Online Scholar Process Training

How to Process J-1 Scholar Visa Requests on iConnect

August 19, 2025

O | **International Student and Scholar Services**

Introduction
International Student Scholar Services (ISSS)

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Director of Scholar Services

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International Student
and Scholar Services

Objectives

1. What is staying the same? Changing?
2. Understand roles and expectations
3. Know how to obtain access
4. Learn how to process a J-1 request
5. Navigate iConnect portal
6. Learn the timeline

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What is staying the same? Changing?

What is staying the same?

- There are no changes to federal regulations for J-1 processing at this time

- Information gathered

- Depts still submit entire application to ISSS (via click of a button)

- ISSS website includes list of all required docs

What is changing?

- Application status updates, email notifications

- Ability to view and track cases submitted within department

- More professional interface - secure portal for storing & sharing sensitive data

- Digitial signatures

- Scholar will upload their documents directly toiConnect, dept does not collect (dept can still view)

- Statement confirming chair approval

- Export Controls is moving to the ISSS application and out of Courtesy Appt

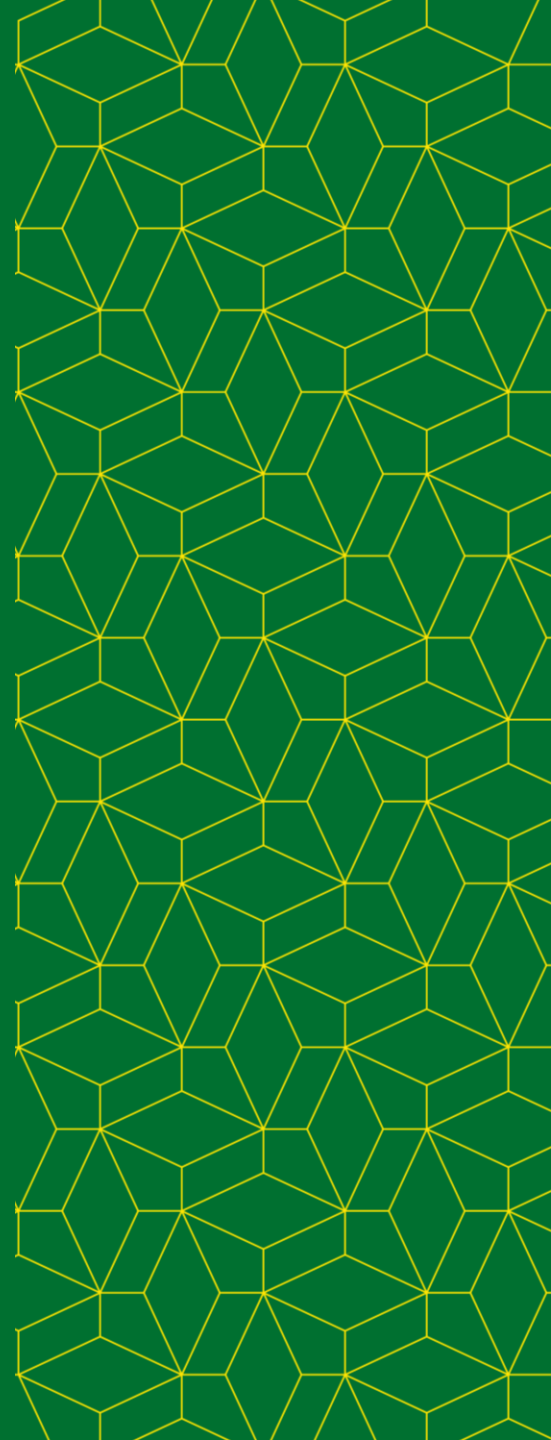**O** | **International Student and Scholar Services**
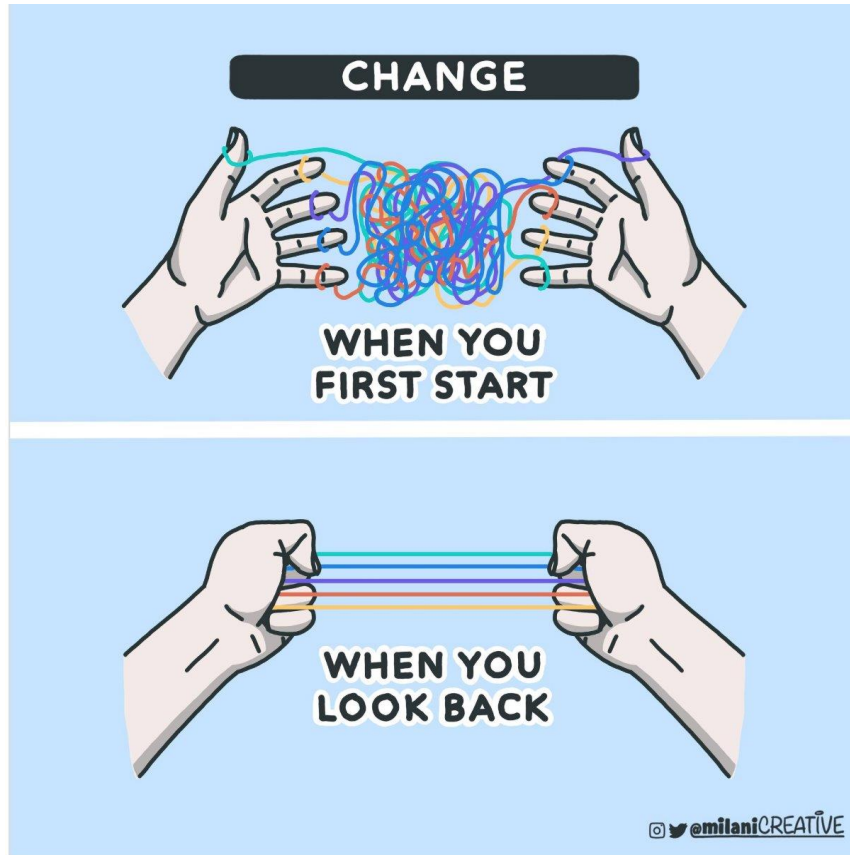
Change is hard!

