About this document

This document provides an overview of the two eForms used in the J-1 Visa Request Process.

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:
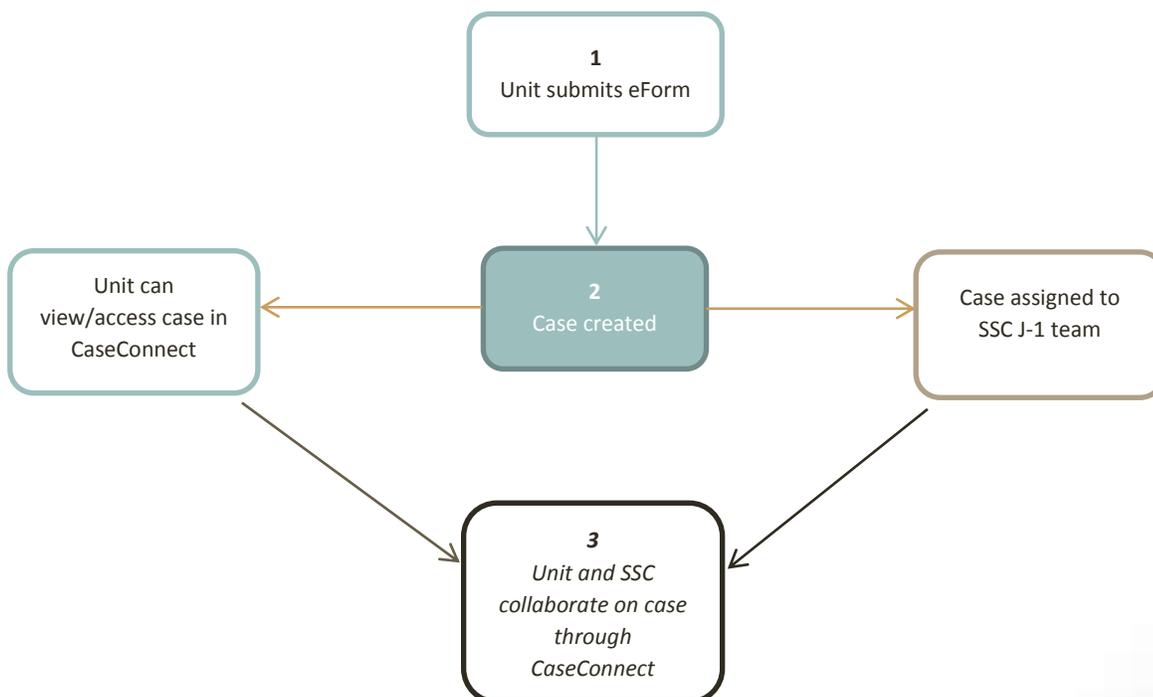
- Phone call to the SSC Contact Center (case is created by a Contact Center associate)
- Email – cases are created automatically and assigned to the appropriate SSC service area
- eForm – customer fills out and submits a request for a specific service; a case is automatically created and assigned within 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

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            ┌─────────────────────┐
            │          1          │
            │  Unit submits eForm │
            └─────────────────────┘
                      │
                      ▼
┌──────────────┐  ┌───────────────┐  ┌──────────────────┐
│   Unit can   │  │       2       │  │ Case assigned to │
│view/access   │◄─│ Case created  │─►│   SSC J-1 team   │
│case in       │  │               │  │                  │
│CaseConnect   │  └───────────────┘  └──────────────────┘
└──────────────┘                      
           │        ┌────────────────┐        │
           └───────►│       3        │◄───────┘
                    │ Unit and SSC   │
                    │collaborate on  │
                    │  case through  │
                    │  CaseConnect   │
                    └────────────────┘
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J-1 Visa Request eForm

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

Item	Notes
Exchange Visitor (EV) current CV	A current CV is required. You will attach the CV to the eForm.
EV first and last name	
EV email address	
Program start & end dates	*Important!* 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.
Program objective	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.
CIP code	If you know the CIP (Classification of Instructional Programs) code, please provide it in the eForm. It 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.
EV employment (Yes or No)	If the EV will be employed by the university during their visit, you will need to provide their title and benefits eligibility.
Funding	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. *Important!* 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.
ShortCode	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.

