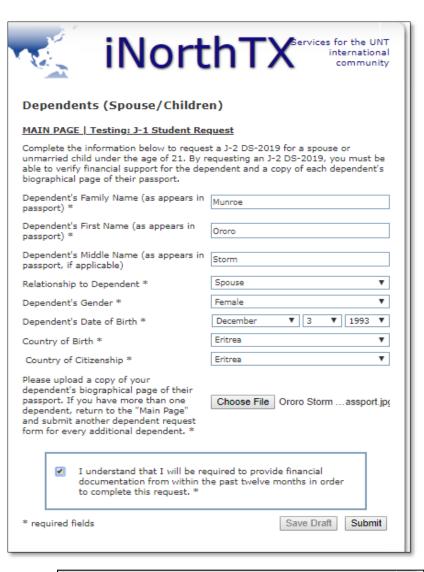


International Student & Scholar Services (ISSS) | Marquis Hall (MARQ) 110 | international.unt.edu/isss | 940-565-2195

8. Click on the "Biographical Info" e-form and complete the required information. Indicate your situation. Make sure your biographical information matches the biographical page of your passport. You will need to upload a copy of the biographical page of your passport and your admission letter. \*NOTE\* if you receive an error message for an incomplete form, you will need to upload your documents again before selecting "submit" again.



9. After you click "submit," you will be returned to the J-1 Student Request main page. Click on "DS-2019 Request (Spouse/Children)" if you need a DS-2019 for your spouse or child to enter the U.S. with you in J-2 status. You may submit as many dependent requests as you require. If you do not need a J2 DS-2019, proceed to step #10.



- 10. Click on "Request Agreements" and complete the certifying statement. Then press "Submit."
- 11. You will receive an email when your DS-2019 is issued.
- 12. After you arrive in the U.S., you must complete the forms under "When You Arrive." You cannot complete these forms until after arrival in the U.S.

