

## 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 [ ▼ ] 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

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

(\*) Information Required

**Purpose of J-1 Paid Extension**

Complete this request for a current ISU employee to continue as an Exchange Visitor in J-1 non-immigrant status in 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 renewal letter on hand and the employee's Workday record open when completing 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 current employee's position.

### 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.

ISSO notifies the employee when Form DS-2019 is ready and schedules an appointment to complete a new Form I-9.

### ISU Position Information

#### Department and Supervisor

Full department name\*

Supervisor name\*

Supervisor phone number (xxx-xxx-xxxx)\*

999-999-9999

Hiring manager e-mail address\*

#### Employee Information

Workday Job Profile title\*

One sentence summary of employee's primary job duty\*

Workday employee type\*

Workday time type\*

Requested end employment date\*

Offered annual salary (numbers only)\*

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

Office Room number\*

Building name\*

City\*

Ames

State\*

Iowa

Zip code\*

50011

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

Yes

No

Upload Official Workday Renewal Letter (signed by Hiring Manager and candidate) in PDF or JPEG format. \*

Select File

### Information for Extension Form DS-2019

This entry should contain the academic field for the ISU research, as listed on the original DS-2019. If this is no longer accurate, or the entry is missing, please use the drop-down menu to identify the academic field associated with your employee's ISU position. \*

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.

If the above information is not correct, please select the appropriate academic field of employment from the Classification of Instructional Program go to <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>.

Is the extension for the purpose of continuing the activity (program objective) listed on the Form DS-2019?\*

Yes

No

Will the extension be used for the J-1 exchange visitor to complete the activity (program objective) listed on the Form DS-2019?\*

Yes

No

N/A

Is the J-1 exchange visitor appointment at Iowa State University a tenure track or continuous position?\*

Yes

No

Additional comments

### Compliance Certification

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

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. \*

Submit

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

## 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 about you to determine eligibility for an extension of your J-1 non-immigrant status and employment.

### Instructions for completing this e-form

Please do **not** use ALL CAPS in this e-form.

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

Last name\*

First name\*

ISU ID number\*

I have J-2 dependents who also require an extension.\*

Yes  No

### US Residential Address and Phone

Please edit the information below if it is incorrect. This is the address which has been reported to SEVIS.

Street Address\*

Unit Number

City\*

State\*

Postal Code\*

U.S. home phone number (xxx-xxx-xxxx)\*

### U.S. Work Address

Office number\*

Building name\*

City\*

State\*

Postal code\*

U.S. work phone (xxx-xxx-xxxx)\*

### Immigration Information

Upload current I-94 record \*

Select File

Port of Entry (location where you entered the U.S.)\*

Date of passport expiration as listed in ISSO record\*

I have a new passport with a later expiration date.\*

Yes  No

Date of visa expiration as listed in ISSO record\*

I have a new visa in my passport with a later expiration date.\*

Yes  No

Will you travel outside the U.S. within the next 3 months?\*

Yes  No

### Two-Year Home Country Physical Presence Requirement

Also known as the Two-Year Rule or 212(e)

Are you subject to 212(e)\*

Yes  No

### Applications pending at U.S. Citizenship and Immigration Services, either filed by you or on your behalf

Do you have an application pending at U.S. Citizenship and Immigration Services that would change your non-immigrant status if it is approved?\*

Yes  No

Do you have an application pending at U.S. Citizenship and Immigration Services as part of a "green card" process?\*

Yes  No

### US Emergency Contact Confirmation

Contact name\*

Contact relationship\*

Contact phone number (xxx-xxx-xxxx)\*

Contact's English skill level\*

Contact's primary language\*

## Add Dependents (Spouse / Children)

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(\*) Information Required

### Purpose of this E-form

Request dependent SEVIS document (Form DS-2019) for a spouse, or a child under age 21, who has **not** been issued a Form DS-2019.

Any dependent who is a U.S. citizen cannot be issued Form DS-2019. Please do not submit an e-form for U.S. citizen dependents.

### Dependent Personal Information

**NOTE: Only complete this e-form if you have NEW dependents who require Form DS-2019s to come to the U.S. If your dependent already has a J-2 DS-2019 connected to your DS-2019, please do NOT submit this e-form. Their DS-2019 will be automatically extended with yours.**

Passport - Surname/Family/Last Name\*

Passport - Given/First Name\*

Relationship\*

Date of birth\*

Gender\*

City of Birth\*

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

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

Country of birth\*

Country of citizenship\*

Country of lawful permanent residence\*

E-mail address

Dependent Prior Stay in J-1 or J-2 Non-immigrant Status

Has this dependent held J-1 or J-2 non-immigrant status before?\*

Yes  No

**Submit**

- **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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(\*) 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 \*

**Select File**

### 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\*

**Submit**

- **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 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 once all e-forms in the application and submitted.

Please allow up to [ten work days](#) for your request to be processed.

Once Form DS-2019 is prepared for your employee, an ISSO staff member notifies the employee and schedules an appointment to complete a new Form I-9.

**Submit**

- **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 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](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 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.