

# ISSO Portal

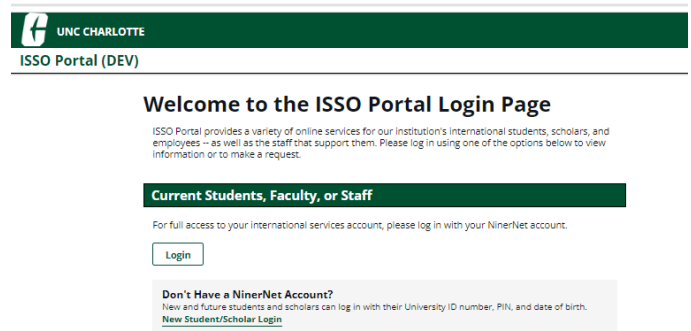
## Guide for Departmental Administrators

### 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

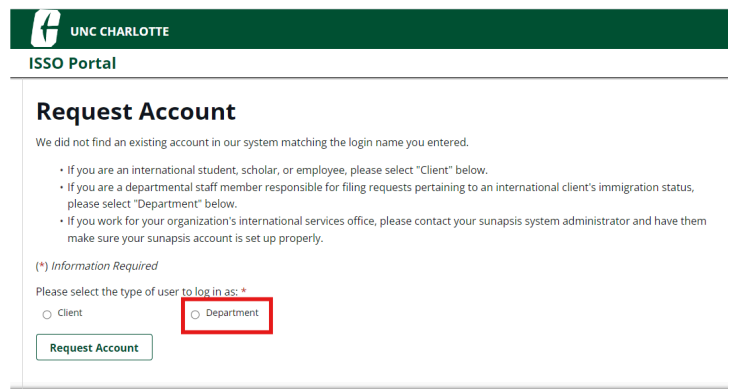
<https://issoportal.charlotte.edu/> and

- Login with your NinerNET ID and Password



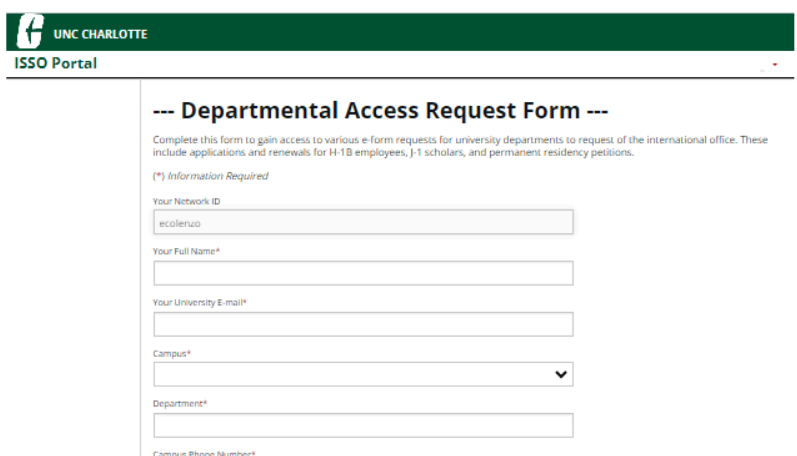
The screenshot shows the top of the ISSO Portal (DEV) login page. It features the UNC Charlotte logo and the text "ISSO Portal (DEV)". Below this is a "Welcome to the ISSO Portal Login Page" section. A message states: "ISSO Portal provides a variety of online services for our institution's international students, scholars, and employees -- as well as the staff that support them. Please log in using one of the options below to view information or to make a request." There are two main options: "Current Students, Faculty, or Staff" and "Don't Have a NinerNet Account?". The "Current Students, Faculty, or Staff" section includes a message: "For full access to your international services account, please log in with your NinerNet account." and a "Login" button. The "Don't Have a NinerNet Account?" section includes a message: "New and future students and scholars can log in with their University ID number, PIN, and date of birth." and a link to "New Student/Scholar Login".

- Select Department for your user type



The screenshot shows the "Request Account" page on the ISSO Portal. It features the UNC Charlotte logo and the text "ISSO Portal". Below this is a "Request Account" section. A message states: "We did not find an existing account in our system matching the login name you entered." There are three bullet points: "If you are an international student, scholar, or employee, please select 'Client' below.", "If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select 'Department' below.", and "If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly." Below this is a section titled "(\*) Information Required" with the text "Please select the type of user to log in as: \*". There are two radio buttons: "Client" and "Department". The "Department" radio button is selected and highlighted with a red box. Below the radio buttons is a "Request Account" button.

