Welcome to the *J-1 Visiting Scholar DS-2019 Application* in Cystart

When should you use this Cystart request?

Complete this request to bring a future Visiting Scholar (or Visiting Postdoc) as an Exchange Visitor in J-1 non-immigrant status after he/she has been approved by the Provost's Office.

Overview of *J-1 Visiting Scholar DS-2019 Application*

Nine e-forms in the application:

(1) Eligibility for Form DS-2019
(2) English Proficiency Verification
(3) Personal and Academic Information
(4) U.S. Immigration History
(5) Dependents (Spouse / Children)
(6) Personal Financial Support
(7) ISU Financial Support
(8) Program Information
(9) Departmental Compliance Certification for J-1 Visiting Scholar

VISITING SCHOLAR COMPLETES THESE FIVE E-FORMS AFTER YOU HAVE GIVEN THEM ACCESS ****ONLY GIVE ACCESS TO E-FORM #2 AND THE SCHOLAR WILL GET ACCESS TO ALL E-FORMS**** NOT NECESSARY TO GIVE ACCESS TO EACH E-FORM INDIVIDUALLY

Completion and Routing of each e-form

See pages 2-7

Screen shots may look slightly different from the actual e-forms. The down triangle in a field [▼] indicates a drop-down menu. In the interest of space, we have not included all the options in the drop-down fields in this overview.

- *(1) Eligibility for Form DS-2019 – Step 1*

    o Cystart User coordinating the request first provides their own contact information, then answers some questions about the scholar, and finally enters contact information for the person to whom the Eligibility e-form should be routed—Individual Host, College/Unit Designee, Self—to confirm the eligibility of the Visiting Scholar.

Purpose of the "Eligibility for Form DS-2019" E-Form

Confirm eligibility for an **approved Visiting Scholar** or **Visiting Postdoc** to participate in an exchange program offered by BridgeUSA, administered by the U.S. Department of State's Bureau of Educational and Cultural Affairs. Form DS-2019 is issued by the ISSO on behalf of the U.S. Department of State and is required for the Visiting Scholar or Visiting Postdoc to secure a J-1 visa for entry to the United States.

Complete this request **after** obtaining approval from the Office of the Senior Vice President and Provost (SVPP) to host a visiting scholar unless an **exclusion** applies. If an exclusion applies, please be aware that you will be required to upload a completed Export Control Worksheet signed by ORE within this e-form.

Person Coordinating this J-1 Visiting Scholar DS-2019 Application

CLIENT RECORD: RON WEASLEY | TEMP826671

Full name*

ISU Position*

[▼]

Phone number*

[999-999-9999]

E-mail*

Potential Visiting Scholar Information

Full Name*

Confirmation Visiting Scholar Request Approved

Visiting Scholar Request form approved in CyCheck*
○ Yes   ○ No

Visiting Scholar Agreement form accepted by the Visiting Scholar in CyCheck*
○ Yes   ○ No

Export Control Worksheet reviewed and uploaded to CyCheck*
○ Yes   ○ No

Routing to a Third Party: Compliance with J-1 Exchange Visitor Requirements

Role*

[▼]

Full name*

ISU e-mail*

Re-type ISU e-mail*

[Save Defaults] [Save Draft] [Submit]

- *(1) Eligibility for Form DS-2019 – Step 2*

    o The person designated to confirm the eligibility of the Visiting Scholar (usually the individual host) receives an email from issoscholar@iastate.edu with instructions to complete the Eligibility for Form DS-2019 e-form. Once there, they will be asked to confirm the following three items:

