J-1 Visa Request: eForms

Introduction

The new J-1 visa request process uses eForms (web-based forms) as a means for units to submit J-1 visa processing requests to the Shared Services Center (SSC). Links to the eForms will be available on the SSC website beginning Monday, October 17, 2016.

There are two J-1 visa request eForms:* 
- J-1 Visa Request 
- J-1 Visa Amendment / Extension Request

The J-1 Visa Request eForm is used to request a DS-2019 form (used for J-1 visa application) for a new, transfer, or returning exchange visitor.

The J-1 Visa Amendment / Extension Request is used to request changes to a J-1 program (DS-2019 form) of an exchange visitor who is already at U-M.

*eForms will be available beginning Monday, October 17 on the SSC website at http://ssc.umich.edu/eForms
# How eForms Work

The SSC uses an application called ServiceLink Case Management to receive, document, and complete customer requests and inquiries for provided HR and Financial business services. Each request or inquiry is tracked through a “case”. Cases are created through one of these ways:

- Phone call to the SSC Contact Center (case is created by a Contact Center associate)
- Email – cases are created automatically and assigned to the appropriate SSC service area
- eForm – customer fills out and submits a request for a specific service; a case is automatically created and assigned within the appropriate SSC service area
- Scan – paper forms/documents with sensitive or personal information are scanned to create a case that is automatically assigned to the appropriate SSC service area

**Is an eForm the only option for submitting J-1 visa requests?**
Yes. For the J-1 Visa Processing Request process, completion of the eForm is required. Submitting requests via other methods will result in the case being rejected and a request that you complete the appropriate eForm. Following this practice helps ensure the required information is received, and the request can be completed in a timely manner.

**What happens after I submit an eForm?**
When you complete and submit a J-1 eForm, a case and case number are automatically created for the SSC J-1 Visa Request team. At the same time, you will have access to the case in CaseConnect. Through CaseConnect you can view your active requests – and more importantly – you will use CaseConnect to communicate with the SSC associate about the case. For more information about CaseConnect, please visit [http://ssc.umich.edu/caseconnect](http://ssc.umich.edu/caseconnect)
## J-1 Visa Request eForm

Before you begin filling out the J-1 Visa Request eForm, please gather this information:

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Exchange Visitor (EV) current CV</td>
<td>A current CV is required. You will attach the CV to the eForm.</td>
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<tr>
<td>EV first and last name</td>
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<td>EV email address</td>
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<tr>
<td>Program start &amp; end dates</td>
<td><strong>Important!</strong> Confirm that the EV’s proposed start date allows sufficient time for processing the DS-2019 request and for the EV to obtain a J-1 visa from the U.S. consulate. A lead time of at least 8-10 weeks is recommended.</td>
</tr>
<tr>
<td>Program objective</td>
<td>Be prepared to describe the purpose for the EV visit, with details about what they will do in support of it, including cultural and educational exchange objectives. This information will be used to prepare the Department of State (DOS) letter.</td>
</tr>
<tr>
<td>CIP code</td>
<td>If you know the CIP (Classification of Instructional Programs) code, please provide it in the eForm. If you do not know the CIP code or are unsure, leave the field blank and the SSC will enter a code. As usual, the International Center will review the CIP code assignment as part of its review and approval process.</td>
</tr>
<tr>
<td>EV employment (Yes or No)</td>
<td>If the EV will be employed by the university during their visit, you will need to provide their title and benefits eligibility.</td>
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<tr>
<td>Funding</td>
<td>If the EV will be supported or reimbursed by any U-M funds, you will be asked to provide details about the funding, such as employment salary, cost of living stipend, travel reimbursement, funding to cover the cost of IC health insurance, etc.</td>
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<tr>
<td><strong>Important!</strong> If you plan to invite an EV who will not receive U-M funding, the EV will need to demonstrate adequate funding for the exchange program (e.g., personal funds, scholarships, fellowships, home institution funding, etc.). The SSC will obtain this information from the EV, if applicable.</td>
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<tr>
<td>ShortCode</td>
<td>If you would like the IC to ship the DS-2019 to the EV, please include a ShortCode for cost of delivery. The SSC J-1 team will create the UPS shipping label and attach it to the case.</td>
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</table>
### J-1 Visa Request

#### Instructions:

Complete this eForm to request a DS-2019 form (used for J-1 visa application) for a new, transfer, or returning exchange visitor. Please attach the exchange visitor’s CV to the eform.