There will be an adjustment period.

We are here to support you.

iConnect:
Roles and Gaining Access

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Roles and Expectations

Three roles:

1. Department contact (person initiating request)

2. Scholar

3. Second approvers (English Proficiency interviewer, Export Controls)
   a. Do not need to request access
   b. Receive one-time link
   c. Review and approve (if denial, ISSS will follow up)

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Obtain Access: Department Contact or Faculty Sponsor

1. Complete training (or view recording)

2. Login with UO credentials

3. If needed, request access (Qualtrics form on our website)

4. Receive Approval Notification

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Request Access

J-1 Exchange Visitor Program

FACULTY AND SCHOLARS

J-1 Exchange Visitor Program

H-1B Specialty Occupation

J-1 Student Interns

Employment Sponsorship

The University of Oregon's J-1 Exchange Visitor Program is intended for citizens of a foreign country who are approved to participate in a work- and/or study-based exchange for mutual intellectual and cross-cultural enrichment.

New Application | **Extension** | **English Proficiency** | **Funding** | **Host Department Responsibilities** | **Immigration** | **Health Insurance** | **Arrival** | **Sponsorship Categories** | **Eligibility** | **Limitations** | **J-2 Dependents** | **Transfer** | **Social Security Numbers** | **Travel** | **Workers Rights** | **Taxes**

Log In to iConnect

Departments can log in to iConnect with their **UO login credentials** to submit applications to host a new J-1 scholar or extend the program of a current J-1 scholar.

J-1 scholars can also log in to submit various applications pertaining to their J-1 program.

- **New scholars** will receive an **email invitation** from their department to access iConnect.
- **Current scholars** may login with their **UO credentials**.

Don't have access to iConnect? **Request access by completing this form - link coming soon.**

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Request Access

1. Complete Qualtrics form

2. If you process J-1 applications for multiple depts, please list ALL depts (please do not use acronyms)

3. You will receive an email confirmation from ischolar@uoregon.edu when you have access

UNIVERSITY OF OREGON

Full name

UO Email

95#

Please list the department(s) you represent

→

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Login to iConnect

Use your UO login credentials

to login: iconnect.uoregon.edu

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iConnect

Welcome to the iConnect Services Login Page

iConnect provides a variety of online services for University of Oregon international students, scholars, and employees -- as well as the staff that support them. Please use the "Login" button below to access your account.

