Start J-1 Scholar Application Instructions

CHECK FOR EXISTING PROFILE/RECORD

Log into iCAT and expand the Department Services menu.

**NOTE:** If the applicant is not currently at UK please skip to the next section titled “Applicant is Not in iCAT”.

From the Dept. Services menu you will first attempt to locate the applicant in the system by entering the UK ID if they have one.

Click on the J-1 Scholar Application e-form group and enter the applicants UK ID number and birth date.

If the applicant is already in iCAT the form group will open up and you can begin filling out the forms immediately. If they are not in the system you will get a failure message that looks like the following:

- **Failure—You must correct your errors below & resubmit**
  - No record of 99999999 exists in this system. Please make sure the record is in the institutional system with the correct foreign citizenship country and visa type. The University ID is required to begin the application process.

IF APPLICANT IS NOT IN ICAT

If the applicant is not currently at UK or was not found in the previous step we will need to create a profile in iCAT. To do this click the “Add New Person” from the left menu and complete the required fields.
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After your new profile for the J-1 applicant is created you will have their record available and selected in the Departmental Services Overview tab. From there select the J-1 application under the “Case Information Display” section. Also note that this person will show up in your “Departmental Services Overview” tab under “Current Cases”. You can return to their application at a later date by selecting their name and J-1 application.

You can now start the J-1 application e-forms for submission to ISSS. All forms must be completed before ISSS will start to process your application.

J-1 Application for a New Exchange Visitor

The purpose of the J-1 exchange visitor visa for professors, research scholars, short-term scholars, and specialists is to facilitate international collaborative teaching and/or research efforts. Visitors seeking to complete training or collaborative research projects upon completion of a master's degree level or higher are invited to the U.S. for a program with a specific objective and length of stay (e.g., research scholars and professors are generally given a stay of 1-3 years). Extensions beyond this time may be possible in special circumstances but must remain within the limits of U.S. Department of State requirements.

Forms to Complete
- DS-2019 Information Request Form Part 1
- DS-2019 Information Request Form Part 2
- DS-2019 Information Request Form Part 3
- Departmental J-1 Compliance Certification
- English Proficiency Form for Prospective J-1 Exchange Visitors
- J-1 (DS-2019) Final Approval

View/Save/Print E-Form Group

- Incomplete
- Optional
- Not Yet Available
- Submit Another
- Pending Review
- Awaiting Answer
- Follow-Up Required
- Denied
- Draft