- Enter your information and submit



The screenshot shows the "Departmental Access Request Form" on the ISSO Portal. It features the UNC Charlotte logo and the text "ISSO Portal". Below this is a section titled "--- Departmental Access Request Form ---". A message states: "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." Below this is a section titled "(\*) Information Required" with the text "Please select the type of user to log in as: \*". There are two radio buttons: "Client" and "Department". The "Department" radio button is selected and highlighted with a red box. Below the radio buttons is a "Request Account" button.

# Creating or Looking-up the scholar record in the ISSO Portal

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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

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

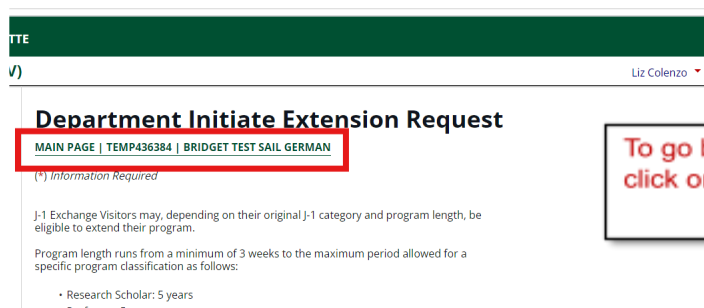
### Unpaid Visiting Scholars:

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.

# Navigation Tips for All Eform Requests

## DO NOT use the browser Back button



ITTE

v) Liz Colenzo

### Department Initiate Extension Request

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

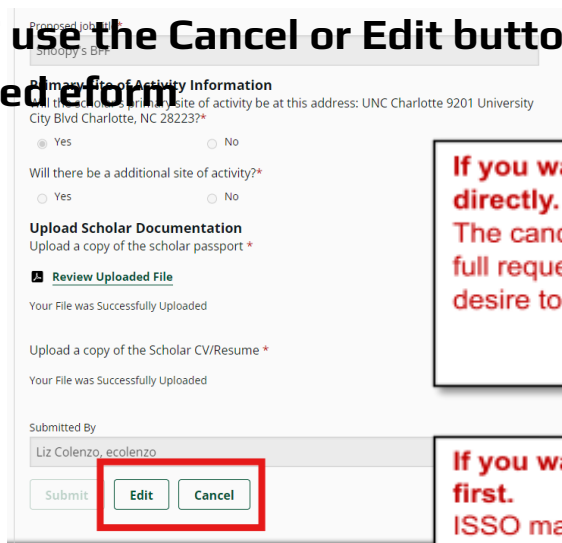
(\*) Information Required

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

## 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 \*

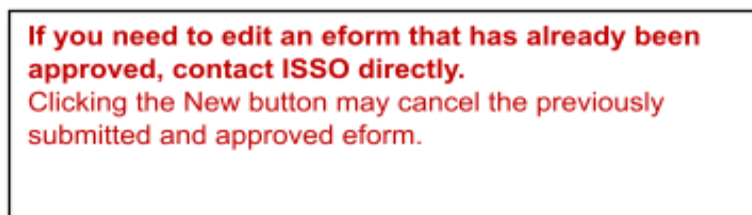
Your File was Successfully Uploaded

Submitted By

Liz Colenzo, ecolenzo

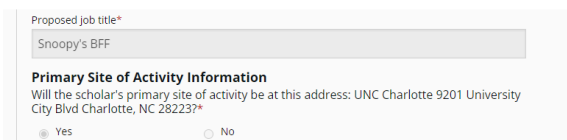
[Submit](#) [Edit](#) [Cancel](#)