Current Students, Faculty, or Staff

For full access to your UO international services account, please use the Login button.

Login

Your Duck ID and password will be required.

Don't Have a Network ID?
New and future students and scholars can log in with their University ID number, PIN, and date of birth.
New Student/Scholar Login

🔒 Secure Online Session

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Online Process at iConnect Portal

Effective **August 20, 2025** host departments will submit requests for J-1 scholars in the new system, iConnect: **iconnect.uoregon.edu**

Any active requests that are still pending on August 20, 2025 will continue to be processed in their original format; ISSS will contact you if any changes need to be made.
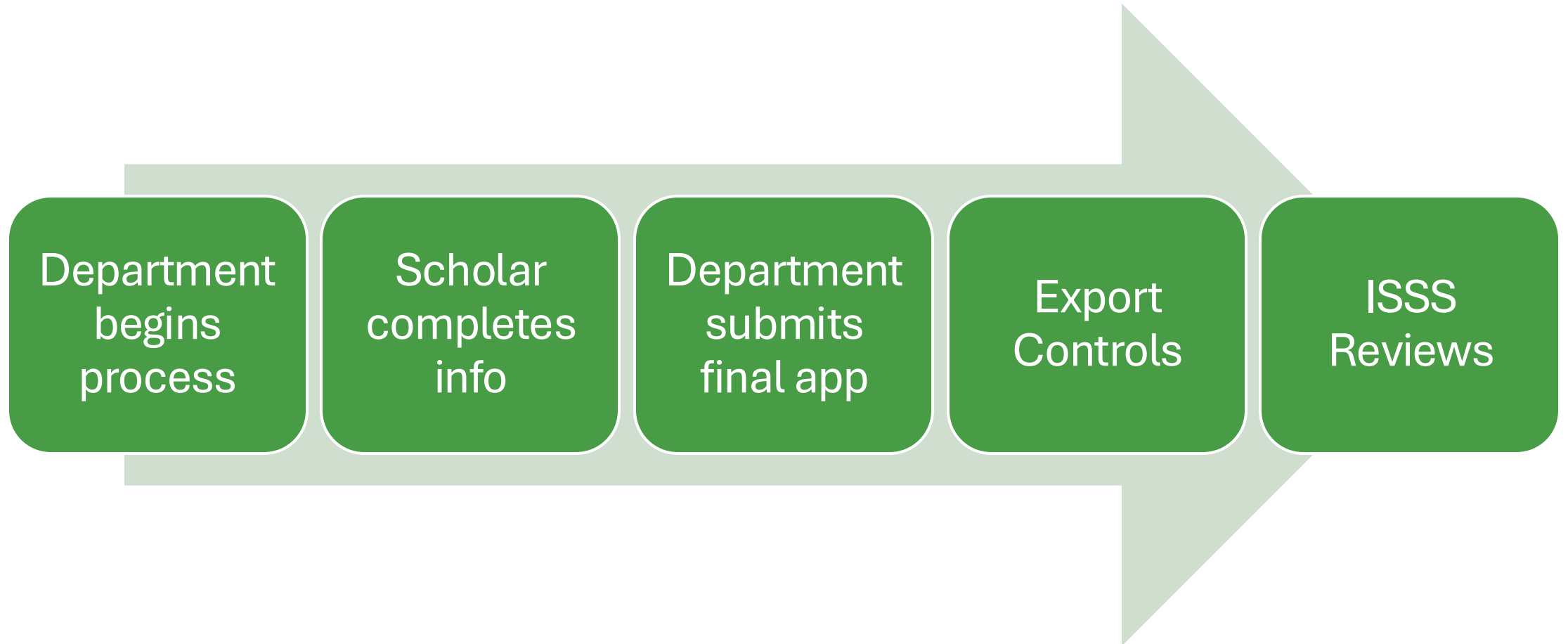
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Overview of the Process

Process Overview

1. Department
    a. Receives request from faculty to invite a J scholar
    b. Requests a copy of scholar's passport
    c. Adds the scholar in iConnect
    d. Completes department information
    e. Sends invitation to scholar to upload their documents

