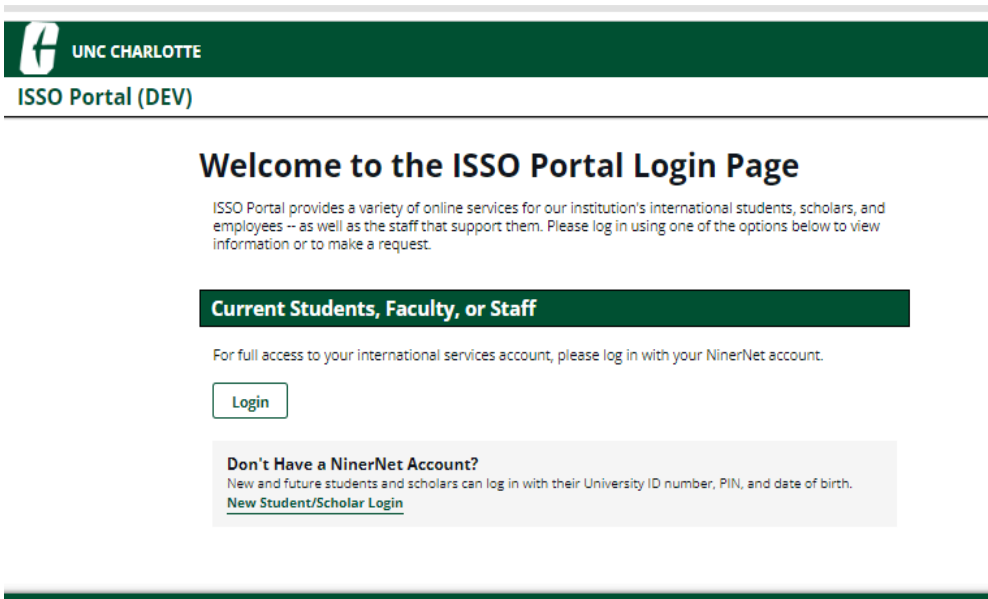


# ISSO Portal Training Guide for Departmental Administrators

## Requesting Departmental Access

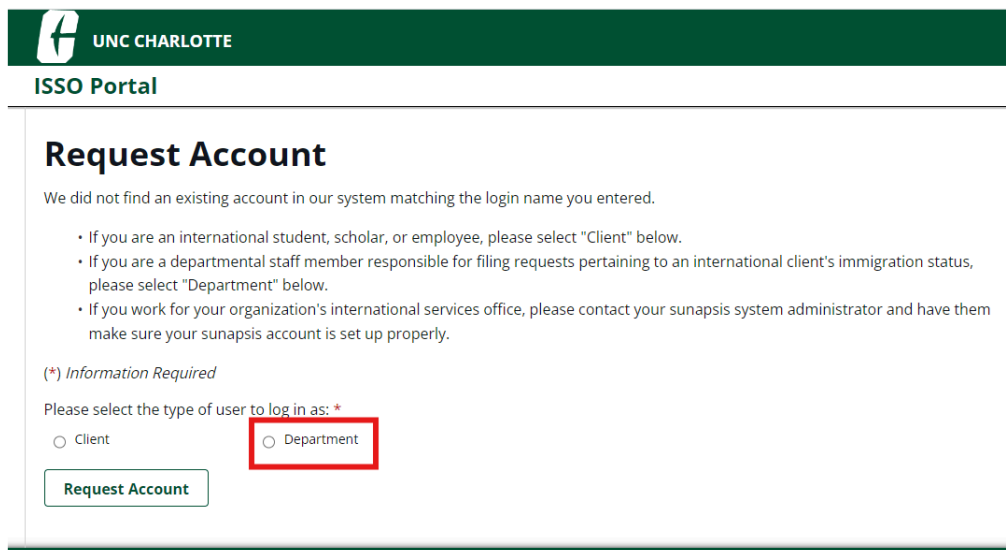
If you do not have access as a Departmental Administrator, below are the steps you will follow to request access. Reminder: faculty members DO NOT need access to the portal. Instead, they will act as 'second approvers' and will be invited into the process via email.

- Go to <https://issoportal.charlotte.edu/> and Login with your NinerNET ID and Password