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



**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.



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?\*

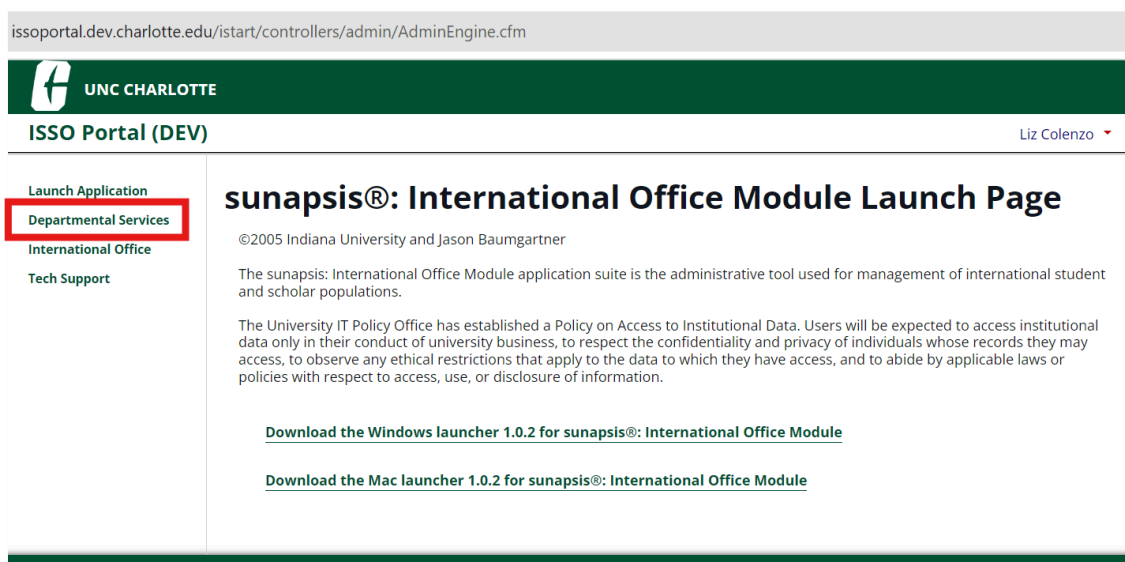
☒ Yes ☐ No

# J-1 Scholar DS-2019 Initial Request

## Creating the Scholar Record

**Before creating a record, you will need to know the scholar's University ID and NinerNET ID.**

- 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

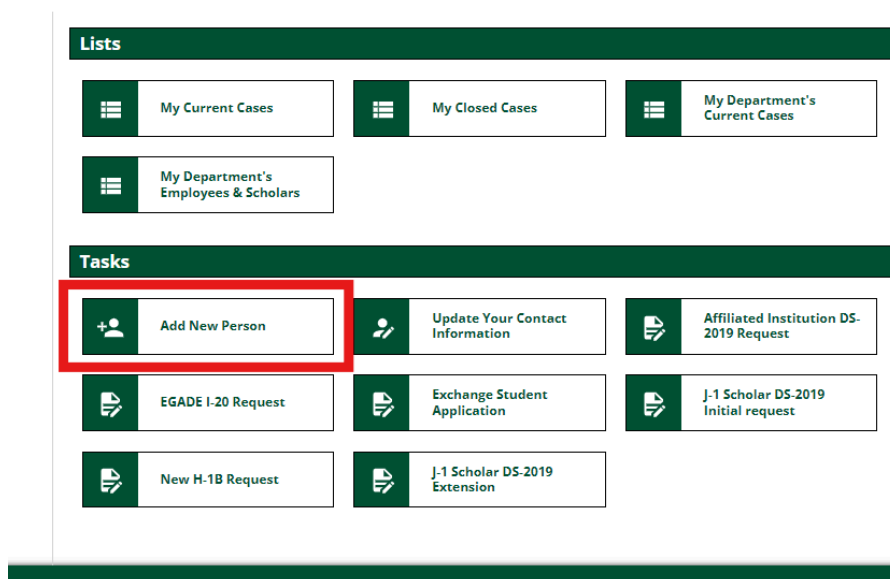
The sunapsis: International Office Module application suite is the administrative tool used for management of international student and scholar populations.

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

**UNC CHARLOTTE**

**PORTAL** Denise Medeiros ▾

Application  
mental Services  
tional Office  
upport

### 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\*

MM/DD/YYYY

Gender\*

Email Address\*

Campus\*

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

☒ Yes ☐ No

University ID Number\*

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

☒ Yes ☐ No

Network ID\*

**Add New Person**

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

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 ▾

### 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.

# Step 1: Request Initiated by Department

## Department Administrator

### ISSO Portal Eform: Department Initiate Request

- After completing Add New Person and Selecting the DS-2019 Request, click on the link to open the eform.