2. Scholar receives instructions and fills out the forms, uploads documents

3. Department confirms and submits final request

4. Export Controls completes review

5. ISSS reviews and processes the request

Workflow

Department begins process → Scholar completes info → Department submits final app → Export Controls → ISSS Reviews

Department Contact

1. **Collect relevant info** ⬅
2. Login to iConnect
3. Add new record
4. Verify appropriate request type
5. Receive e-mail notification
6. Complete forms and submit request

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Collect Relevant Information: Passport

Collect Passport: name, DOB, gender

- <u>Date of Birth:</u> If there is a data entry error, email ischolar@uoregon.edu

- <u>Scholar Login:</u> date of birth is needed; must match the date of birth entered at Add New Person step

- Note about name order, DOB dates not being in mm/dd/yyyy format in most cases

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🔒 **Secure Online Session**

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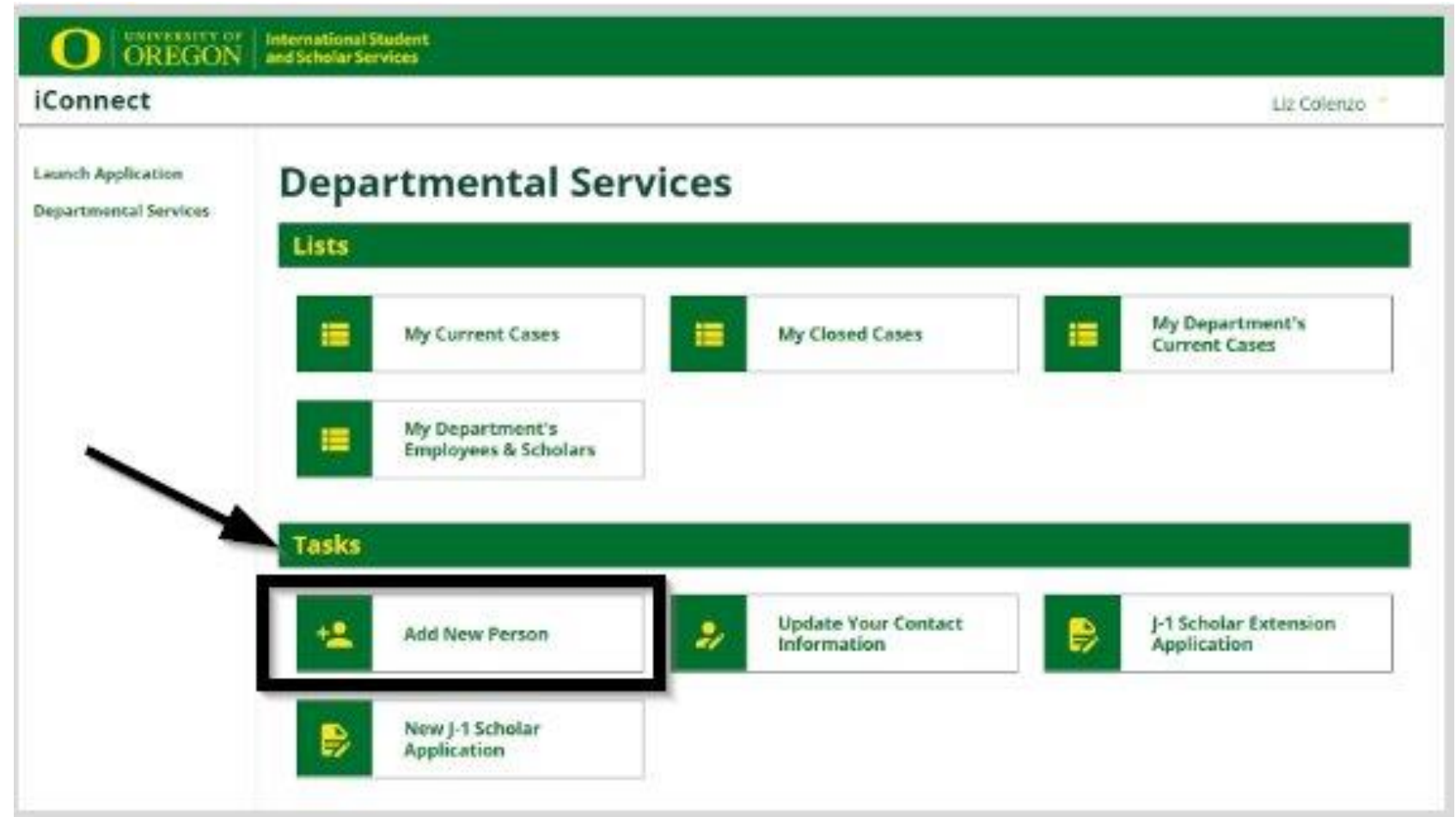
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Adding a New Person

