Using IP Connect to Process Immigration Applications for Exchange Visitors (J-1 visa)

The J-1 application provides the Office of International Services (OIS) with essential information needed to generate a Certificate of Eligibility of Exchange Visitor (J-1) Status; this is also commonly referred to as the DS-2019. The DS-2019 is an official immigration document stating that OSU is recognized by the US Government to sponsor J-1 Exchange Visitors, and that OSU would like to invite this scholar to participate in a program at OSU. This form is necessary for nonimmigrants to apply for their US visa and enter the US to conduct collaborative research or an internship.

The J-1 application process, timeline, initial screening questions, and documents to collect are available online: [https://international.oregonstate.edu/ois/department-resources/using-ip-connect-scholar-applications](https://international.oregonstate.edu/ois/department-resources/using-ip-connect-scholar-applications)

This step-by-step guide is to be used by the Department Contact who has authorization to access and process applications through IP Connect.
Step 1: To get started with IP Connect, please create or log into your account:

**Online Services for International Students, Scholars, Faculty & Staff**

Welcome to IP Connect, our portal providing services to international students, scholars and faculty. The following online services are available:

**Full Client Services for Students, Scholars & Faculty**

Secure services requiring login with your ONID. These services include:

- View and update information on file
- Submit selected electronic form (e-form) requests
- Access alerts and notes on file that require action in order to maintain legal status

[Login]
A Network ID and password are required.

**Logging In**

1. Go to this website: [https://ipconnect.oregonstate.edu](https://ipconnect.oregonstate.edu)
2. Click on the “Login” button under “Full Client Services for Students, Scholars & Faculty”
3. Enter your ONID username and password

**Create an Account**

4. Request Access to IP Connect by completing the information form (if you are already an approved IP Connect user, proceed to next step)
   a. Under Campus select “OSU-Scholar”
   b. Under department please list your full department name, not an acronym or abbreviated version
   c. Click submit
   d. Once approved, you will receive an email. Contact OIS at OIS.Scholar@oregonstate.edu or 541-737-3006 if you need immediate access. An hour after receiving the access approval email you should be able to log-into the system again and see additional information.

**Editing an Account**

5. If the incorrect Campus is selected during the Create an Account process, or other modifications need to be made (such as Department/Address/Name/Contact Information change), login to IP Connect, select Departmental Services, and Update Your Information under Tasks.
Step 2: Request Creation of a Record

Initiating a New Application (For a scholar’s first time visit to OSU)

Follow this step for first time international scholar applicants to OSU.

The J-1 Exchange Visitor Program has several categories. In order to determine the best category for the prospective visitor, we ask for the department’s help in gathering a few details by sending the following message and link to the prospective international visiting scholar:

Subject: J-1 International Visitor Intake Form

Dear Prospective Exchange Visitor,

Thank you for your interest in being an international visiting scholar at Oregon State University (OSU). The OSU Office of International Services (OIS) looks forward to facilitating the visa portion of this exchange.

The J-1 Exchange Visitor Program has several categories. In order to determine the best category for your visit we ask that you, the scholar, submit the following details about your visit to Oregon State University (OSU) using the following link: http://oregonstate.qualtrics.com/SE/?SID=SV_8zZGGplPhYmn1rf

After reviewing this information, OIS will respond with the appropriate application type and instructions.

If you have any questions while completing this form, please contact OIS at OIS.Scholar@oregonstate.edu or 541-737-3006.

---

Oregon State University
Office of International Services
international.oregonstate.edu/ois/scholars

-end-

- Once the prospective scholar submits the survey, OIS will review the responses for eligibility concerns or limitations.
- OIS will create a record for the scholar and initiate the application in the IP Connect system.
- An email with the appropriate application type and instructions will be sent to the sponsoring professor, department contact and prospective scholar.
- The scholar should expect to receive an email from OIS.Scholar@oregonstate.edu to access and complete his/her portion of the application by logging into https://ipconnect.oregonstate.edu under “Limited Services for Students, Scholars & Faculty” using the “New Student/Scholar Login” link.
- Once you receive the email with further instructions, you may move to the next step of Adding an Existing Scholar Application to your Current Cases. Note: Multiple Department Contacts can access and work on the same application- each IP Connect user must add the scholar’s record to his/her list of Current Cases.

In some cases, the department contact may wish to initiate an application (E.g. they are certain the scholar meets eligibility requirements and of the application type). However, experiences have shown that this often results in incorrect scholar information and application type selected which creates delays and extra work. If you would like to create a scholar record yourself, please following the instructions carefully at the end of this document under “Step 2a: Creation of a Scholar Record”.

Page 3. Getting Started in IP Connect
**Step 3: Add an Existing Record to your Current Cases and Opening an Application**

**Adding an Existing Scholar Record to your Current Cases**

Follow this step after the email with the appropriate application type, scholar’s temporary ID, date of birth and instructions is sent to the sponsoring professor, department contact and prospective scholar from OIS.