To attach a file(s), please click the ‘Browse’ option in the upper right-hand corner of the form. Click ‘Choose File(s), navigate to the file(s) you’d like to attach, and click ‘Open’. Click ‘Attach’ to include the file in your request. Attached files appear at the top of the page.

* All required fields

#### Help:

If you have questions or need assistance completing this request, call the International Services Center at (734) 615-3600.

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>New</th>
<th>Transfer</th>
<th>Returning</th>
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<tr>
<th></th>
<th>Name</th>
<th>Department Information</th>
<th>Exchange Visitor Details</th>
<th>Program Details</th>
<th>Funding Information</th>
<th>Delivery Information</th>
<th>Reminder</th>
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<tbody>
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<td>Department</td>
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**Preview of the J-1 Visa Request eForm used to request a DS-2019 form for a New, Transfer, or Returning exchange visitor.**
**J-1 Visa Amendment / Extension Request eForm**

Use this eForm to request change(s) to a J-1 program of an EV who is already at the university.

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**Exchange Visitor Details**
- Who is the exchange visitor?
- Exchange visitors who are a foreign medical graduate?
- Employment
- Are you changing the exchange visitor's employment information?
- Will the new position be on-track position?

**Department Information**
- Will the exchange visitor be in the department listed on the current DS-2019?

**Extension of Visit**
- Are you extending the visitor's end date?

**Program Objective**
- Are you changing the exchange visitor's original program objective?

**Funding**
- Are you changing the sources or amounts of funding for the exchange visitor?

**Site(s) of Activity**
- Where will the exchange visitor's site(s) of activity be?

**Dependents**
- Are you changing the exchange visitor's number of dependents?

**Delivery Information**
- Please select the preferred location for pick-up once the DS-2019 Form is ready:
  - Central Campus
  - Sill\\ENS\n  - Engineering Mail Center
- Additional Comments

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You can start typing the EV name, U-M ID, or uniqname in the field to locate the exchange visitor.

*Preview of the J-1 Visa Request eForm used to request a change(s) to the J-1 program of an EV who is already at the university.*
Resources and Best Practice Tips

**eForm Help**

If you need assistance filling out a J-1 eForm, contact the SSC J-1 Visa team by calling the Shared Services Center at (734) 615-2000 and selecting the appropriate prompt from the menu.

**Remember!** If you already have a J-1 request (case) in process, always communicate with the SSC J-1 Visa associate by using the Additional Comment field in CaseConnect (and not by phone). This ensures all activity associated with the request is documented.

**CaseConnect**

Learn about CaseConnect by visiting the SSC website at: [http://ssc.umich.edu/caseconnect](http://ssc.umich.edu/caseconnect). An overview video is available under the CaseConnect Links section.

**Best Practice Tips**

**Before submitting a J-1 eForm, consider these questions:**

- Is a J-1 the appropriate visa status for the purpose of the visit and long-term intent of the exchange visitor? Consult with the International Center as needed.
- Are there any intellectual property issues to discuss with regard to non-employed exchange visitors?
- Does the exchange visitor need a written letter of invitation from your unit?

**Plan ahead:**

*Confirm that the EV’s proposed start date allows sufficient time for processing the DS-2019 request and for the EV to obtain a J-1 visa from the U.S. consulate. A lead time of at least 8 -10 weeks is recommended.*