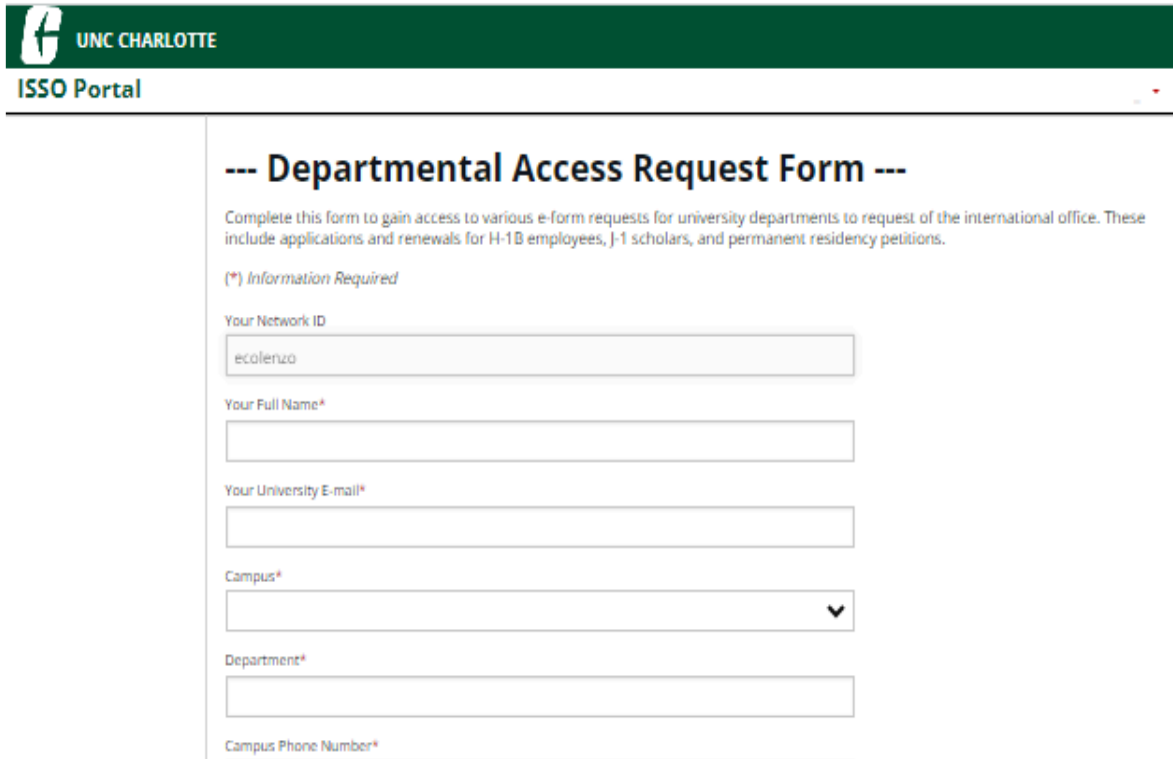
The screenshot shows the top of the ISSO Portal website. It features the UNC Charlotte logo and the text "ISSO Portal (DEV)". Below this is a heading "Welcome to the ISSO Portal Login Page" followed by a paragraph explaining the portal's purpose. A green button labeled "Login" is visible, along with a link for "New Student/Scholar Login".

- Select Department for your user type



The screenshot shows the "Request Account" page on the ISSO Portal. It includes the UNC Charlotte logo and the text "Request Account". A message states: "We did not find an existing account in our system matching the login name you entered." Below this are three bullet points providing instructions for different user types. A section titled "(\*) Information Required" asks the user to select the type of user to log in as, with radio buttons for "Client" and "Department". The "Department" option is highlighted with a red box. A "Request Account" button is at the bottom.

- Enter your information and submit



The screenshot shows the ISSO Portal header with the UNC Charlotte logo and the text "ISSO Portal". Below the header is a form titled "--- Departmental Access Request Form ---". The form includes a brief instruction: "Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions." A note indicates that information in asterisks is required. The form fields are: "Your Network ID" (text input with "ecolenzo" entered), "Your Full Name\*" (text input), "Your University E-mail\*" (text input), "Campus\*" (dropdown menu), "Department\*" (text input), and "Campus Phone Number\*" (text input).

## Creating or Looking-up the Scholar Record in the ISSO Portal

Depending on the type of request, you will either create the scholar record in the portal or look up an existing scholar.

### New Scholar Initial Requests

- This includes the J-1 Scholar DS-2019 Initial Request
- Follow the instructions for **Creating the Scholar Record** in the ISSO Portal
- If the scholar is already in the U.S. as a J-1 scholar and transferring sponsorship to UNC Charlotte, the form will collect that information

### Continuing Scholar Requests

- This includes the J-1 Scholar DS-2019 Extension Request, which must be completed 2-4 weeks prior to the expiration date of the DS-2019
- Follow the instructions for **Looking Up a Record**

# Requesting a NinerNET ID and confirming that the scholar has activated their account

---

In order for scholars to access the ISSO Portal, they will need to have a Banner ID and NinerNET credentials that they have activated.

## Unpaid Visiting Scholars:

For visiting scholars who have their own funding and will NOT be paid by UNC Charlotte, the host department must follow the Academic Affairs HR process for requesting a Banner record using the 'unpaid adjunct' category. Please follow their instructions located within the [Academic HR Procedures Handbook](#) and email the 'Dean's Letter' to [aa-personnel@charlotte.edu](mailto:aa-personnel@charlotte.edu).

Please note: The guest account will no longer be a supported practice for visiting scholars.

# Creating the Scholar Record

- Login to the ISSO Portal and go to **Departmental Services**

issoportal.dev.charlotte.edu/istart/controllers/admin/AdminEngine.cfm

UNC CHARLOTTE

ISSO Portal (DEV) Liz Colenzo ▾

**Launch Application**

- Departmental Services**
- International Office
- Tech Support

## sunapsis®: International Office Module Launch Page

©2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

- Before beginning a specific request, select: **Add New Person**

### Lists

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

### Tasks

- Add New Person**
- Update Your Contact Information
- Affiliated Institution DS-2019 Request
- EGADE I-20 Request
- Exchange Student Application
- J-1 Scholar DS-2019 Initial request
- New H-1B Request
- J-1 Scholar DS-2019 Extension

- Complete the eform to add the scholar

To avoid errors, please obtain a copy of the scholar's passport prior to submitting the request.

DTTE
Liz Colenzo ▾

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### Add New Person

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 Required

Last Name\*

First Name\*

Middle Name

Date of Birth\*

Gender\*

Email Address\*

Campus\*

Do you have an institutional university ID for this new profile?\*

Yes  No

Do you have a network ID for this new profile?\*

Yes  No

Campus: Select International Student and Scholar Services

University ID: Select YES and enter the 801 ID number

Network ID: Select YES and enter the NinerNET ID

- Then select the request you would like to initiate for the scholar

E
Liz Colenzo ▾

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### Work on an Application

Name: Brown Test, Charlie  
 University ID: TEMP434111  
 Date of Birth: 01/01/2001

You may click on an application e-form group to work on for this individual.

