International Student and Scholar Services: Faculty and Staff
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

--- 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.

Your Network ID: esarey
Your Full Name *
Your University E-mail *
Campus Phone Number *
Campus *
Department *
Street *
City *
State *
Zip Code *

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

* required fields

[Submit Request]
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.
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.
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.”
Administrative and Departmental Overview

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