J-1 Visitor Application

Guide for Departmental Contacts

Looking up or creating the scholar record:

- **If the Scholar already has a PID**, you will want to follow the instructions for **Finding scholars who already have an Ohio University PID**. (These will be scholars who have visited OHIO in the past.)

- **If the Scholar DOES NOT already have a PID**, you will want to follow the instructions for **Creating a New Scholar Record**.

**Finding scholars who already have an Ohio University PID**

1. Go to Departmental Services and select the **J-1 Visitor Application**.

2. Enter the University PID and Birth Date of the Scholar.
Creating a New Scholar Record

1. Go to Departmental Services and select: **Add New Person.**

2. Complete the E-form to add the Scholar.

3. Then select the **J-1 Visitor Application.**
Completing the J-1 Visitor Application

Step 1: Forms to be completed by the Department

1. Once you have looked up or created the scholar record, complete the E-forms in the order listed.

After the **Department Attestations E-form** is submitted, you will wait for the Scholar to complete their E-forms in the portal.

The **Submit Request to Department Chair or Director E-form** cannot be submitted until all departmental and Scholar E-forms have been submitted and the application is complete.
2. Once ‘Department Attestations E-form’ is submitted, you will receive a confirmation email.
Step 2: Forms to be completed by the Scholar

1. The Scholar will receive the following email inviting them to complete their E-forms. Note that they will also be provided with all of their login information in the email.
2. The Scholar will log in and complete their E-forms.

3. When the Scholar has submitted all of their E-forms, they will receive a confirmation email.

The Scholar will NOT be able to see the Departmental E-forms.
Returning to the final Department E-form

1. Once the Scholar has submitted all of their E-forms, you will receive an email inviting you to return to the J Visitor Application to Submit Request to Department Chair/Director.

The Scholar’s information will be in the email.
2. Click on the link in the email, and you will be directed to the J-1 Visitor Application lookup page.

![Lookup International Record](image)

The Scholar’s ID and Date of Birth will be listed in the email.

3. Lookup the Scholar and complete the **Submit Request to Department Chair or Director’s E-form**.

![Forms to be completed by the Scholar](image)
Chair or Director Review

1. Once you submit the form, the status will show as ‘Routed to third party’.

2. The Chair or Director will receive an email requesting that they review the application.

All of the Scholar’s information will be in the email.
3. The Chair or Director will login with their Ohio user name and password.

On the E-form, the pertinent Scholar information will be provided for them.

4. They will be asked to provide their final approval.
Confirmation that the J Visitor Application has been submitted to ISSS

When the Chair submits the E-form, you will receive an email notification that the J Visitor Application has been successfully submitted.

Need Help? Contact us if you have any questions:

International Student and Scholar Services
Walter International Education Center, 15 Park Place
Athens, OH 45701