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 the following information prior to beginning the request:

Note: The Department Final Submit is not yet available

- 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


**UNC CHARLOTTE**  
 ISSO Portal (DEV)

Launch Application  
 Departmental Services  
 International Office  
 Tech Support

## Department Initiate Request

[MAIN PAGE](#) | [TEMP434111](#) | [CHARLIE BROWN TEST](#)

(\*) Information Required

### Hiring Authority Information

CLIENT RECORD: CHARLIE BROWN TEST | TEMP434111

Select the host department\*

Host department contact Name\*

Host department Title\*

Host department contact Email\*

Faculty supervisor Name\*

Faculty supervisor Title\*

Host Faculty Email\*

### Position Information

Which academic field will the scholar be conducting research and/or teaching?\*

Will the visiting scholar be primarily\*

☐ Conducting research  
 ☐ Teaching  
 ☐ Conducting research and teaching

☐ Other

Description of proposed research or teaching activity\*

The Department Administrator will provide the invitation and/or job offer letter on the Department Final Submit eform

MM/DD/YYYY

Proposed End Date\*

MM/DD/YYYY

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)\*

0

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 \*

Select File

Upload a copy of the Scholar CV/resume \*

Select File

Submit

## After Submission


Department Initiate Request will be 'Pending Office Approval'

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


**PENDING OFFICE APPROVAL**  
 Department Initiate Request

FINAL SUBMIT


**NOT YET AVAILABLE**  
 Department Final Submit

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 Division of Research website. The main heading is "EXPORT CONTROL: FORMS AND CHECKLISTS". Below this, there are two sections: "International Travel With University-Owned Equipment" and "Export Control Certification". The "International Travel With University-Owned Equipment" section includes a paragraph about submitting forms for review and approval by the Export Control Officer at least two weeks prior to travel. The "Export Control Certification" section includes a paragraph about U.S. Citizenship and Immigration Services (USCIS) Form I-129 requirements for export-controlled technology or technical data.

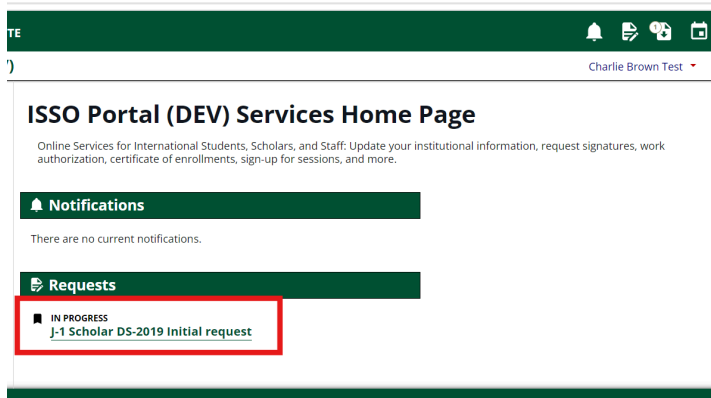
The screenshot shows the "EXPORT CONTROL CERTIFICATION QUESTIONS" form. It contains 20 numbered questions with checkboxes for "YES" and "NO". The questions cover various aspects of export control, including potential travel to restricted countries, access to university equipment and networks, and the nature of the research project. A red box highlights the instruction: "If YES, please explain what network security arrangements will be made to limit the potential Scholar/Visitor's use of the campus network." Below the questions, there is a section for "If YES, please explain:".

The screenshot shows the "EXPORT CONTROL CERTIFICATION: SIGNATURES" form. It includes a declaration statement: "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 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." Below this, there is a section for "Please allow up to 2 weeks for export control processing once the scholar has completed their eforms." and a section for "I have reviewed the above information:" with a line for the "Name / Signature of Department Chair/Director" and a "Date" field. At the bottom, there is a section for "Internal Use Only:" with checkboxes for "Restricted Party Screening completed and clear?" and "Is a License required to release technical data/technology to the prospective Visitor/Scholar?".

# Scholar

## ISSO Portal 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.



TE

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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.