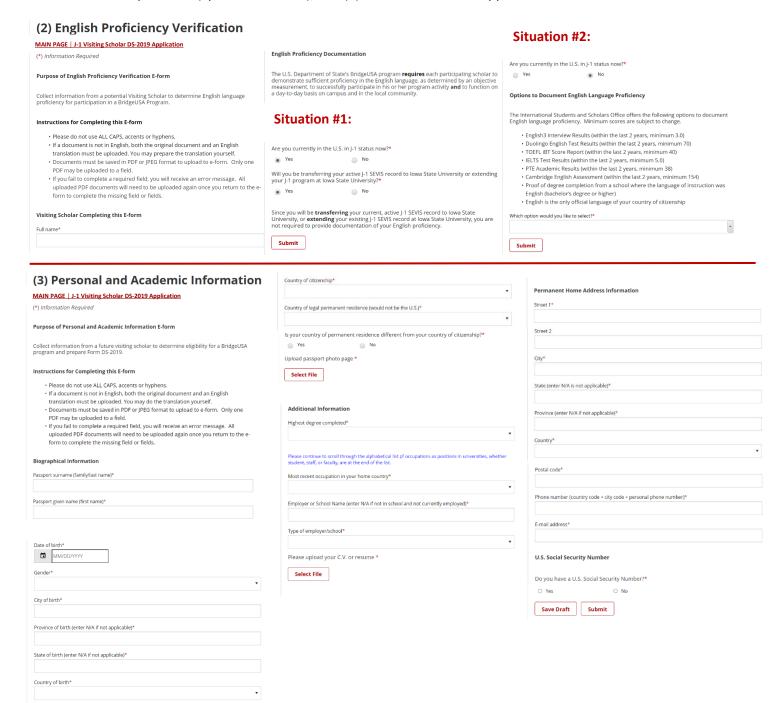   ☐ Visiting Scholar has earned at least a bachelor's degree. *
        ☐ ISU activity will not include clinical patient care or contact. *
        ☐ I understand ISSO must verify each visiting scholar demonstrates sufficient proficiency in the English language to successfully participate in his or her program activity and to function on a day-to-day basis, per U.S. Department of State regulations. *

- *J-1 Visiting Scholar e-forms (2) through (6)*

  - Cystart User coordinating the request opens the (2) English Proficiency Verification and clicks on "GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION" to route it -- and to automatically route the next four e-forms -- to the Visiting Scholar to complete. **Please do not route each e-form individually.**

    ### (2) English Proficiency Verification

    MAIN PAGE | TEMP826671 | RON WEASLEY

    → GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

  - Visiting Scholar receives an email from isso@iastate.edu with instructions to complete the e-forms: (2) English Proficiency Verification, (3) Personal and Academic Information, (4) U.S. Immigration History, (5) Dependents (Spouse / Children), and (6) Personal Financial Support.

(2) English Proficiency Verification

MAIN PAGE | J-1 Visiting Scholar DS-2019 Application

(*) Information Required

Purpose of English Proficiency Verification E-form

Collect information from a potential Visiting Scholar to determine English language proficiency for participation in a BridgeUSA Program.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may prepare the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Visiting Scholar Completing this E-form

Full name*

[   ]

English Proficiency Documentation

The U.S. Department of State's BridgeUSA program **requires** each participating scholar to demonstrate sufficient proficiency in the English language, as determined by an objective measurement, to successfully participate in his or her program activity **and** to function on a day-to-day basis on campus and in the local community.

Situation #1:

Are you currently in the U.S. in J-1 status now?*
- ● Yes   ○ No

Will you be transferring your active J-1 SEVIS record to Iowa State University or extending your J-1 program at Iowa State University?*
- ● Yes   ○ No

Since you will be **transferring** your current, active J-1 SEVIS record to Iowa State University, or **extending** your existing J-1 SEVIS record at Iowa State University, you are not required to provide documentation of your English proficiency.

[Submit]

Situation #2:

Are you currently in the U.S. in J-1 status now?*
- ○ Yes   ● No

Options to Document English Language Proficiency

The International Students and Scholars Office offers the following options to document English language proficiency. Minimum scores are subject to change.

