

## Welcome to the J-1 Paid Application in Cystart

### When should you use this Cystart request?

Complete this request to bring a future ISU employee as an Exchange Visitor in J-1 non-immigrant status for one of the following types of positions:

- Postdoc
- Term faculty (non-tenure eligible)
- Term P&S position requiring at least a bachelor's degree.

### Overview of J-1 Paid Application

Five e-forms in the application:

- Position Information
- J-1 Applicant Information
- Add Dependents (Spouse/Children)
- J-1 Export Control Worksheet
- Departmental J-1 Compliance Certification



EMPLOYEE COMPLETES THESE TWO E-FORMS  
AFTER YOU HAVE GIVEN THEM ACCESS  
\*\*ONLY GIVE ACCESS TO J-1 APPLICANT  
INFORMATION E-FORM AND THE SCHOLAR  
WILL GET ACCESS BOTH E-FORMS\*\*  
NOT NECESSARY TO GIVE ACCESS TO EACH  
E-FORM INDIVIDUALLY

### Completion and Routing for each e-form

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.

- **Position Information – Step 1**
  - The HRC or Department Admin coordinating the application provides their contact information and enters contact information for the person to whom the Position Information e-form should be routed—Staff Recruiting Specialist, Hiring Manager, Department Admin, Human Resource Coordinator—to provide details about the ISU position.

### Position Information

[MAIN PAGE](#) | [TEMP826671](#) | [RON WEASLEY](#)

(\*) Information Required

**Purpose of J-1 Paid Application**

Complete this request to bring a future ISU employee as an Exchange Visitor in J-1 non-immigrant status for one of the following types of positions:

- Postdoc
- Term faculty (non-tenure eligible)
- Term P&S position requiring at least a bachelor's degree.

**Person coordinating this J-1 Paid Application**

CLIENT RECORD: RON WEASLEY | TEMP826671

Full name\*

ISU position\*

Work phone number\*

ISU e-mail\*

Preferred contact method\*

**Person to provide information about the ISU position**

Complete the section below to forward this e-form to the person best situated to provide details regarding the ISU position.

To whom are you forwarding this form?\*

Full Name\*

Work phone number\*

ISU e-mail\*

Re-type ISU e-mail\*

## • Position Information – Step 2

- The person designated to provide details about the ISU position receives an email from [issoscholar@iastate.edu](mailto:issoscholar@iastate.edu) with instructions to complete the Position Information e-form.
  - E-mail message recommends having a copy of the offer letter on hand, and the new hire's Workday record open, to complete this e-form since "save draft" is not an option. The e-mail message also indicates the need to enter a Worktag for the ISSO Scholar Support Fee.

### Position Information

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ [Position Information](#)

(\*) Information Required

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

COMMENTS / REVIEW FOR POSITION INFORMATION

**Purpose of this E-form**

This form provides information about the future employee's position.

An Exchange Visitor is a participant in one of the U.S. Department of State's BridgeUSA exchange programs which, for our purposes, include: Research Scholar, Professor, Short-Term Scholar, and Specialist.

**General Instructions**

Please do **not** use ALL CAPS, accents or hyphens in this e-form.

**ISSO Process**

The hiring department will be assessed a \$100 Scholar Support Fee for each J-1 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.

Once all e-forms in the J-1 Paid Application request have been submitted, ISSO prepares the Form DS-2019 within 10 working days.

Form DS-2019, visa instructions, and welcome information are emailed to the future employee.

Please notify ISSO and your Human Resource Coordinator if the employee is not able to arrive and check in with ISSO on or before the hire date listed in Workday.

All international employees must complete an ISSO check-in process **prior** to beginning their ISU employment.

**Department Information**

Hiring Department (no abbreviations)\*

Hiring manager full name\*

Hiring manager phone number (xxx-xxx-xxxx)\*

Hiring manager e-mail address

**Employee Information**

Workday Job Profile title\*

One sentence summary of primary job duty\*

Workday employee type\*

Workday time type\*

Workday hire date\*

MM/DD/YYYY

Workday end employment date\*

MM/DD/YYYY

Offered annual salary (numbers only)\*

0

Calculate compensation for period of appointment (numbers only; EX: if it will be a two-year appointment = 2 x annual salary)\*

0

Office room number\*

Office building\*

Street address\*

City (edit as needed)\*  
Ames

State (edit as needed)\*  
Iowa

Zip code (edit as needed)\*  
50011

Will any of the work occur outside the ISU campus?\*

Yes  No

Upload Offer Letter in PDF or JPEG format. \*

**Information for Immigration Document DS-2019**

Bridge USA exchange visitor category choice

- **Research Scholars:** May stay for up to five years to conduct research; possible to switch with the professor category.
- **Professors:** May stay for up to five years to teach; possible to switch with research scholar category.
- **Short-Term Scholars:** May stay for up to six months to conduct research or teach.
- **Specialists:** May stay for up to one year for a specialized activity outside of research or teaching. This category is unique, please consult with ISSO before selecting this option.