Under Tasks, select "Add New Person"

Complete Form

- Last Name = Surname

- First Name = Given Name

- Match information to passport exactly (name, DOB, gender)

- Email = non-UO email

- Campus = Scholar

- University ID = NO

- Network ID = NO

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Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(*) *Information Required*

Last Name*

First Name*

Middle Name

Date of Birth*

[📅] MM/DD/YYYY

Gender*

Email Address*

Campus*   Select SCHOLAR

Do you have an institutional university ID for this new profile?*
○ Yes   ○ No   NO

Do you have a network ID for this new profile?*
○ Yes   ○ No   NO

Add New Person

Add a New Person

Note: An error message will appear if an individual already exists with matching DOB and email address or/and Name

Add New Person

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(*) Information Required

Error - You must correct your errors below and resubmit

Found an existing record of ▓▓▓ ▓▓▓▓ ▓▓▓ ▓▓ that matches the university ID or the date of birth and email address currently on file. Please use the found university ID number or contact the international office if you believe this to be an inaccurate match.

International Student and Scholar Services

Finding an Existing Person

If user already exists, select "New J-1 Scholar Application" and search for existing user

Department Contact

1. Collect relevant info
2. Login to iConnect
3. Add new record
4. **Verify appropriate request type**
5. Receive e-mail notification
6. Complete forms and submit request

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Select Appropriate Request Type

Select:

New J-1 Scholar Application

or

J-1 Scholar Extension Application

Work on an Application

Name: New Scholar, Test J1
University ID: TEMP228734
Date of Birth: 01/01/2001

You may click on an application e-form group to work on for this individual.

--- New Applications ---

New J-1 Scholar Application

J-1 Scholar Extension Application

--- Continue an Application in Progress ---

There are no previously submitted applications.

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Overview of Process and Forms

Department View

New J-1 Scholar Application

View/Save/Print E-Form Group

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to encourage the exchange of knowledge and culture and to facilitate international teaching and/or research activities. Visitors (who must typically have training at the master's level or higher) are invited to the U.S. for a program with a specific objective and length of stay. UO J-1 sponsorship is limited to courtesy appointment, pro tem, post doc or temporary research assistant positions only.

The following information and items will be needed to complete this application.

From Sponsoring Department:

- Specific information regarding the details of the program, including start and end date
- Confirmation that the prospective scholar has adequate English language skills to participate in the J-1 program and day-to-day life in the US.
- UO Contract (if applicable) or copy of Courtesy Appointment Letter (signed request form for the Courtesy Appointment also acceptable)

From Prospective Scholar:

- Passport
- Current CV
- Evidence of financial support (letter from sponsoring agency, personal bank statement or UO contract)
- Copies of any prior J-1 DS-2019's and/or visas
- Dependent passports (if applicable)

(Documents may be uploaded in PDF or IMG format)

Forms To Be Completed By The Department —

☐ REQUIRED
Department Program Information

Final Review and Export Control (will unlock when applicable) —

🔒 NOT YET AVAILABLE
Department Final Submit

Scholar View

New J-1 Scholar Application

Complete all of your forms

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From Prospective Scholar:

- Passport
- Current CV
- Evidence of financial support (letter from sponsoring agency, personal bank statement or UO contract)
- Copies of any prior J-1 DS-2019's and/or visas
- Dependent passports (if applicable)

(Documents may be uploaded in PDF or IMG format)

