

J-1 Exchange Visitor Program

Departmental Instructions for Requesting International Scholars



UNT
EST. 1890

STUDENT AND SCHOLAR SERVICES
UNT International

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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

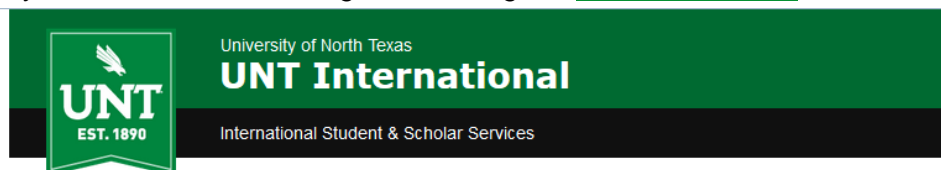
Accessing iNorthTX



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



TIP: 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.

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">1. View and update information on file.2. Request an initial I-20 for newly admitted students.3. Apply for UNT-I Department Grants. <p><input type="button" value="LOGIN"/> This login button is for students only!</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">1. Limited initial intake forms for J-1 scholars and H-1B employees. <p>These services will NOT provide all the functionality of full client services.</p> <p>Limited Services</p>

The following are additional services:

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#) ← **UNT Department Staff should always use this link to login to iNorthTX**

NOTE: Do not use the blue login button to access iNorthTX. This is for student login only.



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

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.



UNT | SYSTEM™

EUID [> Forgot your password?](#)

Password [> Need Help?](#)

Don't Remember Login

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.

Secure Online Session

Network ID: ars0272

--- 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.

Your Network ID: ars0272

Your Full Name *

Your University E-mail *

Campus *

Department *

Campus Phone Number

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. *

* required fields 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.





The screenshot shows the iNorthTX web application interface. At the top left is a world map. The main header reads "iNorthTX Services for the international community of UNT". Below this, a "Secure Online Session" indicator shows the user is logged in as Alexis Owen with Network ID: alo0065. A left-hand navigation menu includes "iNorthTX Home Page", "Departmental Services" (with a sub-menu for "Departmental Services Overview", "Add New Person", and "Update Your Information"), and "Logout of iNorthTX". The main content area is titled "Administrative and Departmental Services Overview" and contains instructions to use the left menu. It features three panels: "Current Cases" (showing "No Current Cases"), "Case Information Display" (with instructions to select a case), and "Past Cases". A legend at the bottom explains symbols: a dagger (†) for cases updated in the past week, and a checkmark (√) for cases where the client has filled out an e-form.

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.

iNorthTX Services for the international community of UNT

Secure Online Session
Alexis Owen
Network ID: alo0065

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.

Departmental Services Overview

- Add New Person
- H-1B Faculty/Staff Request
- J-1 Exchange Visitor DS-2019 Request
- Update Your Information

Logout of iNorthTX

Current Cases
No Current Cases

Case Information Display
Please select a case from the list on the left to see detailed information in this box.

Past Cases

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

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:

iNorthTX Services for the international community of UNT

Secure Online Session
Alexis Owen
Network ID: alo0065

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

Last Name * Scholar
First Name * Joe Paul
Middle Name DO NOT USE
Date of Birth * January 1 1990
Gender * Male
Email Address * joescholar@yahoo.com
Campus * UNT

Do you have an institutional university ID for this new profile? * YES NO
Do you have a network ID for this new profile? * YES NO

* required fields

Add New Person

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.