J-1 Visa Request

Instructions:

Complete this eForm to request a DS2019 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 paperclip icon in the upper right of the form. Click Choose Files, 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.

* Denotes required field

Help:

If you have questions or need assistance completing this request, call the Shared Services Center at (734) 615-2000.

Visa Type
- New
- Transfer-in
- Returning

Department Information:

* Department

* Inviting/Supervising Faculty Member

Administrative Contact (Optional. If left blank, this will default to the requestor submitting the eForm.)

* Chair

Exchange Visitor Details:

* What is the exchange visitor's LAST name?

* What is the exchange visitor's FIRST name?

* What is the exchange visitor's email address?

UMID (if known)

* What is the highest degree earned by the exchange visitor?

* Is the exchange visitor a foreign medical graduate?
- No
- Yes
- Unknown

Program Details:

* What date will the exchange visitor's program start? (Note: Visa request processing time is typically 8 to 10 weeks)

* What date will the exchange visitor's program end?

* If the duration of the program is less than six months, is there a possibility the exchange visitor may need to extend their stay?
- No
- Yes
- Unknown

* What is the program objective? Describe the purpose for the exchange visitor's visit and provide details about what they will be doing in support of that; include cultural and educational exchange objectives.
► More Information

* Will the exchange visitor be employed during their visit?
- Yes
- No

Provide the CIP code, if known.

* Where will the exchange visitor's site(s) of activity be? (Enter all physical sites of activity - primary and any additional sites. Include the M-Pathways 3-digit site of activity code(s), if known.)

* Is the primary purpose of the visit to be enrolled full time at U-M?
- Yes
- No

Funding Information:

See the International Center website for current minimum funding requirements.

* Will the exchange visitor be supported or reimbursed by any university funds?
- Yes
- No

Delivery Information:

* Please select the preferred location for pick-up once the DS-2019 form is ready.
- Central Campus – pick up at the Front Desk at 1500 SAB, 515 E. Jefferson St.
- Engineering Mail Courier (for College of Engineering only)
- UPS Express Delivery

Comments

Reminder:

Be sure to attach the exchange visitor's CV before clicking Submit.

Preview of the J-1 Visa Request eForm used to request a DS-2019 form for a New, Transfer, or Returning exchange visitor.

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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.

J-1 Visa Amendment/Extension Request

Instructions:

Complete this form to request change(s) to a J-1 program (DS2019 form) of an exchange visitor who is already at U-M.

To attach a file(s), please click the paperclip icon in the upper right of the form. Click Choose Files, 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.

✱ Denotes required field

Help:

If you have questions or need assistance completing this request, call the Shared Services Center at (734) 615-2000

Exchange Visitor Details

✱ Who is the exchange visitor?

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

✱ Is the exchange visitor a foreign medical graduate?
- No
- Yes
- Unknown

Employment

Are you changing the exchange visitor's employment information?

Yes

Will the new position be a tenure-track position?

No

Department Information

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

-- None --

Extension of Visit

Are you extending the visitor's end date?

No

Program Objective

Are you changing the exchange visitor's original program objective?

-- None --

Funding

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

-- None --

Site(s) of Activity

Where will the exchange visitor's site(s) of activity be? (Enter all physical sites of activity - primary and any additional sites. Include the M-Pathways 3-digit site of activity code(s), if known.)

Dependents

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

-- None --

Delivery Information

✱ Please select the preferred location for pick-up once the DS-2019 form is ready
- Central Campus – pick up at the Front Desk at 1500 SAB, 515 E. Jefferson St.
- Engineering Mail Courier - for College of Engineering only
- UPS Express Delivery - provide mailing address in Additional Comments

Additional Comments

Submit

> *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.*

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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.   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.