- English3 Interview Results (within the last 2 years, minimum 3.0)
- Duolingo English Test Results (within the last 2 years, minimum 70)
- TOEFL iBT Score Report (within the last 2 years, minimum 40)
- IELTS Test Results (within the last 2 years, minimum 5.0)
- PTE Academic Results (within the last 2 years, minimum 38)
- Cambridge English Assessment (within the last 2 years, minimum 154)
- Proof of degree completion from a school where the language of instruction was English (bachelor's degree or higher)
- English is the only official language of your country of citizenship

Which option would you like to select?*

[▼]

[Submit]

(3) Personal and Academic Information

MAIN PAGE | J-1 Visiting Scholar DS-2019 Application

(*) Information Required

Purpose of Personal and Academic Information E-form

Collect information from a future visiting scholar to determine eligibility for a BridgeUSA program and prepare Form DS-2019.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Biographical Information

Passport surname (family/last name)*

[   ]

Passport given name (first name)*

[   ]

Date of birth*

[📅 MM/DD/YYYY]

Gender*

[▼]

City of birth*

[   ]

Province of birth (enter N/A if not applicable)*

[   ]

State of birth (enter N/A if not applicable)*

[   ]

Country of birth*

[▼]

Country of citizenship*

[▼]

Country of legal permanent residence (would not be the U.S.)*

[▼]

Is your country of permanent residence different from your country of citizenship?*
- ○ Yes   ○ No

Upload passport photo page *

[Select File]

Additional Information

Highest degree completed*

[▼]

Please continue to scroll through the alphabetical list pf occupations as positions in universities, whether student, staff, or faculty, are at the end of the list.

Most recent occupation in your home country*

[▼]

Employer or School Name (enter N/A if not in school and not currently employed)*

[   ]

Type of employer/school*

[▼]

Please upload your C.V. or resume *

[Select File]

Permanent Home Address Information

Street 1*

[   ]

Street 2

[   ]

City*

[   ]

State (enter N/A is not applicable)*

[   ]

Province (enter N/A if not applicable)*

[   ]

Country*

[▼]

Postal code*

[   ]

Phone number (country code + city code + personal phone number)*

[   ]

E-mail address*

[   ]

U.S. Social Security Number

Do you have a U.S. Social Security Number?*
- ○ Yes   ○ No

[Save Draft] [Submit]

(4) U.S. Immigration History

MAIN PAGE | J-1 Visiting Scholar DS-2019 Application

(*) *Information Required*

Purpose of the U.S. Immigration History E-form

Collect information from future visiting scholar to determine eligibility for a BridgeUSA program and to prepare Form DS-2019.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

History of Current or Previous Stays in the U.S.

Are you currently in the U.S.?*
- ○ Yes   ○ No

Have you been in the U.S. in the past?*
- ○ Yes   ○ No

Save Draft   **Submit**

(5) Dependents (Spouse / Children)

MAIN PAGE | J-1 Visiting Scholar DS-2019 Application

(*) *Information Required*

Purpose of Dependents E-form

Request dependent SEVIS document (DS-2019) to be created for a spouse or child to come to the U.S. in J-2 non-immigrant status.

Any dependents who are a U.S. citizens cannot be issued DS-2019 forms, so please do not include them in this request.

Instructions for Completing this E-Form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Dependent Information

Please complete a new form for each dependent.

I have a dependent or dependents who will join me in the U.S.*
- ○ Yes   ○ No

Save Draft   **Submit**

---

(6) Personal Financial Support

MAIN PAGE | J-1 Visiting Scholar DS-2019 Application

(*) *Information Required*

Purpose of Personal Financial Support E-form

Provide information regarding the visiting scholar's financial support for the length of the BridgeUSA program activity at Iowa State University.

Instructions for Completing this E-Form

- A personal bank statement can be provided to show proof of the availability of funds. We do not accept salary statements as proof of funding.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Monthly Estimated Expenses

NOTE: Actual e-form will have up-to-date information

Below are the minimum monthly estimates which include both the scholar and dependents. These estimates are for programs that will continue beyond August 1, 2023. Rates are subject to increase effective August 1, 2024.

Rates include one child. Add $536 per month for each additional child.