Choice of exchange visitor category\*

**Academic Field of Employment**

For additional options of academic fields included on the Classification of Instructional Program go to <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>.

General academic field of employment (grouped by Colleges)\*

**English Language Proficiency**

The U.S. Department of State's BridgeUSA program requires each J-1 Exchange Visitor to demonstrate sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program activity and to function on a day-to-day basis.

The future employee provides documentation of English proficiency as part of the J-1 Applicant Information e-form. ISSO will review the documentation to determine whether this requirement has been met.

**Confirmation**

I understand that federal export laws restrict the sharing of certain technical information and software with foreign nationals even when they are in the U.S. These laws impose substantial penalties for violations, including monetary fines and imprisonment. If the employee may have access to technical information or software, I will review ISU Export Controls Policy and take any required steps to ensure that all applicable requirements are met. \*

I understand that it is the hiring department's responsibility to notify ISSO and the appropriate Human Resource Coordinator if the employee is not able to arrive by the hire date listed in Workday. \*

I understand that it is the hiring department'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. \*

- **J-1 Applicant Information and (3) Add Dependents (Spouse/Children)**

- HRC or Department Admin clicks on “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION” in the J-1 Applicant Information e-form **only**. This will route the J-1 Applicant Information and Add Dependents (Spouse/Children) e-forms to the new hire to complete.
- New hire receives an email from [isso@iastate.edu](mailto:isso@iastate.edu) with instructions to complete the e-forms:

## J-1 Applicant Information

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(\*) Information Required

Please send this form to the future employee to complete.

Click on "GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION" above to enter the client's e-mail address and transmit the form.

### Purpose of this E-form

Collect information from the future employee to determine eligibility for J-1 non-immigrant status, and to prepare Form DS-2019, required to apply for a J-1 visa and for entry to the United States in J-1 non-immigrant status.

### Instructions for Completing this E-form

Please do **not** use ALL CAPS, accents or hyphens in this e-form.

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.

### English Proficiency Documentation

The U.S. Department of State's BridgeUSA program **requires** each J-1 Exchange Visitor 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.

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?\*

### Biographical Information

Passport -Surname (Family/Last Name)\*

Passport - Given Name(s) (First Name, Middle Name)\*

Date of birth\*

Gender\*

City of Birth\*

Province of Birth (write N/A if not applicable)\*

State of Birth (write 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](#)

### Academic Qualifications

Highest degree completed\*

Date degree was completed\*

Institution which awarded your highest degree\*

Please upload diploma \*

[Select File](#)

Is your diploma in English?\*

Yes  No

Is the institution which awarded your highest degree located outside the U.S.?\*

Yes  No

[Please review entire list before making the next selection.](#)

Most recent occupation in home country\*

Type of employer or school\*

Company/Employer/School Name\*

Please upload a copy of your CV/resume. \*

[Select File](#)

### Permanent Home Address, Phone, and E-mail

Street 1\*

Street 2

City\*

State

Province

Country\*

Phone number\*

Postal Code\*

Current email address\*

**History of Previous Stays in the U.S.**

Are you currently in the U.S.?<sup>\*</sup>

Yes  No

Have you come to the U.S. in the past?<sup>\*</sup>

Yes  No

**U.S. Social Security Number**

Do you have a U.S. Social Security Number?<sup>\*</sup>

Yes  No

**How this request is processed**

This e-form is one of several e-forms required to complete a request for Form DS-2019. It may take 1-2 weeks for the final request to be submitted to the International Students and Scholars Office (ISSO).

ISSO will prepare Form DS-2019 within ten work days after all e-forms in the request are submitted. *(The exception is for current exchange visitors who are transferring to Iowa State University. ISSO cannot issue Form DS-2019 until you arrive on campus.)*

ISSO will email Form DS-2019 and supporting information to you.

Once you receive your DS-2019, you will print and sign it, pay the SEVIS I-901 Fee and schedule a visa appointment with a U.S. consulate.

Once you receive Form DS-2019, you will pay the SEVIS I-901 Fee and schedule a visa appointment with a U.S. consulate.

Once you obtain your J-1 visa, you will travel to the U.S. to begin your ISU employment. You may arrive in the U.S. up to 30 days prior to the start date on your Form DS-2019.

**SEVIS I-901 Fee**

**SEVIS Fee** The U.S. Department of Homeland Security assesses a fee to supplement federal government expenses incurred in the maintenance and administration of the Student and Exchange Visitor Information System (SEVIS). All J-1 Exchange Visitors applying for a J-1 visa from a U.S. embassy or consulate abroad for initial participation in a J-1 exchange visitor program must pay this fee.

The SEVIS Fee is paid after Form DS-2019 is issued and must be processed at least three business days before the consular interview, unless the applicant obtains a printed receipt verifying payment through the online option (highly recommended to avoid delays caused by using the option to pay by mail).

