

# Scholar Check-In Instructions For Department Contacts

## J-1 Scholars (UIUC Sponsored)

J-1 Scholars sponsored by UIUC must check in **immediately** upon their arrival.

### Step 1

- Log into iStart (<https://sunapsis.illinois.edu>)
- Find the scholar's record in your Current or Past Cases
- Note the scholar's date of birth and iStart TEMP ID (this information will be needed to complete further steps)

The screenshot displays the iSTART web application. At the top, there is a logo for iSTART with the tagline "Serving International Students, Scholars and Staff at the University of Illinois". Below the logo, the user is logged in as Nancy Esarey Ouedraogo with Network ID: esarey. The main content area is titled "Administrative and Departmental Services Overview" and includes a navigation menu on the left with categories like "Departmental Services", "International Office", and "Upgrade / Installation Procedures". The main panel is divided into "Current Cases" and "Past Cases". Under "Current Cases", there is a "Case Information Display" for a "Genius Scholar" case. The case details include "Genius Global Scholar", "TEMP749064", and "October 26, 1991". A red circle highlights the TEMP ID and date of birth, and a blue arrow points to them from the right. Below the case information, there are links for various services like "J-1 Application for a New Exchange Visitor" and "H-1B Application for a New Employee".

**iSTART** Serving International Students, Scholars and Staff at the University of Illinois

Secure Online Session  
Nancy Esarey Ouedraogo  
Network ID: esarey

**Administrative and Departmental Services Overview**

Please access a given service via the menu options on the left side panel. There are departmental services (i.e. H-1B application and renewals, J-1 scholar requests, etc) that are available to submit to the international office.

Current Cases	Case Information Display
Genius Scholar	Genius Global Scholar TEMP749064 October 26, 1991
	There are no case updates from the international office.
	<a href="#">J-1 Application for a New Exchange Visitor</a> <a href="#">J-1 Extension for an Exchange Visitor</a> <a href="#">H-1B Application for a New Employee</a> <a href="#">H-1B Extension for an Employee</a> <a href="#">Permanent Residency</a>

**Past Cases**

† Case has been updated in the past week  
√ Individual has filled out client accessible e-form

## Step 2

- UIUC-sponsored J-1 scholars received their PIN when completing their section of the J-1 Application.
- If the scholar no longer has that number, please complete the following steps:
  - Log into iStart (<https://sunapsis.illinois.edu>)
  - Find the scholars record in your Current or Past Cases
  - Click on “J-1 Application for a New Exchange Visitor
  - Click on “J-1 Applicant Information”
  - Click the link to “Give the Client Access to Complete This Section”
  - Enter the scholar’s email address
  - **This will resend the original invitation email to the scholar, which includes the PIN at the bottom**

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### J-1 Application for a New Exchange Visitor

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. 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 not to exceed three years. Extensions beyond this time may be possible in special circumstances.

**TEMP749064 | GENIUS GLOBAL SCHOLAR**

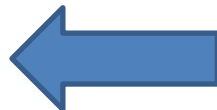
- J-1 Applicant Information
- Department Information
- Program Information

= Incomplete    ⊕ = Submit Another    ⓘ = Follow-Up Required  
 = Optional     = Not Yet Available     = Routed to a 3<sup>rd</sup> Party  
 = Complete     = Pending Review     = Denied  
 = Draft

### J-1 Visitor Information

**MAIN PAGE | TEMP713247 | ALREADY EXISTING**

**GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION**



CLIENT RECORD: ALREADY EXISTING | TEMP713247

You have been invited to participate in a J-1 program at the University of Illinois at Urbana-Champaign (UIUC).

Please provide the following general information which is required for International Student and Scholar Services (ISSS) to issue a DS-2019 (J-1 visa document) for you.

### **Step 3**

- Complete the Scholar Check-In Sheet found under “Resources”, “Forms”, “Scholar Forms” on the ISSS website
  - <http://iss.illinois.edu/publications/forms/scholarforms.html>
  - After you hit “submit,” a copy of the Check-In Sheet will be e-mailed to you. Print it and provide it to the scholar.

### **Step 4**

- Make sure the scholar has completed the iStart Pre Check-In
- Required documentation for check-in can be found at [https://illinois.edu/cms/secFile/2953/check\\_in\\_documentation.pdf](https://illinois.edu/cms/secFile/2953/check_in_documentation.pdf)
- Send the scholar to ISSS during the designated check-in hours (Monday, Wednesday, Friday from 9-11)

**Any scholar who arrives without the Scholar Check-In Sheet or required immigration documents will be sent back to the department.**