	Basic Living Expense	Health Insurance	Monthly Total
Single Scholar	$1,519	$276	$1,795
Scholar and Spouse	$2,055	$578	$2,633
Scholar and Child	$2,055	$490	$2,545
Scholar and Family	$2,590	$792	$3,382

Required Health Insurance Coverage

- Both the U.S. Department of State and Iowa State University require participants in a BridgeUSA program to have health insurance coverage for the duration of their program, regardless of length, at Iowa State University. This also includes coverage for all dependents.
- Iowa State University policy requires all BridgeUSA program participants, and their dependents, to enroll in the **ISU Student and Scholar Health Insurance Plan**.
- It is important to note that the ISU Student and Scholar Health Insurance Plan cannot be pro-rated. A full month's insurance fee (includes the health insurance premium plus a health facility fee) will be charged no matter what day you arrive and leave.
- Questions regarding this requirement, the plan, enrollment, etc. should be directed to University Human Resources at **isusship@iastate.edu**.

Total Estimated Expenses

Estimated support must not include support for your travel to and from the U.S., nor for time spent in the U.S. prior to or after the program dates for your activity at ISU. Financial support for travel included in a scholarship must be deducted when calculating support for your program activity.

I have a spouse who will come to the U.S. as my J-2 dependent*
- ○ Yes   ○ No

I have a child/children who will come to the U.S. as my J-2 dependents.*
- ○ Yes   ○ No

Instructions for calculating expenses

- Determine funding required per month based on amounts in the chart above and multiply by number of months for the ISU activity.
- The ISU Student and Scholar Health Insurance Plan cannot be prorated. For example, a stay from May 15 to July 15 would require three months of insurance coverage, not two.
- Financial support for all family members is calculated on the length of your ISU program activity, even if dependents will join you for only a portion of your stay.

SSHIP Expenses

Number of calendar months in program (Example: May 15 - July 15 is 3 calendar months, not 2)*
- 0

SSHIP expenses expected (Example: If you are a single scholar staying May 15-July 15, take 3 x $276 = $828)*
- 0

Estimated Living Expenses

Length of program in months (Example: May 15 - July 15 is 2 months in length)*
- 0

Estimated Living Expenses (Example: If you are a single scholar staying May 15-July 15, take 2 x $1519 = $3038)*
- 0

TOTAL Expenses

Total estimated expenses for scholar, plus family if applicable, for length of exchange visitor program. (Add SSHIP Expenses and Estimated Living Expenses)*
- 0

ISU Sources of Financial Support

Will your ISU host department provide any financial support for your program?*
- ○ Yes   ○ No

Non-ISU Sources of Financial Support

Will you receive funding from non-ISU sources (examples: personal funding, scholarship, grant, etc.)?*
- ○ Yes   ○ No

Final Financial Calculations

Estimated expenses for visiting scholar and accompanying dependents for length of ISU program activity*
- 0

Financial support for visiting scholar and accompanying dependents for length of ISU program activity.*
- 0

- ☐ Total funding for length of program activity is equal to or greater than estimated expenses for visiting scholar and any accompanying dependents. *

- ☐ I understand that I will be required to purchase SSHIP insurance to cover me and my J-2 dependents (if I have any) during the program dates on my DS-2019. *

- ☐ I understand that in addition to the estimated living expenses and required health insurance costs I calculated above, all Visiting Scholars who went through the Provost's approval process are required to pay a $500 administrative fee to the Provost's Office after arrival. *

- **(7) ISU Financial Support – Step 1**
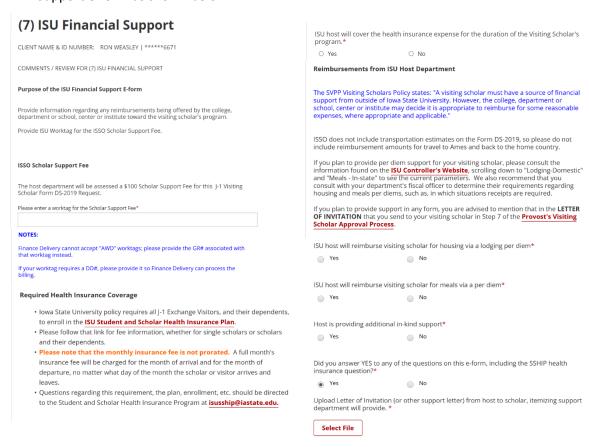
  o Cystart User coordinating the request enters contact information for the person to whom the ISU Financial Support e-form should be routed—Individual Host, College/Unit Designee, Self—to provide information regarding any departmental funding or reimbursements being offered to the Visiting Scholar.

