Instructions for Submitting an E-Form

An **E-Form** is an electronic application, used to request a visa elated 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 [Login] 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 **0**6012345, use **u**6012345 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