


Instructions for Submitting an E-Form

An **E-Form** is an electronic application, used to request a visa related benefit, accessed through the **UAtlas** portal, and located on the **International Student and Scholar Services (ISSS)** website.

To begin the process, go to [UAtlas](#).

1. Select  and input your **Username & Password**. Your username should begin with 06 or u6, and your password is the same as your CIS password, But for the purpose of UAtlas, your UNID must be input with a “u” before the number “6”. For example, if your UNID is 06012345, use u6012345 to login through UAtlas.
2. Once logged in, find your name on the upper right section of the page, and then select **Full Client Services**.
3. Select the specific E-Form application from the **+ J-1 Scholar** dropdown box.
4. Complete all information requested and **SUBMIT**.

Please note: Certain E-Form requests will require the **official University e-mail address** of your faculty supervisor or host department contact, such as your PI (for example, not GMAIL or Hotmail). If a recommendation is required, an e-mail will be sent to your faculty supervisor requesting a review and recommendation of your E-Form application. **Please advise them of this**

Once all steps are completed, ISSS will conduct its review and approve or deny your request.

- If APPROVED, you will receive an e-mail to pick up the final document, such as a DS-2019.
- If DENIED, you will receive an e-mail explaining the reason for the denial or a request for additional information for further consideration.

Reminders:

- Please review and understand the policy related to your E-Form request. The policy related to many E-Form requests can be found on the ISSS website under [EV Policies and Forms](#).
- The E-Forms listed on the next page are **INITIATED** by you, the Exchange Visitor, and NOT your faculty supervisor or host academic department.
- We do not accept requests for expedited processing, so please plan accordingly.

J-1 Scholar E-Forms

Please allow TEN business days for processing:

Please note: For requests that require a recommendation from a supervisor, ten business days is calculated from the time ISSS has received a **completed E-Form**, which includes your faculty supervisor's recommendation. The list below is just an example of available E-Forms. There may be additional E-Forms that are not currently listed below.

Current J-1 Scholar E-Forms

- Add Dependent
- Change of Site of Activity
- DS-2019 Extension
- DS-2019 Reprint
- Health Insurance Update
- Incidental Study
- Personal Information Update
- Program Survey
- Remove Dependent
- Report Your Arrival to Campus
- Shorten Program
- Student Intern Evaluation
- Temporary Out of Country Absence
- Transfer - In SEVIS Record
- Transfer - Out SEVIS Record
- Travel Survey