--- New Applications ---

- [J-1 Scholar DS-2019 Initial request](#)
- [Exchange Student Application](#)
- [J-1 Scholar DS-2019 Extension](#)
- [Affiliated Institution DS-2019 Request](#)
- [New H-1B Request](#)
- [EGADE I-20 Request](#)

--- Continue an Application in Progress ---


There are no previously submitted applications.



# Looking-up the scholar record in the ISSO Portal

- Login to the ISSO Portal and go to **Departmental Services**
- Select the desired eform request

issoportal.dev.charlotte.edu/start/controllers/admin/AdminEngine.cfm

 **UNC CHARLOTTE**

**ISSO Portal (DEV)** Liz Colenzo ▾

---

Launch Application  
**Departmental Services**  
International Office  
Tech Support

## sunapsis®: International Office Module Launch Page

©2005 Indiana University and Jason Baumgartner

The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

**TE**

Liz Colenzo ▾

## Departmental Services

### Instructions for Departmental Contacts

#### For new individuals:

Step 1: For paid positions, obtain a NinerNet ID for your scholar so that they can access the ISSO portal

Step 2: For unpaid positions, as per the **Academic HR Procedures Handbook** (section VIII), submit a 'Dean's Letter' to Academic Affairs for an Unpaid Adjunct. This will result in a NinerNet ID for your scholar so that they can access the ISSO portal. Please allow 2 days processing time. (ISSO has created a template letter for AA to post on its website - in progress 10/1).

Step 3: Upon receiving the NinerNet ID, click on Add New Person

Step 4: Start the H or J visa sponsorship request as applicable

#### For extensions:



Click on the applicable extension application request

### Instructions for Non-UNC Charlotte Department Admins:









1. Click on 'Add New Person'
2. Start the J visa sponsorship request for affiliated institutions
  1. Enter 'International Student and Scholar Office' as 'campus'

*Please allow up to 5 business days for response from the date of the request submission*

## Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

## Tasks

 Add New Person	 Update Your Contact Information	 Affiliated Institution DS-2019 Request
 EGADE I-20 Request	 Exchange Student Application	 J-1 Scholar DS-2019 Initial request
 New H-1B Request	 J-1 Scholar DS-2019 Extension	

Prior to initiating a request for extension, please prepare the updated host department letter (template available on the ISSO's website) and contract (if applicable to the position).

- Enter the University ID and Date of Birth of the scholar you will be submitting the request for

E

Liz Colenzo

### Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(\*) Information Required

University ID\*

Date of Birth\*

MM/DD/YYYY

Find Record

- After you push the 'Find Record' button, the request will open the request main page and will be connected with the scholar's record.

LOTTE

Liz Colenzo

## J-1 Scholar DS-2019 Extension

[View/Save/Print E-Form Group](#)

J-1 Exchange Visitors may, depending on their original J-1 category and program length, be eligible to extend their program.

Program length runs from a minimum of 3 weeks to the maximum period allowed for a specific program classification as follows:

- Research Scholar: 5 years
- Professor: 5 years
- Short Term Scholar: 6 months
- Student Intern: 1 year
- Specialist: 1 year

Please use the form below to submit your request to extend the DS-2019. All requests must be submitted at least 2 weeks prior to the end date on the current DS-2019.

### Department forms

**REQUIRED**  
[Department Initiate Extension Request](#)



- When you click on the Department Form link, you will see the University ID and name of the scholar populated at the top of the page. You will enter the new dates, any changes or updates in funding, and upload the department's updated letter with the extended dates.

TTE

V)

Liz Colenzo ▾

## Department Initiate Extension Request

[MAIN PAGE](#) | [TEMP436384](#) | [BRIDGET TEST SAIL GERMAN](#)

*(\*) Information Required*

J-1 Exchange Visitors may, depending on their original J-1 category and program length, be eligible to extend their program.

Program length runs from a minimum of 3 weeks to the maximum period allowed for a specific program classification as follows:

- Research Scholar: 5 years
- Professor: 5 years

# Navigation Tips for All Eform Requests

## DO NOT use the browser Back button

TTE

v) Liz Colenzo

### Department Initiate Extension Request

**MAIN PAGE | TEMP436384 | BRIDGET TEST SAIL GERMAN**

(\*) Information Required

J-1 Exchange Visitors may, depending on their original J-1 category and program length, be eligible to extend their program.

Program length runs from a minimum of 3 weeks to the maximum period allowed for a specific program classification as follows:

- Research Scholar: 5 years
- Professor: 5 years

To go back to the request main page, click on the link at the top of eform

## DO NOT use the Cancel or Edit buttons at the bottom of an already submitted eform

Proposed job title\*

Snoopy's BFF

#### Primary Site of Activity Information

Will the scholar's primary site of activity be at this address: UNC Charlotte 9201 University City Blvd Charlotte, NC 28223?\*

Yes  No

Will there be a additional site of activity?\*

Yes  No

#### Upload Scholar Documentation

Upload a copy of the scholar passport \*

Review Uploaded File

Your File was Successfully Uploaded

Upload a copy of the Scholar CV/Resume \*

Your File was Successfully Uploaded

Submitted By

Liz Colenzo, ecolenzo

Submit Edit Cancel

If you want to cancel the full request, contact ISSO directly.

The cancel button will only cancel the eform, but not the full request. ISSO will not receive notification of your desire to cancel the request.

If you want to edit an eform, contact ISSO directly first.

ISSO may already be reviewing the application and will need to know that you are making changes.

