

International Student and Scholar Services: Faculty and Staff



DEPARTMENT INSTRUCTIONS ON



Initial Access for iSTART



New department contacts will need to submit a one-time access request in iStart. Once approved, contacts will be able to complete department and program information for the J-1 application and submit to ISSS.

Bookmark the following link so that you can easily get to the initial iStart page.

<https://sunapsis.illinois.edu>

Initial Login / One-Time Access Request



Click <https://sunapsis.illinois.edu>

Select “Administrative Services for University Departments”
Under “Departmental Services”, you will find the Access Request

- iSTART Home Page
- [-] Departmental Services
 - Departmental Access Request
- [-] International Office
 - Application Launch Page
 - User Documentation
 - Authorization to Access Departmental E-Forms
 - International Orientation Check-in System
 - LCA and Labor Certification Posting Notices
 - Front Desk Check-in System
 - Initial Conversion Mappings
- [+] Upgrade / Installation Procedures
- Logout of iSTART

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

Secure Online Session
Nancy Esarey Ouedraogo
Network ID: esarey

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

<input type="checkbox"/> iSTART Home Page	Your Network ID	esarey
<input type="checkbox"/> Departmental Services	Your Full Name *	<input type="text"/>
<input type="checkbox"/> Departmental Access Request	Your University E-mail *	<input type="text"/>
<input type="checkbox"/> International Office	Campus Phone Number *	<input type="text"/>
<input type="checkbox"/> Upgrade / Installation Procedures	Campus *	<input type="text"/>
<input type="checkbox"/> Logout of iSTART	Department *	<input type="text"/>
	Street *	<input type="text"/>
	City *	<input type="text"/>
	State *	<input type="text"/>
	Zip Code *	<input type="text"/>

I confirm that I am an administrator for the given department who is authorized by the department to submit employee request forms. *

* required fields

Once you've gained access to iSTART



Upon entering **iSTART**, you will see a login for current international scholars (Full Client Services), temporary services for new/pending international scholars (Limited Services), and administrative services for university departments, which is where you will access the J-1 Application.

Welcome to the iStart Services Login Page

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars

Secure services requiring login with your institutional Network ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.
3. Access alerts and notes on file that require action in order to maintain legal status

[LOGIN](#)

Limited Services for Students & Scholars

Limited services requiring login with your University ID number and date of birth. These services include:

1. Limited student services like registration for orientation or SEVIS transfer-in.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

These services will NOT provide all the functionality of the full client services.

[Limited Services](#)

The following are additional services:

[International Student & Scholar Statistical Reports](#)

[Anonymous Feedback \(surveys, evaluations, etc\)](#)

[Administrative Services for University Departments](#)



Add Person | J-1 Scholar Application



- New J-1 scholars should be added to iStart by clicking on “Add New Person”
- After completing this step, you can choose “J-1 Scholar Application” and proceed.
- Scholars who have been at the University in another status should already have an iStart profile. You will not need to add them, but will need their UIN and DOB to look up their previous record.

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

Secure Online Session
Heather Binder
Network ID: hbind2

sunapsis®: International Office Module Launch Page
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iSTART Home Page

- Departmental Services
 - Departmental Services Overview
 - Add New Person**
 - J-1 Scholar Application
- International Office
 - Application Launch Page**
 - User Documentation
 - Authorization to Access Departmental E-Forms
 - International Orientation Check-in System
 - LCA and Labor Certification Posting Notices
 - Front Desk Check-in System
 - Initial Conversion Mappings
- Logout of iSTART

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in the context of university business, to respect the confidentiality and privacy of those records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Launch the sunapsis®: International Office Module](#)

[Download Java 7 32-bit](#)

Add a New Person



- “Add a Person” will generate a TEMP ID and DOB display in the iStart profile. **These credentials should be communicated to the scholar** so they can access the Scholar section of the J-1 Application.
- You can now begin the “J-1 Application for a New Exchange Visitor.”

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

Secure Online Session
Heather Binder
Network ID: hbind2

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.

Last Name *

First Name *

Middle Name

Date of Birth *

Gender *

Email Address *

Campus *

Do you have an institutional university ID for this new profile? * YES NO

Do you have a network ID for this new profile? * YES NO

* required fields

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

Secure Online Session
Heather Binder
Network ID: hbind2

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

- [Erotides Capistrano da Silva](#)
- [Jane Doe](#)
- [John Doe](#)
- [Lorenzo Malandrini](#) ✓
- [Sarah Wieghold](#)

Case Information Display

Jane Ann Doe
TEMP384799
February 06, 1980

There are no case updates from the international office.

[J-1 Application for a New Exchange Visitor](#)

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

Administrative and Departmental Overview



- This is where you will see any new or previous cases you have worked on.

The screenshot displays the iSTART web application interface. At the top left is a world map icon. The main header features the iSTART logo and the text "Serving International Students, Scholars and Staff at the University of Illinois". Below the header, a "Secure Online Session" indicator shows 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 paragraph: "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."

On the left side, there is a navigation menu with the following items:

- iSTART Home Page
- Departmental Services
 - Departmental Services Overview
 - Add New Person
 - J-1 Scholar Application
- International Office
- Upgrade / Installation Procedures
- Logout of iSTART

The main content area is divided into two columns:

- Current Cases:** A list of cases with links: [John Doe](#), [Nancy Esarey](#), and [Lorenzo Malandrini](#) ✓.
- Case Information Display:** A section with the instruction: "Please select a case from the list on the left to see detailed information in this box."

