

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

These instructions are for **Admitted J-1 students** 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](mailto:jinfo@unt.edu).

1. Log-in to [iNorthTX](#)

University of North Texas  
**UNT International**  
International Student & Scholar Services

**iNorthTX** Services for the UNT international community

### 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	Limited Services for Students & Scholars
<p>Secure services require login. Use your UNT EUID and password to access these services. They include:</p> <ol style="list-style-type: none"><li>1. View and update information on file.</li><li>2. Request an initial I-20 for newly admitted students.</li><li>3. Apply for UNT-I Department Grants.</li></ol> <p><a href="#">LOGIN</a></p>	<p>Limited services require login using your University ID number and date of birth. These services include:</p> <ol style="list-style-type: none"><li>1. Limited initial intake forms for J-1 scholars and H-1B employees.</li></ol> <p>These services will NOT provide all the functionality of full client services.</p> <p><a href="#">Limited Services</a></p>

The following are additional services:

- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)

International Student & Scholar Services (ISSS) | Marquis Hall (MARQ) 110 | [international.unt.edu/iss](http://international.unt.edu/iss) | 940-565-2195

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

The login form for the UNT SYSTEM. It features the UNT SYSTEM logo at the top left. Below the logo are two input fields: "EUID" and "Password". To the right of these fields are two links: "> Forgot your password?" and "> Need Help?". Below the password field is a checkbox labeled "Don't Remember Login". At the bottom is a green "Login" button.

3. 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.

The iNorthTX "New International Student Forms" page. It includes a world map, the iNorthTX logo, and the text "Services for the UNT international community". A "Secure Online Session" icon is present. The main heading is "New International Student Forms". Below this is a paragraph of introductory text. The "Visa Selection" tab is active, showing sub-tabs for "Not on an F visa?", "F-1: Information Request", and "F-1: When You Arrive". The "Instructions" section contains the text "Please complete the form. Do not complete any other forms." A red arrow points from this text to the "Forms for J1 and Other Visa Types" radio button under the "Select Your Visa Type" section. Below the form fields, there is a "Legend" box with various icons and their meanings: Incomplete, Optional, Complete, Draft, Submit Another, Not Yet Available, Pending Review, Follow-Up Required, Awaiting Answer, and Denied. A red arrow points from the legend box to a text box below.

Key box to indicate status of e-forms.

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

## Forms for J1 and Other Visa Types

**MAIN PAGE | Pre-Arrival: Graduate New Returning: Fall 2018: 6899**

I am on a visa other than an F-1 (example J-1).  YES  NO

After submitting this form you will be shown a link to the appropriate forms.

\* required fields

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."

**Secure Online Session**

## New International Student Forms

The sections below will guide you through the new international student forms and arrival processes. If you experience technical difficulty, please contact [I20@unt.edu](mailto:I20@unt.edu).

Visa Selection **Not on an F visa?** F-1: Information Request F-1: When You Arrive

Information	Forms
Please use the links to the right to access the non-F-1 forms. If you require a J-1 visa, select the appropriate link, otherwise select the Non-F / J form link.	<input checked="" type="radio"/> <a href="#">J-1 Forms Link</a> <input type="radio"/> <a href="#">Other Visa Type Form Link</a>

Quark TEMP112141 Campus: UNT

**iNorthTX Home Page**

- Biographical Information**
- International Office**
- J-1 Student Services**
- Testing**
  - New International Student Forms
  - J-1 Student Request

**Logout of iNorthTX**

= Incomplete     = Complete     = Draft

= Optional     = Pending Review     = Denied


= Submit Another     = Not Yet Available     = Follow-Up Required

= Awaiting Answer

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

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:

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.



# iNorthTX

Services for the UNT international community

## J-1 Student Biographical Information

[MAIN PAGE](#) | [Testing: J-1 Student Request](#)

Please complete the fields below

Please select the appropriate option \*

---

### PASSPORT INFORMATION

Enter information as it appears on your passport.

Family Name \*

First and Middle Name(s) \*

Date of Birth \*

Gender \*  Male  Female

Country of Citizenship \*

Country of Permanent Residency \*

Country of Birth \*

City of Birth \*

---

### CONTACT INFORMATION

Email Address \*

**Permanent Foreign Address**

Street \*

City \*

Province

Postal Code \*

Country \*

---

### DEGREE INFORMATION

Position in Home Country \*

Level of Degree Held \*

---

### VISA STATUS

Have you previously held J status? \*  YES  NO

Are you currently in the U.S. and in J-1 status? \*  YES  NO

---

### UPLOADS

Upload a copy of your passport biographical page \*  TChalla Passport .jpg

Upload a copy of your admission letter \*  TCHALLA Adm...Letter.p

Last Updated 04/21/2018 06:19 PM

\* required fields

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.

**iNorthTX** Services for the UNT international community

### Dependents (Spouse/Children)

**MAIN PAGE | Testing: J-1 Student Request**

Complete the information below to request a J-2 DS-2019 for a spouse or unmarried child under the age of 21. By requesting an J-2 DS-2019, you must be able to verify financial support for the dependent and a copy of each dependent's biographical page of their passport.

Dependent's Family Name (as appears in passport) \*

Dependent's First Name (as appears in passport) \*

Dependent's Middle Name (as appears in passport, if applicable)

Relationship to Dependent \*

Dependent's Gender \*

Dependent's Date of Birth \*

Country of Birth \*

Country of Citizenship \*

Please upload a copy of your dependent's biographical page of their passport. If you have more than one dependent, return to the "Main Page" and submit another dependent request form for every additional dependent. \*

I understand that I will be required to provide financial documentation from within the past twelve months in order to complete this request. \*

\* required fields

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.

**iNorthTX** Services for the UNT international community

### Request Agreements

**MAIN PAGE | Testing: J-1 Student Request**

I confirm that the forms submitted are accurate and truthful. \*

\* required fields