## DO NOT use the New button at the bottom of an already approved eform

Proposed job title\*

Snoopy's BFF

#### Primary Site of Activity Information

Will the scholar's primary site of activity be at this address: UNC Charlotte 9201 University City Blvd Charlotte, NC 28223?\*

Yes  No

Will there be a additional site of activity?\*

Yes  No

#### Upload Scholar Documentation

Upload a copy of the scholar passport \*

Review Uploaded File

Your File was Successfully Uploaded

Upload a copy of the Scholar CV/Resume \*

Your File was Successfully Uploaded

Submitted By

Liz Colenzo, ecolenzo

Submit New

If you need to edit an eform that has already been approved, contact ISSO directly.

Clicking the New button may cancel the previously submitted and approved eform.

# J-1 Scholar DS-2019 Initial Request

## Step 1: Request Initiated by Department

### Department Administrator

#### ISSO Portal Eform: Department Initiate Request

- After completing Add New Person, click on the link to begin the DS-2019 initial request E-form.

OTTE

V) Liz Colenzo

### J-1 Scholar DS-2019 Initial request

[View/Save/Print E-Form Group](#)  
some general information (every user can see it - not second approver)

**Department forms**

REQUIRED  
[Department Initiate Request](#)

**FINAL SUBMIT**

NOT YET AVAILABLE  
[Department Final Submit](#)

Make sure you have ALL of the following information prior to beginning the request:

- The type of appointment, title, and description of duties
- The source of funding (UNC Charlotte vs self-funding)
- The proposed start and end dates (at least 3-4 months into the future)
- The primary site of activity (usually 9201 University City Blvd)
- Provide all requested program information and submit

What type of appointment are you requesting? (need all values)\*

Will the scholar/employee be paid by UNC Charlotte?\*

Proposed Start Date\*

Proposed End Date\*

Proposed job title\*

**Primary Site of Activity Information**

How many hours a week will the scholar/employee be engaged in proposed activity? (numeric whole number only)\*

Will the scholar's primary site of activity be at this address: UNC Charlotte 9201 University City Blvd Charlotte, NC 28223?\*

Yes  No

**Upload Scholar Documentation**

Upload a copy of the scholar passport \*

Upload a copy of the Scholar CV/resume \*

The Department Administrator will receive:

- Guidance on preparing the invitation letter and contract/offer letter (if applicable)
- Instructions on initiating the export control process
- A notification when it's time to log back into the system to upload the letter(s)


**NOTE:** Export control will be completed outside of the ISSO Portal, directly with the Office of Research Protections and Integrity.

## ISSO Review and Approval

### After Submission

Department Initiate Request will be 'Pending Office Approval'

ISSO will review the eform submission to determine if the J-1 Scholar DS-2019 Initial Request should progress.

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ISSO Portal (DEV) Liz Colenzo ▾


---

Launch Application  
 Departmental Services  
 International Office  
 Tech Support


### J-1 Scholar DS-2019 Initial request

[View/Save/Print E-Form Group](#)  
 some general information (every user can see it - not second approver)

**Department forms** —

 **PENDING OFFICE APPROVAL**  
[Department Initiate Request](#)

**FINAL SUBMIT** —

 **NOT YET AVAILABLE**  
[Department Final Submit](#)

## After Approval

The following email communications will be sent:

- Instructions for the Department Administrator and Host Faculty



### Action required: Start Export Control instructions

Hello Liz Colenzo and Snoopy,

This is to confirm that your initial request to invite a J-1 visiting scholar has been conditionally approved by the ISSO based on the expectation that the hosting department will satisfy the following requirements and that the individual meets the qualifications. Please read the steps below which outline your responsibilities and understand that this can be a several week process:

#### Department Admin Responsibilities:

... [Research Protections and Integrity Export Control website](#) to complete and submit the appropriate form. Please follow those instructions carefully.

- Upon submission of the form, the export control office will conduct a mandatory process and make a final recommendation based on the information included in the department's request form and the scholar's eform submissions. Please allow up to 2 weeks for complete processing of this document.

The scholar is being asked to complete their required information, including proof of English language proficiency.

**Part 2:** The Department Admin will be notified that it is time to log back into the system for a final submission to the ISSO. At that time, you will be able to review all of the information and you must also submit the documents below:

- Host invitation letter (use this template on departmental letterhead, signed and dated by department chair) which will serve as supplemental visa documentation.

... on the position)

#### The Host Faculty Responsibility:

The host faculty will be notified to review the scholar's English language proficiency information and verify whether it is sufficient to function on a day-to-day basis. If it is not, ...

The Host Faculty will receive notification that the DS-2019 request is progressing and that they will be responsible for certifying English proficiency.

- Invitation for the scholar to submit their eforms



### Action required: Complete your DS-2019 Request Forms

Dear Charlie Brown Test,

This is to confirm that your UNC Charlotte host department's request to invite you as a J-1 visiting scholar has been conditionally approved by the ISSO. Please complete the J-1 Scholar DS-2019 Initial request and understand that this can be a several week process. Please click the link below to continue.

<https://issoportal.dev.charlotte.edu/start/controllers/client/ClientEngine.cfm>

Use your NinernetID to login.

Upon completion of your required information, the host faculty and department admin will review and submit the final submission to the ISSO. At that point, the ISSO will begin processing form DS-2019, the J-1 visa document, and you will be notified of final steps for ...

The scholar will receive instructions on accessing the ISSO Portal to complete their portion of the DS-2019 request.

# Step 2: Export Control and Scholar Eforms

## Department Administrator

### Export Control Process

This process will be initiated outside of the ISSO Portal.

- Go to the [Export Control: Forms and Checklists](#) website.
- Complete the appropriate form to help determine whether an export license may be needed for the prospective scholar/visitor. It will require signature from the supervisor and department chair.
- Submit the completed form to [exportcontrol@charlotte.edu](mailto:exportcontrol@charlotte.edu).

