J-1 Scholar Processing: New J-1 Scholar Request
Lookup International Record and Begin Application

J-1 Application for New Exchange Visitor
In order to begin the J-1 Application for a New Exchange Visitor, the applicant must have:

a. confirmation from General Counsel for J-1 status
b. a completed background check
c. a record of hire in Banner with an assigned ndID number (i.e. 901900002)

The Banner record may not be accessible in ISSAlink until the day after it is assigned. The J-1 Application cannot be started without a Banner record and ndID number. Contact ISSA at jscholar@nd.edu if there is more than a two day delay.

1. ISSAlink
2. ISSAlink
3. ISSAlink
4a. ISSAlink
4b. ISSAlink

If the J-1’s record has transferred, you will see this screen:
If the J-1’s record has NOT transferred yet, you will see this screen and will need to wait until the following day to access the J-1’s application.
Client = Scholar

The scholar is responsible for completing the J-1 Applicant Information form. To give the scholar access to update his or her information, click this link to take you to the screen below. All that is needed for the scholar’s access is an email address.

5a Required documents for uploading to the J-1 Applicant Information form:

a. Copy of scholar's and any accompanying family members' ID page in passport
b. Proof of funding if ND is not paying the scholar (The minimum funding requirements are listed on the application under Financial Information on the form.)
c. Scholar’s current resume / CV
d. Copy of any previous DS-2019’s, especially if transferring from another program or school
J-1 Scholar Processing: Application for New Scholar

Department Information Form

In this section, the department is providing:
- the signed appointment letter
- General Counsel’s confirmation
- English Proficiency Verification

The only document to upload is the signed appointment letter.

This section will be completed by the department contact.
J-1 Scholar Processing: Application for New Scholar
Short Term Scholar vs Research Scholar/Professor

Because these options have consequences for the scholar as well as the university, we highly recommend the scholar be consulted in the decision of J-1 category choice.

**Short Term Scholar vs. Research Scholar/Professor**

Is the scholar’s appointment at Notre Dame for six months or less? *

This form is required for initial or return appointments of 6 months or less. It is not required for extensions of existing appointments, or for initial appointments of more than 6 months.

When requesting visa paperwork for an appointment of 6 months or less, you can choose between two types of J-1 visas. Please review the details below and indicate your selection. Please note that we will be unable to process your J-1 visa request until we receive this form.

**Details of the Short Term Scholar category:**

- Maximum duration of 6 months. Extensions beyond 6 months are not possible.
- Does not impact a scholar’s ability to return to the U.S. for a J-1 program in the future.
- Especially appropriate if the scholar is here for a very short appointment, or is expected to receive multiple, non-adjacent appointments over the coming years.

**Details of the Research Scholar/Professor category:**

- Maximum duration of 5 years. If appointed for a shorter term, extensions within this limit are possible. The extension request must be submitted while the current record is active.
- Once the program expires, the scholar will be subject to a 24-month bar that will prevent him or her from returning to the U.S. to pursue another J-1 Research Scholar/Professor program.

Please note: Because these options have consequences for the scholar as well as the university, we highly recommend the scholar be consulted in the decision.

**Please select your J-1 category choice:** *

- [ ] Short-Term Scholar
- [ ] Research Scholar/Professor

**Special Instructions**

Now that the J-1 Applicant Information and Department Information forms have been completed and submitted, ISSA can began processing the DS-2019 request. ISSA will confirm receipt of the application and process the Form DS-2019 within five working days. When the DS-2019 packet is ready, we will send an email to the contact who submitted the J-1 Applicant Form, letting him or her know it can be picked up at the Notre Dame International reception desk in 105 Main Building.