OSU Colleges/Departments with multiple Department Contacts (who have access in IP Connect) can also follow these steps to add an existing international scholar record to their Current Cases in IP Connect.

**Information Needed:** You will need the **application type**, scholar’s **OSU ID number (or Temporary ID Number)** and **Date of Birth**. This information is included in the Application Instruction email from OIS.Scholar@oregonstate.edu.

1. Log into IP Connect
2. Select Departmental Services on left
3. Select the application type under Tasks (follow email instructions from OIS.Scholar), options include
   a. J-1 Scholar – Initial Application
   b. J-1 Student Interns Application
   c. J-1 Scholar – Extension Application
4. Enter the scholar’s information:
   a. University ID Number*
   b. Date of Birth*
   c. Submit by clicking on “Find Record”
   d. The scholar’s record is added to your list of Current Cases and the application e-forms will open.
Opening an Application from your Current Cases

After adding the scholar’s record to your Current Cases, you may logout or leave the page to work on the application another time. Follow this step to navigate to, and open an application from your list of Current Cases.

1. Log into IP Connect
2. Select Departmental Services on left
3. Select “My Current Cases” or “My Department’s Current Cases”

A list of applications will appear and you can access the application and view the status.
**Step 4: Completing an Application**

**Initiating a New J-1 E-Form Application**

1. Select the application link next to the scholar’s name you will work on under “My Current Cases” or “My Department’s Current Cases”

2. The application instructions and e-forms will open. You will see checkboxes next to a group of links. Each link goes to a different E-Form with additional instructions. Below is a list of e-forms in each application type.

<table>
<thead>
<tr>
<th>E-Forms</th>
<th>E-Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>J-1 Scholar – Initial Application</strong></td>
<td><strong>J-1 Student Intern Application</strong></td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Program Information</td>
<td>J-1 Student Intern Program Information - Department Form</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Export Control Certification</td>
<td>T/IPP Data - - Department Form</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Export Control Certification</td>
<td>J-1 Export Control Certification</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Responsibilities and Compliance Form</td>
<td>J-1 Responsibilities and Compliance Form</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Applicant Information*</td>
<td>J-1 Student Intern Applicant Information - Client Accessible</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Insurance Attestation</td>
<td>Emergency Contact Information</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>Attestation of Student Status - Client Accessible</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Financial Information</td>
<td>J-1 Financial Information - Client Accessible</td>
</tr>
<tr>
<td>OPTIONAL</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-2 Dependents (Spouse / Children)</td>
<td>OPTIONAL</td>
</tr>
<tr>
<td><strong>Fee Payment Information</strong></td>
<td>SEVIS Dependents (Spouse / Children) - Client Accessible</td>
</tr>
<tr>
<td>REQUIRED</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>J-1 Application Fee Payment*</td>
<td><strong>Department Forms</strong></td>
</tr>
<tr>
<td><strong>J-1 Scholar – Extension Application</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-Forms</strong></td>
<td></td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>J-1 Extension Program Information</td>
<td></td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>J-1 Ext Responsibilities Form</td>
<td></td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>J-1 Extension Scholar Information</td>
<td></td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>J-1 Extension Insurance Attestation</td>
<td></td>
</tr>
<tr>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>J-1 Extension Financial Information</td>
<td></td>
</tr>
</tbody>
</table>
E-Forms the Department Contact Completes
The Department Contact must submit the following forms for the application to be complete.

1. **J-1 Scholar Initial Application**
   a. **Program Information**
      i. Submission of this e-form will route a secondary form to the Sponsoring Professor for acknowledgement of the responsibilities of a J-1 sponsor.
      ii. The information requested in the “Program Information” e-form can be collected from the Sponsoring Professor through the J-1 Program Information (PDF): [http://international.oregonstate.edu/sites/international.oregonstate.edu/files/ISFS/documents/j-1_program_information.pdf](http://international.oregonstate.edu/sites/international.oregonstate.edu/files/ISFS/documents/j-1_program_information.pdf)
   b. **Export Control Certification**
      i. Carefully follow the instructions found in the e-form
      ii. To create an account, navigate to [https://www.visualcompliance.com/vtsp](https://www.visualcompliance.com/vtsp), enter your OSU email address, click “LOG IN..”, the message “Your email address was not found. Please try again, or click here if you are first time user” will appear, select “click here”, create an account for Oregon State University as the Company and your department’s name under Division.
   c. **Responsibilities/Compliance Form**
      i. Submission of this form will route a secondary form to the Chair/Dean/Departmental Authority for acknowledgement of the responsibilities of a J-1 sponsor.
   d. **J-1 Scholar Fee Payment**
      i. Complete if Department Index will be charged the OIS Application fee.

2. **J-1 Student Intern Application**
   e. **Training/Internship Placement Plan**
      i. The information requested in the “Training/Internship Placement Plan” form can be collected from the Sponsoring Professor through the following PDF form: [Training/Internship Placement Plan (PDF)](https://international.oregonstate.edu/sites/international.oregonstate.edu/files/ISFS/forms/training_internship_placement_plan.pdf)
Step 5: Assigning Access to the Scholar

The Department Contact may need to give the scholar access to complete his/her portion of the application. Currently, if the scholar completes the Intake Form and the email instructions are sent out from OIS, then the OIS advisor processing the application will automatically do this step to move the application forward.