The screenshot shows the UNC Charlotte website's 'EXPORT CONTROL: FORMS AND CHECKLISTS' page. The page features a green header with the UNC Charlotte logo and 'DIVISION OF RESEARCH'. Below the header is a navigation menu with links for HOME, ABOUT US, NEWS + EVENTS, DEPARTMENTS, CENTERS AND INSTITUTES, TOP-TIER RESEARCH, and QUICK LINKS. A sidebar on the left lists various departments, with 'Office of Research Protections and Integrity (ORPI)' highlighted. The main content area is titled 'EXPORT CONTROL: FORMS AND CHECKLISTS' and 'FORMS AND CHECKLISTS'. It contains a table with two rows:

<a href="#">International Travel With University-Owned Equipment</a>	If you plan to take any University-owned property abroad, please submit this form for review and approval by the Export Control Officer <b>at least two (2) weeks prior to travel</b> . This form summarizes the requirements for an export license exception for temporary shipments or hand carries of University-owned property abroad by UNC Charlotte faculty and thus under UNC Charlotte's direction. University-owned property includes equipment, components, prototypes, and materials, as well as laptops, tablets, cell phones, and other digital storage devices (including memory sticks). The latter are regulated because of their encryption capabilities. An export license may be required depending on what is on your laptop, tablet, cell phone, or digital device and to which country it is being taken.
<a href="#">Export Control Certification</a>	U.S. Citizenship and Immigration Services (USCIS) Form I-129 requires review and certification relative to export controlled technology or technical data released to a prospective employee on

Please allow up to 2 weeks for export control processing once the scholar has completed their e-forms.

**EXPORT CONTROL CERTIFICATION QUESTIONS**

Your answers to the following questions will be used to determine if your college/department will need to apply for an export license for the visiting Scholar/Visitor. There is NO cost to apply for an export license. However, it can take up to 6 months to receive a license from the Department of Commerce, Bureau of Industrial Security. Timely submission of this form to the Export Control Officer ([exportcontrols@unc.edu](mailto:exportcontrols@unc.edu)) will enable efficient review of any export control matters related to the visiting Scholar/Visitor. **If providing additional information, please attach separately.**

1.	Is the potential Scholar/Visitor from Iran, Cuba, North Korea, Syria, Libya, or Sudan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Please explain the purpose and nature of the visit to UNC Charlotte.	
3.	If for research purposes, provide the IPF number and sponsor name(s) associated with visit. IPF#: _____ Sponsor: _____	
4.	Will the potential Scholar/Visitor have access to any laboratory at UNC Charlotte? If YES, please provide location(s).	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Are you allowing unaccompanied access to the laboratory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Who and what is the potential scholar's/visitor's funding source?	
7.	Do you have any Export Controlled equipment in the laboratory assigned to the Scholar/Visitor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Will the potential Scholar/Visitor have access to encryption source/object code?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Will the potential Scholar/Visitor be assigned a campus username and password?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Will the potential Scholar/Visitor have access to UNC Charlotte computer network?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Has the Data Security Officer for your college/department been notified of this request? <b>Below, please explain</b> what network security arrangements will be made to limit the potential Scholar/Visitor's use of the campus network.	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Will the potential Scholar/Visitor be involved in a project that has a Technology Control Plan or Data Security Plan in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Will the Scholar/Visitor be involved in any project that is proprietary in nature?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Will the Scholar/Visitor be involved in any project with publication or dissemination restrictions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.	Will the Scholar/Visitor be involved in any project with an implied or applied specific military purpose?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Will the Scholar/Visitor be involved in any project that requires foreign national approval by sponsor (or stipulates that NO foreign nationals allowed)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Will the potential Scholar/Visitor work with high-tech or experimental equipment (e.g., high-speed computers, sensors, materials, electronics, lasers, telecommunication devices or other cutting-edge equipment)? <b>If YES</b> , please list the equipment being used.	<input type="checkbox"/> YES <input type="checkbox"/> NO
18.	Will the potential Scholar/Visitor work on corporate sponsored research? If YES, please provide award numbers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	Will the potential Scholar/Visitor work on or with materials obtained under a Material Transfer Agreement (other than the Uniform Biological Material Transfer Agreement)? If YES, please provide award numbers:	<input type="checkbox"/> YES <input type="checkbox"/> NO
20.	Will the potential Scholar/Visitor work on any other effort outside the stated purpose of the visit involving data, knowhow, software, or equipment of a technical nature? If YES, please explain:	<input type="checkbox"/> YES <input type="checkbox"/> NO

The supervisor and department chair will need to answer these questions and sign at the bottom. Then email the form to [exportcontrol@charlotte.edu](mailto:exportcontrol@charlotte.edu) for review.

**EXPORT CONTROL CERTIFICATION: SIGNATURES**

*Pursuant to 28 USC § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. My signature below certifies that the information I provided above is true and correct, that I have completed the export control training module and that, if a license is required, I will not give the prospective Scholar/Visitor any export controlled technical data/technology until the proper authorization is received.*

I also understand that failure to report completely and accurately may result in export control and/or sanctions violations punishable by criminal or civil penalties. If any of the responses to these questions change, I will contact the Export Controls Officer in the Office of Research Protections and Integrity at [exportcontrols@unc.edu](mailto:exportcontrols@unc.edu).