The screenshot shows the iNorthTX web application interface. At the top left is a world map. The main header reads "iNorthTX". Below the header, there is a "Secure Online Session" section for user Alexis Owen with Network ID: alo0065. A left-hand navigation menu includes "iNorthTX Home Page", "Departmental Services" (with sub-items: "Departmental Services Overview", "Add New Person", "Update Your Information"), and "Logout of iNorthTX". The main content area is titled "Administrative and Departmental Services Overview" and contains a paragraph of instructions. Below this are two panels: "Current Cases" showing a case for "Joe Scholar" and "Case Information Display" for "Joe Paul Scholar" with ID "TEMP877593" and birth date "January 01, 1990". A red arrow points to the ID. Below the case information, there are two links: "J-1 Exchange Visitor DS-2019 Request" (with a red arrow) and "H-1B Faculty/Staff Request". At the bottom, there are two status indicators: a dagger symbol for "Case has been updated in the past week" and a checkmark for "Individual has filled out client accessible e-form".

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.

iNorthTX

Secure Online Session
Alexis Owen
Network ID: alo0065

- [iNorthTX Home Page](#)
- [Departmental Services](#)
- [Logout of iNorthTX](#)

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.

After Submission to ISSS

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

TEMP297284 | JOE PAUL SCHOLAR

- [Program Information](#)
- [Exchange Visitor Information](#)
- [Documentation of Funding](#)
- [English Proficiency Verification](#)
- [Dependents](#)
- [Insurance Requirements](#)
- [Hosting Department Agreement](#)

[View/Save/Print E-Form Group](#)

= Incomplete = Optional = Complete = Draft
 = Not Yet Available = Pending Review
 = Submit Another = Follow-Up Required = Awaiting Answer = Denied



J-1 Exchange Visitor Program Departmental Instructions

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.

TEMP297284 | JOE PAUL SCHOLAR

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[View/Save/Print E-Form Group](#)

- | | | |
|--|---|---|
| <input type="checkbox"/> = Incomplete | <input type="plus"/> = Submit Another | <input type="info"/> = Follow-Up Required |
| <input type="radio"/> = Optional | <input type="not-available"/> = Not Yet Available | <input type="arrow"/> = Awaiting Answer |
| <input checked="" type="checkbox"/> = Complete | <input type="pending-review"/> = Pending Review | <input type="denied"/> = Denied |
| <input type="draft"/> = 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 .

TEMP297284 | JOE PAUL SCHOLAR

- [Program Information](#)
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[View/Save/Print E-Form Group](#)

<input type="checkbox"/> = Incomplete	<input checked="" type="checkbox"/> = Submit Another	<input type="checkbox"/> = Follow-Up Required
<input type="radio"/> = Optional	<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review	<input checked="" type="checkbox"/> = Denied
<input type="checkbox"/> = Draft		



Exchange Visitor Information

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

The screenshot shows the iNorthTX interface. At the top left is a world map. The header includes the iNorthTX logo and the text "Services for the international community of UNT". On the left side, there is a navigation menu with options: "iNorthTX Home Page", "Departmental Services" (expanded to show "Departmental Services Overview", "Add New Person", and "Update Your Information"), and "Logout of iNorthTX". The main content area is titled "J-1 Exchange Visitor Biographical Information" and includes a breadcrumb trail: "MAIN PAGE | TEMP297284 | JOE PAUL SCHOLAR". Below this is a prompt: "Complete the fields below with the exchange visitor's information." The form is titled "BIOGRAPHICAL INFORMATION" and contains the following fields:

CLIENT RECORD: JOE PAUL SCHOLAR TEMP297284	
Last Name	Scholar
First Name	Joe P
Middle Name	
University ID	TEMP297284
Campus	UNT
Citizenship Country	
Immigration Status	
Date of Birth (mm/dd/yyyy)	01/01/1990
Gender	Male

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.

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.

This section provides a detailed view of the navigation menu and the top of the form. A red arrow points to the "Departmental Services Overview" option in the left-hand menu. Another red arrow points to the breadcrumb trail "MAIN PAGE | TEMP892671 | TEST SCHOLAR" at the top of the form content area.



J-1 Exchange Visitor Program Departmental Instructions

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. * No file selected.

* required fields

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.



UPLOADS

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

Your File was Successfully Uploaded

[Replace Existing Uploaded File](#)

Upload copies of all previous DS-2019 forms *

No file selected.