For the E-Forms marked with asterisk*, you can give your scholar access to complete these forms.

1. Enter one of the E-Forms marked with an asterisk*
2. Click on the link at the top of the form, “GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION”.
3. Enter the scholar’s email address (please only enter one email address and do not use any special characters such as comma or semicolon)
4. Click “Send E-mail”
5. Access will be granted to the scholar for all forms marked with an asterisk*. You only need to do this step once.
6. An automatic email will be sent to the Department Contact when the scholar completes each e-form.
7. Another option for the e-forms marked with asterisk*, is to complete as the Department Contact if you have all the necessary information and supporting documents from the scholar.
Application Notes and E-Form Key

- You can save a PDF of all the submitted forms by clicking on “View/Save/Print E-Form Group” link at the top of the application page.
- You will receive an automatic email notification from OIS.Scholar@oregonstate.edu every time an E-Form is submitted.
- Once OIS receives notification that an E-Form is ready for review, we will begin reviewing the application. Occasional updates will be sent about missing information, next steps, or reminders on E-Forms that need to be submitted.
- Please email us at OIS.Scholar@oregonstate.edu or call Adria Buncal, Cindy Nair or Karin Long at 541-737-3006 with any questions or concerns.

IP Connect E-Form Key

- On the application checklist, above each E-Form link is the status of the form.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED</td>
<td>E-Form requires submission to complete application</td>
</tr>
<tr>
<td>J-1 Financial Information</td>
<td>E-Form needs completion if relevant</td>
</tr>
<tr>
<td>SUBMITTED</td>
<td>E-Form is completed and submitted</td>
</tr>
<tr>
<td>Routed to Third Party</td>
<td>E-Form is routed to third party (Sponsoring Professor or Department Head) and needs to be reviewed/approved</td>
</tr>
<tr>
<td>Pending Office Approval</td>
<td>E-Form needs review by OIS staff</td>
</tr>
<tr>
<td>Approved</td>
<td>E-Form has been accepted</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Action needed on this E-Form</td>
</tr>
<tr>
<td>Draft</td>
<td>E-Form has some information entered, but is not submitted</td>
</tr>
<tr>
<td>Submit Another</td>
<td>another E-Form can be submitted (e.g. multiple dependents, internship phases)</td>
</tr>
<tr>
<td>Not Yet Available</td>
<td>completion of another E-Form needs to happen before this is available</td>
</tr>
<tr>
<td>Denied</td>
<td>E-Form was denied by OIS</td>
</tr>
</tbody>
</table>
**Submission Buttons**

- Within each E-Form, at the bottom of the form, is the **submission buttons**.

![Button Trio](image)

- **Save Defaults**= Clicking this button will reenter previously filled and saved information (use this option if you have a group of multiple scholars applying for the same program activities)
- **Save Draft**= An incomplete application can be saved in draft mode
- **Submit**= Submit the final form to OIS
- **Cancel**= Deletes and clears the application information, a confirmation message will appear before the form is cleared.
- **Backing Out of an Application**: Use your browser’s back button or click on “MAIN PAGE | OSUID### | SCHOLAR NAME” at the top of the E-Form.

- After submitting the E-Form, the following **edit/cancel buttons** will appear

![Button Trio](image)

- **Edit**= E-Form goes into draft mode for editing and resubmission.
- **Cancel**= Deletes and clears the application information.
Step 2a: Creation of a Scholar Record
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.

Information Needed: Before adding a new person in IP Connect, or starting a new J-1 Application, you will need the scholar’s first name, last name, date of birth, gender, and email address. Please only enter the real information (not placeholders) as this information populates directly into our database. We suggest obtaining a copy of the scholar’s passport before adding them to IP Connect.

1. Log into IP Connect
2. Select Departmental Services on left
3. Select “Add New Person” under Tasks

4. In this form you will add some basic biographical information about the new scholar:
   a. Last Name*
   b. First Name*
   c. Middle Name
   d. Date of Birth (MM/DD/YYYY)*
   e. Gender*
   f. Email Address*
   g. Campus*, select “OSU-Scholar”
   h. Requested Immigration Status*, select “J1”
   i. Do you have an institutional university ID for this new profile?*
      i. Select “No”-- the system will generate a temporary ID for the scholar that will tie their record to our system.
      ii. Select “Yes”-- the system will request the University ID Number (OSU ID Number)*
   j. Do you have a network ID for this new profile?*
      i. Select “No”
      ii. Select “Yes”-- the system will request the Network ID (ONID Username)*

Error Message: If you receive the following error message “Found an existing record of XXX that matches the university ID or the date of birth and email address currently on file. Please use the found university ID number or contact the international office if you believe this to be an inaccurate match”, please follow the Adding an Existing Scholar instructions below or contact OIS.Scholar@oregonstate.edu.