**Submissions without the designated signatures cannot be processed and filed by the University.**

Name / Signature of Supervisor of Prospective Employee	Date
--	------

I have reviewed the above information:

Name / Signature of Department Chair/Director	Date
---	------

<b>Internal Use Only:</b>	
Restricted Party Screening completed and clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a License required to release technical data/technology to the prospective Visitor/Scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name / Signature of Export Control Officer	Date

# Scholar

## ISSO Portal Scholar Eforms

The scholar will receive an email with login instructions, log into the portal using their Banner ID# and NinerNet credentials, and select the DS-2019 Initial Request.



### Action required: Complete your DS-2019 Request Forms

Dear Charlie Brown Test,

This is to confirm that your UNC Charlotte host department's request to invite you as a J-1 visiting scholar has been conditionally approved by the ISSO. Please complete the J-1 Scholar DS-2019 Initial request and understand that this can be a several week process. Please click the link below to continue.

<https://issoportal.dev.charlotte.edu/start/controllers/client/ClientEngine.cfm>

Use your NinerNetID to login.

Upon completion of your required information, the host faculty and department admin will review and submit the final submission to the ISSO. At that point, the ISSO will begin processing form DS-2019, the J-1 visa document, and you will be notified of final steps for J-1 visa issuance.

If there are any questions along the way, our office will send you an email.

Sincerely,

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-7781 | Fax: 704-687-3168  
[intlssso@charlotte.edu](mailto:intlssso@charlotte.edu) | <http://isso.charlotte.edu/>

LIVE. LEARN. BE GLOBAL.

CHHS 202 | 9201 University City Blvd.  
Charlotte, NC 28223  
704-687-7781

TE

)

Charlie Brown Test

### ISSO Portal (DEV) Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

#### Notifications

There are no current notifications.

#### Requests

IN PROGRESS  
J-1 Scholar DS-2019 Initial request



The scholar will submit a number of E-forms.

UNC CHARLOTTE

ISSO Portal (DEV) Charlie Brown Test

Home  
Changing to F-1 Student Status  
Check-in  
Departmental Services  
Insurance and Finances  
View My Information

## J-1 Scholar DS-2019 Initial request

some general information (every user can see it - not second approver)

**To be completed by Foreign National**

- REQUIRED [Scholar Personal Information](#)
- REQUIRED [Dependent Information](#)
- REQUIRED [Scholar Funding](#)
- REQUIRED [Scholar Immigration Status Information](#)

**FINAL SUBMIT**

- REQUIRED [Scholar Final Submit](#)

## After Submission

Once the Scholar Final Submit E-form is submitted:

- The scholar will receive an email notification



## DS-2019 Request Submission

Dear Charlie Brown Test,

Thank you for your submission. This information will assist the host department and other UNC Charlotte offices to continue the process for J-1 visa sponsorship at UNC Charlotte. You will receive a notification when the DS-2019 has been created or if any additional information is needed. Please allow up to 2 weeks for processing.

Sincerely,

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-7781 | Fax: 704-687-3168  
[intlssso@charlotte.edu](mailto:intlssso@charlotte.edu) | <http://isso.charlotte.edu/>

**\*\*\* This will complete the Scholar submissions \*\*\***

## Host Faculty

### ISSO Portal Eform: Scholar Final Submit '2nd Approver' Role

The Host Faculty will not log into the ISSO Portal, but will just click on the link in the email they receive.



### Action Needed: DS-2019 Request for Charlie Brown Test

Hello Snoopy,

This notification is to inform you that the visiting scholar you have invited to your department has now submitted their information in the ISSO Portal. In an effort to continue the J-1 visa sponsorship process, it is now time for you to complete the following action:

- Review the English language proficiency information and upload the host faculty's [English proficiency review form], indicating which method of review was chosen and the results.

Please follow the link below to respond to this request:

[Scholar Final Submit](#)

Client Name: Charlie Brown Test  
Client ID Number: \*\*\*\*\*4111  
Your Login ID: [liz+snoopy@iofficeconsulting.com](mailto:liz+snoopy@iofficeconsulting.com)  
Your Password: 59A3F67-23

Upon completion of the above action, the ISSO will review the complete record and notify the host department and visiting scholar of the issuance of form DS-2019, the J-1 visa support document. Thank you for your patience and cooperation throughout this process.

Sincerely,


International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-7781 | Fax: 704-687-3168  
[intfiso@charlotte.edu](mailto:intfiso@charlotte.edu) | <http://isso.charlotte.edu/>

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LIVE. LEARN. BE GLOBAL.

CHHS 202 | 9201 University City Blvd.  
Charlotte, NC 28223  
704-687-7781

The login information will automatically be populated for them

 **UNC CHARLOTTE**

**ISSO Portal (DEV)**

---

### Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(\*) *Information Required*

Client ID Number (Student - Employee University ID)

Your Login ID\*

Your Password \*

**You cannot access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system.**

### Scholar Final Submit

The following documents were submitted as part of the e-form request tied to the following client record:

- ✓ [Department Initiate Request](#)
- ✓ [Scholar Personal Information](#)
- ✓ [Dependent Information](#)
- ✓ [Scholar Funding](#)
- ✓ [Scholar Immigration Status Information](#)
- ✓ [Scholar Final Submit](#)

(\*) *Information Required*

CLIENT NAME & ID NUMBER: CHARLIE BROWN TEST | \*\*\*\*\*4111

COMMENTS / REVIEW FOR SCHOLAR FINAL SUBMIT

#### English Proficiency Certification

The U.S Department of State requires all J-1 visiting scholars to meet a minimum English language proficiency requirement. This applies to prospective visiting scholars whose native language is not English. In order for UNC Charlotte to host a J-1 visiting scholar, the host department or professor must assess the prospective visiting scholar's ability to perform their job or complete their academic program in English.