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.



Is the exchange visitor currently in the U.S. and on a J-1 visa? * YES NO

Program (University Name) *

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

SEVIS ID *

Contact Name at present university office *

Contact Phone Number at present university office *

Contact Email at present university office *



Documentation of Funding

iNorthTX Services for the international community of UNT

Secure Online Session
Alexis Owen
Network ID: alo0065

J-1 Exchange Visitor Funding

MAIN PAGE | TEMP297284 | JOE PAUL SCHOLAR

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

CLIENT RECORD: JOE PAUL SCHOLAR | TEMP297284

UNT Funds? * YES NO

Total Amount Paid to Exchange Visitor *

Personal Funds? (Example: bank statement from checking or savings account) * YES NO

Amount *

Upload Documentation of personal funds. * No file selected.

Other Funds? (Examples: Home University funding, scholarships) * YES NO

Specify source *

Amount *

Upload Documentation for Other Funds. * No file selected.

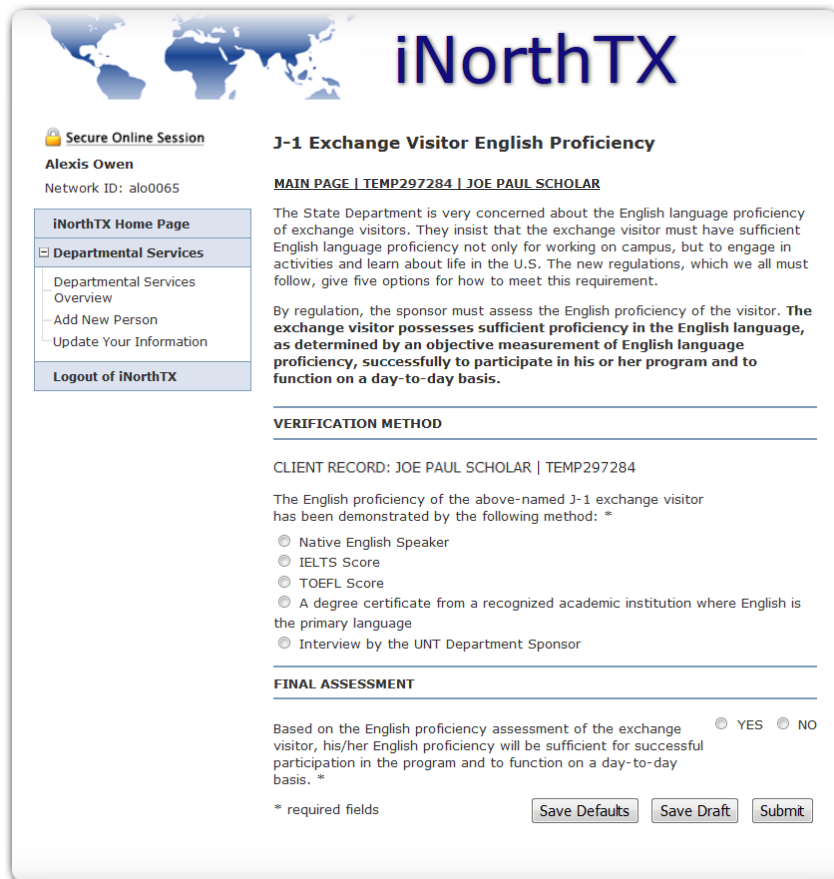
* required fields

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.



English Proficiency Verification



The screenshot shows the iNorthTX web interface for English Proficiency Verification. It includes a navigation menu on the left with options like 'Departmental Services Overview', 'Add New Person', and 'Update Your Information'. The main content area is titled 'J-1 Exchange Visitor English Proficiency' and contains sections for 'VERIFICATION METHOD' and 'FINAL ASSESSMENT'. The 'VERIFICATION METHOD' section lists five options: Native English Speaker, IELTS Score, TOEFL Score, A degree certificate from a recognized academic institution where English is the primary language, and Interview by the UNT Department Sponsor. The 'FINAL ASSESSMENT' section asks if the visitor's proficiency is sufficient for successful participation, with 'YES' and 'NO' radio buttons. At the bottom, there are 'Save Defaults', 'Save Draft', and 'Submit' buttons.