(7) ISU Financial Support

MAIN PAGE | TEMP826671 | RON WEASLEY

(*) Information Required

Purpose of the ISU Financial Support E-form

Provide information regarding any reimbursements being offered by the college, department or school, center or institute toward the visiting scholar's program.

Provide ISU Worktag for the ISSO Scholar Support Fee.

Routing to a Third Party: Confirmation of Reimbursements Offered

CLIENT RECORD: RON WEASLEY | TEMP826671

Role*

[▼]

Full name*

[ ]

ISU e-mail*

[ ]

Re-type ISU e-mail*

[ ]

[Save Defaults] [Save Draft] [Submit]

- **(7) ISU Financial Support – Step 2**

  o The person designated to provide information regarding any departmental funding of the Visiting Scholar receives an email from issoscholar@iastate.edu with instructions to complete the ISU Financial Support e-form as shown below:

(7) ISU Financial Support

CLIENT NAME & ID NUMBER: RON WEASLEY | ******6671

COMMENTS / REVIEW FOR (7) ISU FINANCIAL SUPPORT

Purpose of the ISU Financial Support E-form

Provide information regarding any reimbursements being offered by the college, department or school, center or institute toward the visiting scholar's program.

Provide ISU Worktag for the ISSO Scholar Support Fee.

ISSO Scholar Support Fee

The host department will be assessed a $100 Scholar Support Fee for this J-1 Visiting Scholar Form DS-2019 Request.

Please enter a worktag for the Scholar Support Fee*

[ ]

NOTES:

Finance Delivery cannot accept "AWD" worktags; please provide the GR# associated with that worktag instead.

If your worktag requires a DD#, please provide it so Finance Delivery can process the billing.

Required Health Insurance Coverage

- Iowa State University policy requires all J-1 Exchange Visitors, and their dependents, to enroll in the **ISU Student and Scholar Health Insurance Plan.**
- Please follow that link for fee information, whether for single scholars or scholars and their dependents.
- **Please note that the monthly insurance fee is not prorated.** A full month's insurance fee will be charged for the month of arrival and for the month of departure, no matter what day of the month the scholar or visitor arrives and leaves.
- Questions regarding this requirement, the plan, enrollment, etc. should be directed to the Student and Scholar Health Insurance Program at **isusship@iastate.edu.**

ISU host will cover the health insurance expense for the duration of the Visiting Scholar's program.*
○ Yes   ○ No

Reimbursements from ISU Host Department

The SVPP Visiting Scholars Policy states: "A visiting scholar must have a source of financial support from outside of Iowa State University. However, the college, department or school, center or institute may decide it is appropriate to reimburse for some reasonable expenses, where appropriate and applicable."

ISSO does not include transportation estimates on the Form DS-2019, so please do not include reimbursement amounts for travel to Ames and back to the home country.

If you plan to provide per diem support for your visiting scholar, please consult the information found on the **ISU Controller's Website**, scrolling down to "Lodging-Domestic" and "Meals - In-state" to see the current parameters. We also recommend that you consult with your department's fiscal officer to determine their requirements regarding housing and meals per diems, such as, in which situations receipts are required.

If you plan to provide support in any form, you are advised to mention that in the **LETTER OF INVITATION** that you send to your visiting scholar in Step 7 of the **Provost's Visiting Scholar Approval Process.**

ISU host will reimburse visiting scholar for housing via a lodging per diem*
○ Yes   ○ No

ISU host will reimburse visiting scholar for meals via a per diem*
○ Yes   ○ No

Host is providing additional in-kind support*
○ Yes   ○ No

Did you answer YES to any of the questions on this e-form, including the SSHIP health insurance question?*
● Yes   ○ No

Upload Letter of Invitation (or other support letter) from host to scholar, itemizing support department will provide. *

[Select File]

- **(8) Program Information – Step 1**

  o As with the ISU Financial Support e-form, Cystart User coordinating the request enters contact information for the person to whom the Program Information e-form should be routed—Individual Host, College/Unit Designee, Self—to provide details regarding the objectives of the Visiting Scholar's program.

