Welcome to the J-1 Paid Extension in Cystart

When should you use this Cystart request?

Complete this request to extend the work eligibility of a current 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 Extension

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**

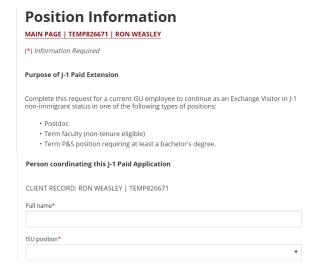
NOT NECESSARY TO GIVE ACCESS TO EACH E-FORM INDIVIDUALLY

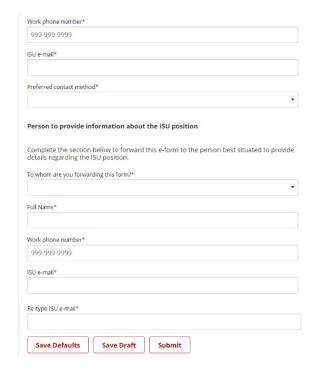
Completion and Routing for each e-form

Screen shots may look slightly different from the actual e-forms. The down triangle in a field [\bullet] 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

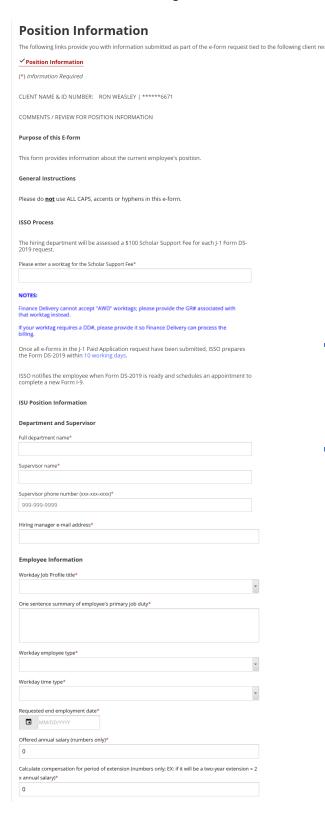
 The HRC or Department Admin coordinating the extension request provides their contact information and enters contact information for the person to whom the Position Information e-form should be routed—Staff Recruiting Specialist, Hiring Manager, Department Admin, HRC, self—to provide details about the renewed appointment.

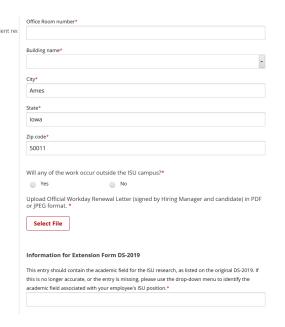




Position Information – Step 2

- The person designated to provide details about the ISU position receives an email from <u>issoscholar@iastate.edu</u> with instructions to complete the Position Information e-form.
 - E-mail message recommends having a copy of the renewal letter on hand and the employee's Workday record open when completing this e-form since "save draft" is not an option. The email message also indicates the need to enter a Worktag for the ISSO Scholar Support Fee.





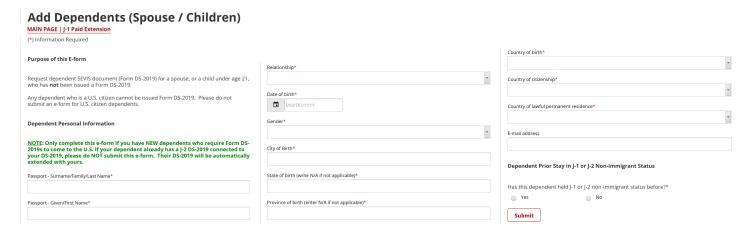
If the field above is blank, it means the CIP Code is not auto-filling from the SEVIS record. Please consult the exchange visitor's most recent DS-2019 and enter it in the field above. If that code no longer corresponds to the research objective, see link below.

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○ Yes	O No	
	e used for the J-1 exchange the Form DS-2019?	visitor to complete the activity (program
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Compliance Certif	ication	<i>D</i>
□ understand my ol	0	to ensure compliance with the J-1 immigration
regulations listed a		

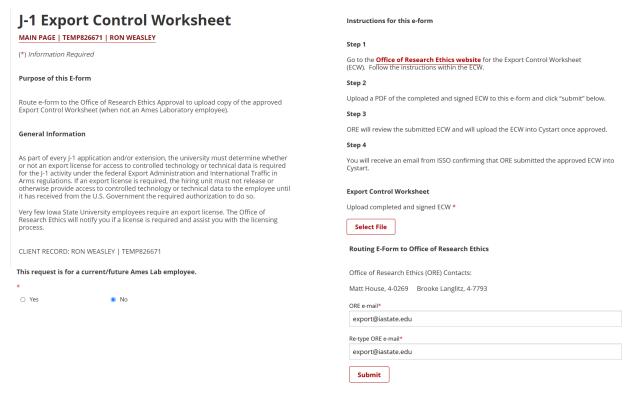
• J-1 Applicant Information and Add Dependents (Spouse/Children)

- 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 <u>and</u> Add Dependents
 (Spouse/Children) e-forms to the current employee to complete.
- o Employee receives an email from isso@iastate.edu with instructions to complete the e-forms. Note that Add Dependents is not needed for dependents who already have DS-2019s:

American American	J-1 Applicant Information	City*
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I have j-2 dependents who also require an extension.* Yes	ISU ID number*	○ Yes ○ No
I have J-2 dependents who also require an extension.*	0	
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		Contact's English skill level*
Contact's primary language*	Building name*	
	V	Contact's primary language*



- 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 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 – Step 2

- Office of Research Ethics receives an email from <u>issoscholar@iastate.edu</u> 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 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 eforms have been completed. ISSO will begin processing the request when all e-forms have been
 submitted.

MAIN PAGE TEMP826671 RON WEASLEY	Full name of department chair or unit director*
(*) Information Required	
Purpose of this E-form	Position title*
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	ISU e-mail*
departments must agree to follow established university procedures in order to ensure compliance.	Re-type ISU e-mail*
Routing this E-form to a Second Approver	
Please route this e-form to the department chair or unit director for their approval.	ISSO Process
The person designated on this form will receive an e-mail from isso@lastate.edu containing a link to the application for review and approval.	ISSO receives an alert once all e-forms in the application and submitted.
I am routing this e-form to	Please allow up to ten work days for your request to be processed.
CLIENT RECORD: RON WEASLEY TEMP826671	Once Form DS-2019 is prepared for your employee, an ISSO staff member notifies th
Hiring department or unit*	employee and schedules an appointment to complete a new Form I-9.
College / Unit*	Submit

• Departmental J-1 Compliance Certification – Step 2

- The person designated to complete this e-form receives an email from <u>issoscholar@iastate.edu</u> 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 Extension 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 **five e-forms** in the request 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 has been extended.