Please refer to Form I-901 found at [FMJfee.com](https://www.fmjfee.com)

## Dependents (Spouse / Children)

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<sup>(\*)</sup> 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

- **J-1 Export Control Worksheet – Step 1** (note that this process is different from the old J-1 Cystart requests)
  - HRC or Department Admin follows the instructions for the Export Control Worksheet, then uploads the completed worksheet to the Export Control Worksheet e-form and routes it to the Office of Research Ethics. The [export@iastate.edu](mailto:export@iastate.edu) e-mail address cannot be edited since this e-form must be sent to that address. (This process is different for Ames Lab Student Interns.)

## J-1 Export Control Worksheet

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<sup>(\*)</sup> Information Required

**Purpose of this E-form**

Route e-form to the Office of Research Ethics Approval to upload copy of the approved Export Control Worksheet (when not an Ames Laboratory employee).

**General Information**

As part of every J-1 application and/or extension, the university must determine whether or not an export license for access to controlled technology or technical data is required for the J-1 activity under the federal Export Administration and International Traffic in Arms regulations. If an export license is required, the hiring unit must not release or otherwise provide access to controlled technology or technical data to the employee until it has received from the U.S. Government the required authorization to do so.

Very few Iowa State University employees require an export license. The Office of Research Ethics will notify you if a license is required and assist you with the licensing process.

CLIENT RECORD: [RON WEASLEY](#) | [TEMP826671](#)

This request is for a current/future Ames Lab employee.

\*  Yes  No

**Instructions for this e-form**

**Step 1**

Go to the **Office of Research Ethics website** for the Export Control Worksheet (ECW). Follow the instructions within the ECW.

**Step 2**

Upload a PDF of the completed and signed ECW to this e-form and click "submit" below.

**Step 3**

ORE will review the submitted ECW and will upload the ECW into Cystart once approved.

**Step 4**

You will receive an email from ISSO confirming that ORE submitted the approved ECW into Cystart.

**Export Control Worksheet**

Upload completed and signed ECW \*

**Routing E-Form to Office of Research Ethics**

Office of Research Ethics (ORE) Contacts:

Matt House, 4-0269 Brooke Langlitz, 4-7793

ORE e-mail\*

Re-type ORE e-mail\*

- **J-1 Export Control Worksheet – Step 2**

- Office of Research Ethics receives an email from [issoscholar@iastate.edu](mailto:issoscholar@iastate.edu) with instructions to complete the e-form.
- Office of Research Ethics staff will approve the *Export Control Worksheet*, re-upload it to the Export Control Worksheet e-form, and then submit the J-1 Export Control Worksheet e-form.
- Office of Research Ethics staff will send an email notification that the *Export Control Worksheet* has been approved, with an attached copy of the worksheet. Cystart will also send an e-mail that the Export Control Worksheet e-form has been completed.

- **Departmental J-1 Compliance Certification – Step 1**

- HRC or Department Admin completes information regarding delivery of the finished Form DS-2019 and to whom—Department Chair, Office Director, Unit Head—the Departmental J-1 Compliance Certification 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.

### Departmental J-1 Compliance Certification

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(\*) Information Required

**Purpose of this 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.

**Routing this E-form to a Second Approver**

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

The person designated on this form will receive an e-mail from [isso@iastate.edu](mailto:isso@iastate.edu) containing a link to the application for review and approval.

**I am routing this e-form to**

CLIENT RECORD: RON WEASLEY | TEMP826671

Hiring department or unit\*

College / Unit\*

Full name of department chair or unit director\*

Position title\*

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 employee, an ISSO staff member will email the electronic version to your new employee, 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 future employee?**

Full name\*

Campus address\*

Campus phone\*

999-999-9999

Delivery method\*

**Important Notes**

Please notify ISSO if the employee cannot arrive and check in with the ISSO on or before the hire date listed in Workday, which should correspond with 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 and the Human Resource Coordinator to adjust the hire date in Workday.

- **Departmental J-1 Compliance Certification – Step 2**

- The person designated to complete this e-form receives an email from [issoscholar@iastate.edu](mailto:issoscholar@iastate.edu) with instructions to complete the Departmental J-1 Compliance Certification e-form.
- Designated Department Chair, Office Director, or Unit Head completes the Departmental J-1 Compliance Certification 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 J-1 Paid 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](mailto:issoscholar@iastate.edu) when the chair, office director, or unit head has submitted the Departmental Compliance e-form.

The status of the **five e-forms** in the application should appear as follows:

- Position Information – 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.
- J-1 Applicant Information – Will be marked “Submitted.”
- Add Dependents (Spouse/Children) – This is an optional e-form, but if completed, it will be marked “Submitted.”
- Export Control Worksheet – Will be marked “Submitted.”
- Departmental J-1 Compliance Certification – 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 new hire.