At the bottom, there is a "Past Cases" section and a legend:

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

Creating a New Application

- You can begin a J-1 Application for someone already in iStart by choosing “J-1 Scholar Application.” You must have the University ID associated with the iStart profile (TEMP ID or UIN) and the DOB.
- You can also begin a J-1 Application from the Case Information Display

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

Secure Online Session
Nancy Esarey Ouedraogo
Network ID: esarey

Lookup International Record

Find an profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

University ID *

Date of Birth *
Month Day Year

iSTART Home Page

Departmental Services

- Departmental Services Overview
- Add New Person
- J-1 Scholar Application**

International Office

Upgrade / Installation Procedures

Logout of iSTART

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

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

[Genius Scholar](#)

Case Information Display

Genius Global Scholar
TEMP749064
October 26, 1991

There are no case updates from the international office.

[J-1 Application for a New Exchange Visitor](#)
[J-1 Extension for an Exchange Visitor](#)
[H-1B Application for a New Employee](#)
[H-1B Extension for an Employee](#)
[Permanent Residency](#)

Past Cases

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

J-1 Application



Within the J-1 Application you will see the “Workflow”, which consists of:

- Applicant Information- Completed by the Scholar
- Dependent Information- Completed by the Scholar (if Applicable)
- Department Information- Completed by the Department
- Upload JV and Submit to ISSS- **This must be done before we receive the app!**

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

Secure Online Session
Nancy Esarey Ouedraogo
Network ID: esarey

J-1 Application for a New Exchange Visitor

The J-1 Request consists of the following:

- Applicant Information (required for scholar entry)
- Dependent Information (if applicable)
- Department Information (required for department entry)
- Upload Journal Voucher and Submit to ISSS (required)

When all previous sections are completed, you may only then continue to the final certification section, called "Upload Journal Voucher and Submit to ISSS."

This final form must be completed before your application will be received by ISSS.

TEMP301870 | JOHN ALAN DOE

- Applicant Information
- Dependent Information
- Department Information
- Upload Journal Voucher and Submit to ISSS

= Incomplete = Optional = Complete = Draft
 = Not Yet Available = Pending Review = Denied
 = Submit Another = Follow-Up Required = Routed to a 3rd Party

Inviting the Scholar to Complete Info.



- Once you have completed the Department Information section of the J-1 application, you will invite the scholar to complete the Applicant Information (and Dependent Information, if applicable).
- From your Case Information Display, select the scholar you wish to invite
- Go to their J-1 Application
- Click on “Applicant Information”
- Select “Give the Client Access to Complete this Section”, and enter the visitor’s email address. They will receive an email including their University ID and Limited Access PIN.



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

Secure Online Session
Heather Binder
Network ID: hbind2

J-1 Application for a New Exchange Visitor

The J-1 Request consists of the following:

- Applicant Information (required for scholar entry)
- Dependent Information (if applicable)
- Department Information (required for department entry)
- Upload Journal Voucher and Submit to ISSS (required)

When all previous sections are completed, you may only then continue to the final certification section, called "Upload Journal Voucher and Submit to ISSS."
This final form must be completed before your application will be received by ISSS.

TEMP384799 | JANE ANN DOE

- Applicant Information
- Dependent Information
- Department Information
- Upload Journal Voucher and Submit to ISSS

= Incomplete = Optional = Not Yet Available = Complete = Draft
 = Submit Another = Follow-Up Required = Routed to a 3rd Party = Pending Review = Denied



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

Secure Online Session
Heather Binder
Network ID: hbind2

Applicant Information

MAIN PAGE | TEMP384799 | JANE ANN DOE

GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION

CLIENT RECORD: JANE ANN DOE | TEMP384799

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.

If you have questions, please contact your UIUC host department.

Scholar Invitation Email



- The email will give the scholar access to their portion of the J-1 Application.
- They will be asked to enter the University ID Number, Date of Birth, and Limited Access PIN.
- The scholar should be instructed to save this email, as the ID and PIN will be needed to access iStart in the future!
- If the scholar deletes the email or can't find it, you can resend it any time by following these prompts:
 - Departmental Services
 - J-1 Scholar Application (enter scholar info to access)
 - Applicant Information
 - Give Client Access to Complete this Section

NOTE: The email sent by iStart is separate from any invitation email your department usually sends. Instruct the scholar to save any emails received by ISSS or the Department.

Additional Information



- You will be able to save a partially completed form and return to it by saving it as a draft.
- The system will log you out after 30 minutes of inactivity.
- Gather all necessary documentation before beginning a form. See next pages for a list of necessary uploads for the J-1 Application.
- Make sure the DOB and other scholar information entered is correct. The scholar won't be able to access iStart if the information entered is different than the scholar's actual information.

J-1 Scholar Application Outline



- **J-1 Applicant Information**
 - Biographical
 - Visa History
 - Funding Information**
 - Dependent Information
- **Department Information**
 - Appointment Information
 - Site of Activity
 - Funding Information*

****The scholar and the department have the option of uploading funding documentation.**

DEPARTMENT UPLOADS



- **Funding Documentation**
 - For Non-UIUC Funding
- **Detailed Activity Description**
- **Student Intern / Trainee Documentation (if applicable)**

SCHOLAR UPLOADS



- **Immigration Documents**
 - Passport photo and expiration pages
 - Any current and previous DS-2019s
 - Additional Dependent Immigration Documents (passport photo and expiration pages and additional funding documentation)
 - Funding Documentation

DS-2019 Processing



- You will receive a confirmation email when a J-1 Application has been successfully submitted to ISSS.
- The DS-2019 will be issued within 2 weeks of receiving a correctly completed application and all necessary scholar documentation
 - We are able to revert the application back into draft mode for any necessary changes that we will be needing. You are also able to edit the application at any time.
- Any information submitted by the scholar can be reviewed and edited by the Department Contact.