Forms To Be Completed By Scholar —

✓ SUBMITTED
Personal Information

☐ REQUIRED
Dependent Information

☐ REQUIRED
Immigration Information

☐ REQUIRED
English Language Proficiency Information
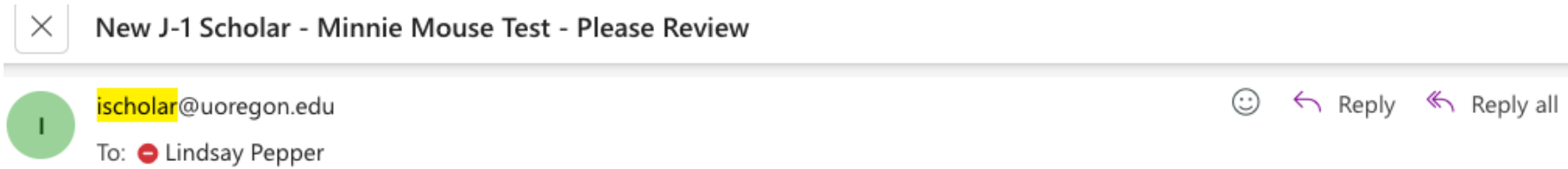
☐ REQUIRED
Financials Information

Submit Your Request —

🔒 NOT YET AVAILABLE
Attestation and Submit

Department Contact

1. Collect relevant info
2. Login to iConnect
3. Add new record
4. Verify appropriate request type
5. **Receive e-mail notification** ⟵
6. Complete forms and submit request

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Receive email notification

Department Contact

1. Collect relevant info
2. Login to iConnect
3. Add new record
4. Verify appropriate request type
5. Receive e-mail notification
6. **Complete forms and submit request**

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Overview of Process and Forms

Department View

Forms To Be Completed By The Department

☐ REQUIRED
Department Program Information — Step 1

Final Review and Export Control (will unlock when applicable)

🔒 NOT YET AVAILABLE
Department Final Submit — Step 4

Scholar View

Forms To Be Completed By Scholar

✓ SUBMITTED
Personal Information

☐ REQUIRED
Dependent Information

☐ REQUIRED
Immigration Information — Step 2

☐ REQUIRED
English Language Proficiency Information

☐ REQUIRED
Financials Information

Submit Your Request

🔒 NOT YET AVAILABLE
Attestation and Submit — Step 3

Department Review and Submit

View/Save/Print

New J-1 Scholar Application

View/Save/Print E-Form Group

Application Status: Scholar started completing their forms

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to encourage the exchange of knowledge and culture and to facilitate international teaching and/or research activities. Visitors (who must typically have training at the master's level or higher) are invited to the U.S. for a program with a specific objective and length of stay. UO J-1 sponsorship is limited to courtesy appointment, pro tem, post doc or temporary research assistant positions only.

Forms To Be Completed By The Department +

Final Review and Export Control (will unlock when applicable) +

*Update to Courtesy Appt – no longer required to submit the J application

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Internal Office Staff Review

After Department Final Submit, application is routed to Export Controls

ISSS staff will:

- Review E-Forms
- Reach out if there are questions
- Notify Scholar and Department Contact of approval

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J-1 Request Timeline

Department Contact
- Begins at least 3 months prior to scholar's visit
- Initiates and submits request

Allow extra time for
- Scholar's payment of SEVIS I-901 fee
- Visa appointment
- Booking travel
- Housing arrangements

ISSS Staff
- International office will process DS-2019s as soon as possible
- In busy times, this can be up to 30 days for processing (from complete application > DS-2019)

Troubleshooting

Did not receive email?

Missing email? Check junk or clutter

Still missing email? Email ischolar@uoregon.edu and request to resend email

Login issue?

2nd approver Logon Error?

- Use a different browser (Chrome, Opera, Firefox, Edge, Vivaldi, IE)
- Try using a private browser window (copy and paste link provided in email)
- Clear browser cache
- Contact ischolar@uoregon.edu

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Demo Debrief

How to Login

- **Scholar** → receives email with instructions
  Access is available once department sends invite

- **Department Contact** → logs on with institutional authentication credentials
  Access is granted by ISSS

- **2nd Approver** → receives email with instructions (English Proficiency interviewer)
  Access is available when department sends invite
  If there is an issue, ask International Office staff to resend email

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Resources and Help

- iconnect.uoregon.edu

- isss.uoregon.edu/faculty-scholars/j-1-exchange

- ischolar@uoregon.edu

- 541.346.3206

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