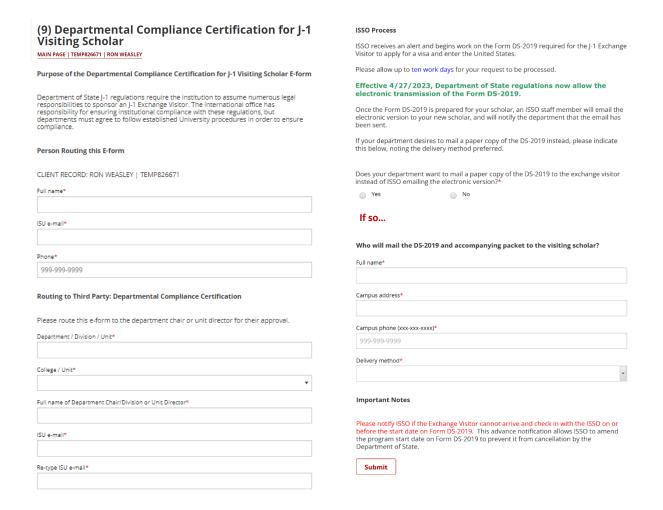- **(8) Program Information – Step 2**

  o The person designated to provide information regarding the objectives of the Visiting Scholar's program receives an email from issoscholar@iastate.edu with instructions to complete the Program Information e-form as shown below:

(8) Program Information

CLIENT NAME & ID NUMBER: RON WEASLEY | ******6671

COMMENTS / REVIEW FOR (8) PROGRAM INFORMATION

General Information

SVPP Visiting Scholar designation*

[▼]

Bridge USA Program selection*

[▼]

Individual Host Information

Full name*

[   ]

ISU phone number (xxx-xxx-xxxx)*

[999-999-9999   ]

E-mail address*

[   ]

Administrative Host Information

Full name*

[   ]

ISU phone number (xxx-xxx-xxxx)*

[999-999-9999   ]

E-mail address*

[   ]

Specific Program Information

- You may also search the Classification of Instructional Program to find the appropriate academic field for the ISU program activity.
- Address: **https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56**

Academic field of ISU program activity*

[▼]

If Academic Field you seek is not listed, select "00.0000 – None" from the drop-down list and find the appropriate CIP code at link provided. Please paste it into the description box along with the one sentence summary of primary ISU activity.

One sentence summary of primary ISU activity (e.g. Research in maize gene structure)*

[   ]

- The program start and ends dates reflect the dates of the ISU program activity only.
- Please do not include travel time prior to the beginning of the program activity or after the end of the program activity.
- Please choose program start and end dates that fall on ISU work days.

Start date*

[📅] [MM/DD/YYYY]

End date*

[📅] [MM/DD/YYYY]

Primary location of ISU program activity

General site location*

[Iowa State University of Science and Technology   ]

Room number for visitor's workspace*

[   ]

ISU building name*

[▾]

Street address for building named above (ex: 2416 Pammel Dr)*

[   ]

Full name of hosting college, department or school, center or institute, or unit (ex: Department of Chemistry)*

[   ]

City, State, Postal Code*

[Ames, IA 50011   ]

Will the program activity occur solely on the ISU campus?*

○ Yes   ○ No

If not…

Percent of time at off-campus location*

[0   ]

Address of Off-Campus Location (please include street address and zip code)*

[   ]

Confirmations

☐ I understand that it is the host's responsibility to direct the J-1 exchange visitor to report to ISSO for check-in prior to the start date listed on Form DS-2019. *

☐ I understand my obligation to collaborate with ISSO to ensure compliance with the J-1 immigration regulations listed above. *

[Submit]

- **(9) Departmental Compliance Certification for J-1 Visiting Scholar – Step 1**

  - Cystart User coordinating the request completes information regarding delivery of the finished Form DS-2019 and to whom—Department Chair, Office Director, Unit Head—the Departmental Compliance Certification for J-1 Visiting Scholar e-form should be routed to certify compliance with responsibilities as the "host" of an exchange visitor in J-1 nonimmigrant status.