**As the Host Faculty, you must verify the scholar has demonstrated English proficiency with one of the following methods:**

1. A standard English language exam
2. Completion of an academic degree in an English speaking country
3. With an English proficiency interview, conducted by Host Faculty

**Please click the [Scholar Final Submit](#) eform link above to review information and attached documents submitted by the scholar.** This is where they will have provided documentation of a qualifying exam or degree, or indicated that they will need an English proficiency interview.

Scholar provided the following proof for English proficiency

Exam: Toefl  
Score: 110

Open the [Scholar Final Submit](#) Link above to see the attached exam proof.

Confirm what type of English proficiency proof you reviewed?

#### Person completing this form

Your name:\*

Your title:\*

Your email address:\*


Date:\*

Your Department Administrator will be notified via email of your eform submission. Please note that this may take up to an hour for them to receive.

# English Proficiency Certification

The information provided by the scholar will be populated on the surface of the eform for the Host Faculty

 **UNC CHARLOTTE**  
ISSO Portal (DEV)

### SCHOLAR FINAL SUBMIT

E-Form Data

Field	Value
Please indicate if you have documentation of a standard English language exam, an academic degree at an English speaking country or will be demonstrating English proficiency in an interview with the Host Faculty.	Exam
Which Exam?	Toefl
What was your score?	110
Click Select File to upload a copy of your Test Score	File Uploaded
I certify that the information provided above is true	1
Host Faculty Name	Snoopy
Host Faculty Email	liz+snoopy@iofficeconsulting.com
Re-type Host Faculty Email	liz+snoopy@iofficeconsulting.com
I confirm that the information provided in this L1 Application is correct	1

**Attached File(s)**  
Document Updated on 10/15/2024 English proficiency (client e-form)

**Note: some fields will display 0 or 1**  
**1 = Yes**  
**0 = No**

**They can open the attached files to review supporting documentation**

As the Host Faculty, you must verify the scholar has demonstrated English proficiency with one of the following methods:

1. A standard English language exam
2. Completion of an academic degree in an English speaking country
3. With an English proficiency interview, conducted by Host Faculty

Please click the **Scholar Final Submit** eform link above to review information and attached documents submitted by the scholar. This is where they will have provided documentation of a qualifying exam or degree, or indicated that they will need an English proficiency interview.

Scholar provided the following proof for English proficiency

Exam

Exam: Toefl  
Score: 110

Open the **Scholar Final Submit** Link above to see the attached exam proof.

Confirm what type of English proficiency proof you reviewed?\*

- If an interview is required, the Host Faculty will conduct their own interview and enter the information there.

**\*\*\* This will complete the Host Faculty submissions \*\*\***

# Step 3: Department Administrator E-form

## Department Administrator

### After Submission

1 hour after submission, the Department Administrator will receive an email notification to complete the department final submit.

#### Action Required: Submit J-1 Scholar Request

Hello Liz Colenzo,

The J-1 scholar Liz Test J Initial Test TEMP434111 has completed all their forms, please click on the portal link below. Submit the Final Form which will be routed to Export Control for final verification before our office can review and issue a DS-2019.

<https://issportal.dev.charlotte.edu/istart/controllers/admin/AdminEngine.cfm>

International Student & Scholar Office  
UNC Charlotte | Office of International Programs

## ISSO Portal Eform: Department Final Submit

When the Department Administrator receives notification that the Host Faculty has submitted their E-form, they will do the following:

- Log into the portal and open My Current Cases

The screenshot shows the ISSO Portal interface. At the top, there is a header with the user's name 'Liz Colenzo'. Below the header, the main section is titled 'Departmental Services' and includes instructions for departmental contacts. The 'Lists' section contains four buttons: 'My Current Cases', 'My Closed Cases', 'My Department's Current Cases', and 'My Department's Employees & Scholars'. The 'My Current Cases' button is highlighted with a red box. Below the 'Lists' section, there is a 'Tasks' section with seven buttons: 'Add New Person', 'Update Your Contact Information', 'Affiliated Institution DS-2019 Request', 'EGADE I-20 Request', 'Exchange Student Application', 'J-1 Scholar DS-2019 Initial request', and 'New H-1B Request'.

- Find the scholar and reopen the DS-2019 request

UNC CHARLOTTE  
ISSO Portal (DEV)

Go to Departmental Services

### My Current Cases

Show 10 entries

Name	University ID	Application	Status	Start Date	Last Updated On	Last Updated By
Brown Test, Charlie	TEMP434111	J-1 Scholar DS-2019 Initial request	Started	10/15/2024	10/15/2024	Snoopy
Test Devil, Tasmanian	TEMP768032	J-1 Scholar DS-2019 Initial request	Approved	10/12/2024	10/12/2024	International Office

Showing 1 to 2 of 2 entries

Previous 1 Next

- The Department Final Submit eform will now show as Required

TTE

V) Liz Colenzo

### J-1 Scholar DS-2019 Initial request

View/Save/Print E-Form Group

some general information (every user can see it - not second approver)

**Department forms**

APPROVED  
Department Initiate Request

**FINAL SUBMIT**

REQUIRED  
Department Final Submit

- Click the link, provide the remaining information, and submit

TTE

) Liz Colenzo

### Department Final Submit

MAIN PAGE | TEMP434111 | CHARLIE BROWN TEST

(\*) Information Required

CLIENT RECORD: CHARLIE BROWN TEST | TEMP434111

I am uploading\*

an invitation letter  a job offer letter  Both invitation and job letter

Upload the invitation letter \*

Select File

Upload job offer letter \*

Select File

I certify I completed the Export Compliance training module at CITI Program \*

Export Control Name\*

Export Control Officer

Export Control Email\*

liz+EC@iofficeconsulting.com

Re-type Export Control Email\*

liz+EC@iofficeconsulting.com

This form will be automatically re routed to Export Control to collect their signature

Submit

Note: the invitation and/or job offer letter will be viewable for the scholar in their portal along with their DS-2019.

