New & Improved Visiting Student J-1 eForm Groups

-Introduction by the J-1 Advising Team
Office of International Services

The J-1 Advising Team is pleased to announce the upcoming launch of a new Visiting Student J-1 eForm Process, improved web content, and required Training for Department Administrator. We have prepared this short presentation to give you a preview of

- [Updated Visiting Student section on the website](#)

- [Training Preview](#)

- [New eForm Groups for submitting Visiting Student Requests](#)

- [Important Dates](#)

New and Improved Visiting Student Section for Department Administrators on OIS website

New and Improved Training Modules & Competency Quiz

Department Administrators can access and complete the Visiting Student J-1 eForm Training through OIS Website and take the quiz at any time.

J-1 Visiting Student eForm Training Part I

J-1 Visiting Student eForm Training

- J-1 Exchange Visitor Program Overview (Student Non-Degree)
- Visiting student request requirements and documents
- Process review and timeline
- Download Presentation PDF

View Module 1

J-1 Visiting Student eForm Training Part II

J-1 Visiting Student eForm Training

- Navigating iHopkins Module 2
- Look up a record to initiate visiting student request Module 3
- Giving visiting student access to their eForms Module 4
- Visiting Student Initial eForm Request Module 5
- Initial Program Date Change eForm Request Module 6
- Visiting Student Extension and Amendment eForm Request Module 7

J-1 Visiting Student eForm Training Part III

J-1 Visiting Student eForm Training

- J-1 Visiting Student Competency Quiz
- Requesting iHopkins Access
- Download Presentation PDF

View Module 8

Three separate eForm Groups to submit the Visiting Student requests:

- **Initial Group- to request initial DS-2019 for a visiting student**
- **Extension/Amendment Group- to extend/amend the active J-1 for a visiting student**
- **Initial Program Date change- to request initial program date change for a visiting student who is not able to arrive in time to begin their program**

Departmental Dashboard Explained

Current/ Submitted Cases

Archived/ Closed Cases

Not in Use

DO NOT USE

Not in Use

Departmental Services

Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

All Visiting Students must have an iHopkins record feeding in from SIS with admissions information before starting initial J-1 request

Tasks

- Add New Person
- Update Your Contact Information
- Degree Seeking Student Request
- Exchange Student Request Forms
- H-1B Application for an Employee
- Visiting Student J-1 Extension/Amendment Request
- Visiting Student J-1 Initial Request
- J-1 Exchange Visitor - Initial Program Date Change Request
- O-1 Applica...
- J-1 Exchange Visitor - Initial
- J-1 Exchange Visitor - Extension/Amendment

To submit extension/amendment request for visiting student

To submit date change request for visiting student (only in initial status)

To submit initial request for visiting student

Visiting Student J-1 Initial eForm Group

- Department will have 3 required eForms and Visiting Student will have 2 required eForms to complete
- Department must wait for Visiting Student to complete J-1 Health Insurance Pledge before they can complete Departmental Agreement Form.

E-FORMS TO BE COMPLETED BY DEPARTMENT —

☐ REQUIRED
Program and Department Information

☐ REQUIRED
Funding Information

☐ REQUIRED
Departmental Agreement Form

E-FORMS TO BE COMPLETED BY J-1 APPLICANT —

☐ REQUIRED
Visiting Student Applicant Information

☐ REQUIRED
J-1 Health Insurance Pledge

○ OPTIONAL
J-2 Dependents (Spouse / Children) (if applicable)

J-1 Exchange Visitor – Initial Program Date Change Request

- Department will need to submit date change request through iHopkins if the Visiting Student is not able to arrive by the start date listed on their DS-2019.

Visiting Student J-1 Extension/Amendment eForm Group

- Department will have 3 required eForms and Visiting Student will have 2 required eForms to complete
- Department must wait for Visiting Student to complete J-1 Health Insurance Pledge before they can complete Departmental Agreement Form.

E-FORMS TO BE COMPLETED BY DEPARTMENT

☐ REQUIRED
Program and Department Information (Extension/Amendment)

☐ REQUIRED
Funding Information (Extension/Amendment)

☐ REQUIRED
Departmental Agreement Form (Extension/Amendment)

E-FORMS TO BE COMPLETED BY J-1 APPLICANT

☐ REQUIRED
Visiting Student Applicant Information (Extension/Amendment)

☐ REQUIRED
J-1 Health Insurance Pledge (Extension/Amendment)

Important Dates

- Department must submit all pending J-1 Visiting Student Requests by January 31, 2025
- Current J-1 Visiting Student eForms will be <u>unavailable</u> from January 31, 2025 until February 13, 2025
- Training and updated Website section will be made available on January 31, 2025
- All Department Administrators must complete new training and take competency quiz before they can begin using revised eForm groups from February 14, 2025