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. * No file selected.

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. * No file selected.



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. *

No file selected.

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) *
Month Day Year

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

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



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.

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- [Program Information](#)
 - [Documentation of Funding](#)
 - [English Proficiency Verification](#)
 - [Exchange Visitor Information](#)
 - [Dependents:](#)
12/04/2018 02:03 PM | Submitted - Testcase, Dependent R
 - [Add New Dependents](#)
 - [Insurance Requirements](#)
 - [Hosting Department Agreement](#)
- [View/Save/Print E-Form Group](#)



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.

[MAIN PAGE](#) | [TEMP297284](#) | [JOE PAUL SCHOLAR](#)

***** 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.

The screenshot shows the iNorthTX web application interface. At the top left is a world map. The main header reads "iNorthTX". Below the header, there is a "Secure Online Session" section for Alexis Owen with Network ID: alo0065. A navigation menu on the left includes "iNorthTX Home Page", "Departmental Services" (with sub-items: Departmental Services Overview, Add New Person, Update Your Information), and "Logout of iNorthTX". The main content area is titled "J-1 Exchange Visitor Department Signoff" and includes a breadcrumb trail: "MAIN PAGE | TEMP297284 | JOE PAUL SCHOLAR". A note states: "The original Invitation Letter should be mailed to the exchange visitor to take to his/her visa appointment". Below this is the "CLIENT RECORD: JOE PAUL SCHOLAR | TEMP297284". A red warning message says: "Upload a copy of the department invitation letter signed by the host, chair, and dean. *". To the right of this message is a "Browse..." button and the text "No file selected.". The form is divided into two sections: "HOST DEPARTMENT INFORMATION" and "DISPATCH INFORMATION". The "HOST DEPARTMENT INFORMATION" section contains fields for: Department Name *, Supervisor Name *, Supervisor Phone # *, Supervisor Email Address *, Location on Campus (Physical Address) with sub-fields for Street 1 *, Street 2 / Department Name, City *, and Postal Code *. The "DISPATCH INFORMATION" section contains a note: "All DS-2019's will be available for pick-up in 110 Marquis Hall." and fields for: Contact person to be notified for pickup * and Contact person's email address *.

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)



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.
- **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 department listed above has read and agrees to the above responsibilities. *


* required fields

Save Defaults

Save Draft

Submit

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.

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- [Program Information](#)
- [Documentation of Funding](#)
- [English Proficiency Verification](#)
- [Exchange Visitor Information](#)
- [Dependents](#)
- [Insurance Requirements](#)
- [Hosting Department Agreement](#)


 [View/Save/Print E-Form Group](#)

<input type="checkbox"/> = Incomplete	<input type="checkbox"/> = Submit Another	<input type="checkbox"/> = Follow-Up Required
<input type="checkbox"/> = Optional	<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review	<input checked="" type="checkbox"/> = Denied
<input type="checkbox"/> = Draft		

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.

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- | | | |
|--|--|---|
| <input type="checkbox"/> = Incomplete | <input type="checkbox"/> = Submit Another | <input type="checkbox"/> = Follow-Up Required |
| <input type="radio"/> = Optional | <input type="checkbox"/> = Not Yet Available | <input type="checkbox"/> = Awaiting Answer |
| <input checked="" type="checkbox"/> = Complete | <input type="checkbox"/> = Pending Review | <input checked="" type="checkbox"/> = Denied |
| <input checked="" type="checkbox"/> = Draft | | |

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](#).

UPLOADS

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

Your File was Successfully Uploaded

 [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.

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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.