**\*\*\* This will complete the Department Administrator submissions \*\*\***

## Step 4: Export Control

### ISSO Portal E-form: Department Final Submit '2nd Approver' Role

#### After Departmental Final Submission

Export Control will receive an email request to review all submitted information



#### Action required: Export Control Certification for Charlie Brown Test

Dear Export Control Officer:

The International Student and Scholar Office (ISSO) requests that you review / comment on the following request submitted to our office. If you have any questions please contact ISSO and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

[Department Final Submit](#)

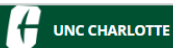
Client Name: Charlie Brown Test  
Client ID Number: \*\*\*\*\*4111  
Your Login ID: [liz+EC@officeconsulting.com](mailto:liz+EC@officeconsulting.com)  
Your Password: 02BD83E-03

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-7781 | Fax: 704-687-3168  
[isso@charlotte.edu](mailto:isso@charlotte.edu) | <http://isso.charlotte.edu/>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

Export Control will not log into the ISSO Portal, but will just click on the link in the email they receive.

- The login information will automatically be populated for them



ISSO Portal (DEV)

### Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(\*) Information Required

Client ID Number (Student - Employee University ID)

\*\*\*\*\*4111

Your Login ID\*

[liz+EC@officeconsulting.com](mailto:liz+EC@officeconsulting.com)

Your Password \*

\*\*\*\*\*

You **cannot** access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system.

Login

- They will have access to review all E-forms submitted by the Department Administrator, Host Faculty, and the Scholar.

**UNC CHARLOTTE**  
ISSO Portal (DEV)

### Department Final Submit

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- ✓ [Department Initiate Request](#)
- ✓ [Scholar Personal Information](#)
- ✓ [Dependent Information](#)
- ✓ [Scholar Funding](#)
- ✓ [Scholar Immigration Status Information](#)
- ✓ [Scholar Final Submit](#)
- ✓ [Department Final Submit](#)

(\*) Information Required

CLIENT NAME & ID NUMBER: CHARLIE BROWN TEST | \*\*\*\*\*4111

COMMENTS / REVIEW FOR DEPARTMENT FINAL SUBMIT

Click on the link above, download, review the Export Control Certification completed by the Department, and sign.

Upload the fully signed Export Control Certification \*

**Export Control Certification**

Restricted Party Screening Completed and Clear?\*

Is a License required to release technical data/technology to the prospective Visitor/Scholar?\*

Name of Export Control Officer?\*

## After Export Control Final Submission to ISSO

The following will happen:

- ISSO will be notified of the completed DS-2019 request
- The Department Administrator will receive a summary of the response provided by Export Control



### Export Control Answer for Charlie Brown Test

Dear Liz Colenzo,

Linus, Export Control Officer has indicated the Restricted Party was completed and clear and a license was NOT required to release technical data/technology to the prospective Visitor/Scholar.

REF: Charlie Brown Test (TEMP434111)

Sincerely,

International Student & Scholar Office



**\*\*\* This will complete the Export Control submissions \*\*\***

## Step 5: ISSO Review and DS-2019 Issuance

### Department Administrator, Host Faculty, and Scholar

- The department administrator can see when the 'Final Submit' Eform has been completed by the notification, 'pending office approval'.
- This is now in the ISSO's queue for review and processing. Please allow 5-10 business days for the ISSO to review and process your DS-2019 request.
- If further clarification is needed, you will receive an email.

The screenshot shows the ISSO Portal (DEV) interface. At the top, there is a green header with the UNC Charlotte logo and the text "UNC CHARLOTTE". Below the header, the page title is "ISSO Portal (DEV)" and the user name "Liz Colenzo" is displayed. The main content area is titled "J-1 Scholar DS-2019 Initial request". Underneath, there is a section for "View/Save/Print E-Form Group" with a note: "some general information (every user can see it - not second approver)". There are two expandable sections: "Department forms" and "FINAL SUBMIT". The "Department forms" section is expanded and shows a checked box next to "APPROVED" and the text "Department Initiate Request". The "FINAL SUBMIT" section is also expanded and shows a red box around the text "PENDING OFFICE APPROVAL" and "Department Final Submit".

### Email Notification: DS-2019 has been issued and DS-2019 is available in the ISSO Portal

The scholar will receive an email letting them know that their DS-2019 is available in the portal to print, sign, and take to the U.S. consulate for their J-1 visa interview.



## ISSO

### Notice of DS-2019 creation and next steps

Dear Liz Test J Initial Test,

This is to inform you that the J-1 visa support document, form DS-2019, has now been issued by the ISSO. To access this document, login to the ISSO portal and click on the Documents icon.

Review, print, and sign your DS-2019. Report any errors or changes immediately to ISSO. Your Invitation Letter and/or Contact will also be available to download and print in the portal.

**For scholars outside the U.S. next steps include:**

1. Pay the mandatory SEVIS fee online at [www.fmjfee.com](http://www.fmjfee.com) using the UNC Charlotte EV Program Number (**P104774**) and the SEVIS ID number found in the top right-hand corner of the DS-2019 Form.
2. Fill out the DS-160 Application, pay the MRV (visa application fee), and schedule an appointment with a U.S. Embassy/Consulate up to 120 days prior to the anticipated start date on the DS-2019 form. Instructions are provided on the [U.S. Department of State website](#).
3. Prepare the following documents for the visa interview appointment:
  - Printed letter of invitation from UNC Charlotte