    - Please note that the Departmental J-1 Compliance Certification e-form can be accessed at any time you wish for routing to the department chair. You do not need to wait until all previous e-forms have been completed. ISSO will begin processing the request when all e-forms have been submitted.

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(9) Departmental Compliance Certification for J-1 Visiting Scholar

MAIN PAGE | TEMP826671 | RON WEASLEY

Purpose of the Departmental Compliance Certification for J-1 Visiting Scholar E-form

Department of State J-1 regulations require the institution to assume numerous legal responsibilities to sponsor an J-1 Exchange Visitor. The international office has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance.

Person Routing this E-form

CLIENT RECORD: RON WEASLEY | TEMP826671

Full name*

ISU e-mail*

Phone*
999-999-9999

Routing to Third Party: Departmental Compliance Certification

Please route this e-form to the department chair or unit director for their approval.

Department / Division / Unit*

College / Unit*
▼

Full name of Department Chair/Division or Unit Director*

ISU e-mail*

Re-type ISU e-mail*

ISSO Process

ISSO receives an alert and begins work on the Form DS-2019 required for the J-1 Exchange Visitor to apply for a visa and enter the United States.

Please allow up to ten work days for your request to be processed.

Effective 4/27/2023, Department of State regulations now allow the electronic transmission of the Form DS-2019.

Once the Form DS-2019 is prepared for your scholar, an ISSO staff member will email the electronic version to your new scholar, and will notify the department that the email has been sent.

If your department desires to mail a paper copy of the DS-2019 instead, please indicate this below, noting the delivery method preferred.

Does your department want to mail a paper copy of the DS-2019 to the exchange visitor instead of ISSO emailing the electronic version?*
○ Yes   ○ No

If so…

Who will mail the DS-2019 and accompanying packet to the visiting scholar?

Full name*

Campus address*

Campus phone (xxx-xxx-xxxx)*
999-999-9999

Delivery method*
▼

Important Notes

Please notify ISSO if the Exchange Visitor cannot arrive and check in with the ISSO on or before the start date on Form DS-2019. This advance notification allows ISSO to amend the program start date on Form DS-2019 to prevent it from cancellation by the Department of State.

[Submit]

- **(9) Departmental Compliance Certification for J-1 Visiting Scholar – Step 2**

  - The person designated to complete this e-form receives an email from issoscholar@iastate.edu with instructions to complete the Departmental Compliance Certification for J-1 Visiting Scholar e-form.

  - Designated Department Chair, Office Director, or Unit Head completes the Departmental Compliance e-form.

    - Note that this person will be able to view only the information and document uploads that have been included in the application at that time.

Confirmation that *J-1 Visiting Scholar DS-2019 Application* is Complete and Submitted to ISSO

The HRC or Department Admin coordinating the application will receive an e-mail message from issoscholar@iastate.edu when the chair, office director, or unit head has submitted the Departmental Compliance e-form.

The status of the **nine e-forms** in the application should appear as follows on the Main Page of the request:

- (1) Eligibility for Form DS-2019 – Will be marked "Submitted."

- (2) English Proficiency Verification – Will be marked "Pending," when the scholar submits the e-form, and the status will go to "Approved" after ISSO has determined that the Visiting Scholar's documentation meets J-1 English proficiency requirements.

- (3) Personal and Academic Information – Will be marked "Submitted."

- (4) U.S. Immigration History – Will be marked "Submitted."

- (5) Dependents (Spouse / Children) – This is an optional e-form, but if submitted, it will be marked "Submitted."

- (6) Personal Financial Support – Will be marked "Submitted."

- (7) ISU Financial Support – Will be marked "Pending Review" as ISSO references this e-form for the ISSO Scholar Support Fee billing. It will be marked "Approved" once ISSO bills the Scholar Support Fee to the Worktag that was provided and receives word from Finance Delivery that the payment has posted to ISSO. This e-form may remain in pending status several months beyond the completion of the request, but does not delay the process of issuing the DS-2019.

- (8) Program Information – Will be marked "Submitted."

- (9) Departmental Compliance Certification for J-1 Visiting Scholar – Will be marked "Pending Review." ISSO changes the status of this e-form to "Approved" when the Form DS-2019 is ready to release to the scholar.