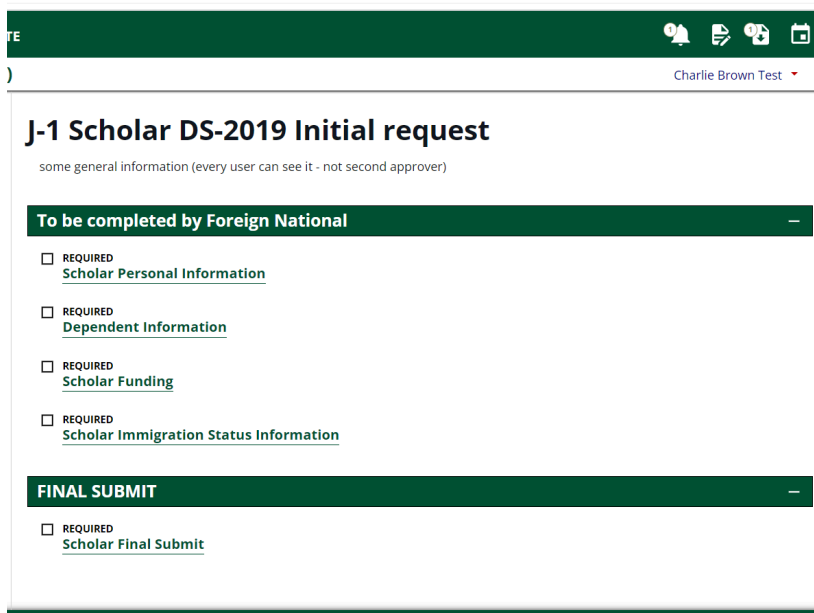
#### Notifications

There are no current notifications.

#### Requests

**IN PROGRESS**  
[J-1 Scholar DS-2019 Initial request](#)

They will submit a number of eforms



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Charlie Brown Test

### 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](#)

**\*\*\* This will complete the scholar submissions \*\*\***

## After Submission

Once the Scholar Final Submit eform is submitted:

- The scholar will receive an email notification

- The Host Faculty will receive an email request to review all submitted information



### 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  
[intliso@charlotte.edu](mailto:intliso@charlotte.edu) | <http://isso.charlotte.edu/>



Action Needed: DS-2019 Request for Charlie

Brown Test

# 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.

- 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)  
\*\*\*\*\*4111

Your Login ID\*  
liz+snoopy@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 eform information submitted by the Department Administrator and scholar

### Scholar Final Submit

The following information was 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

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\*  
MM/DD/YYYY

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 review.

Submit

## English Proficiency Certification

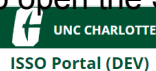
The information provided by the scholar will be populated on the surface of the eform for the Host Faculty

- If applicable, they will need to open the Scholar Final Submit link at the top to review supporting documentation

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

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

1. Standard English language exam
2. Completion of an academic program in an English speaking country
3. With an English proficiency interview



### 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 J-1 Application is correct	1

#### Attached File(s)

- Document Updated on 10/15/2024 English proficiency (client e-form)

Exam

Exam: Toefl  
Score: 110

Open the Scholar Final Submit

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

- If an interview is required, the Host Faculty will enter the interview information there

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

## After Submission

1 hour after submission the Department Administrator will receive an email notification

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

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
2024-10-15 10:00 AM EDT

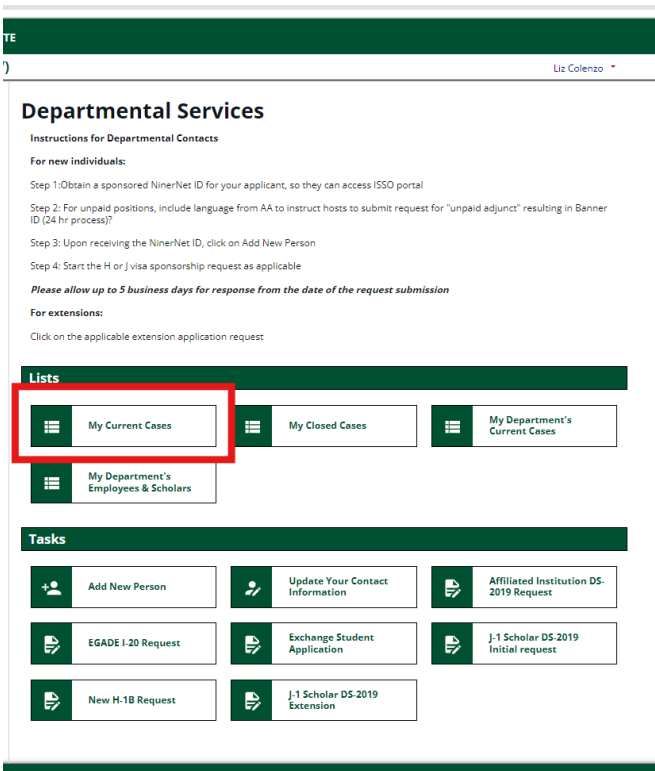
# Step 3: Department Final Submit Eform

## Department Administrator

### ISSO Portal Eform: Department Final Submit

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

- Log into the portal and open My Current Cases



- Find the scholar and reopen the DS-2019 request

UNC CHARLOTTE						
ISSO Portal (DEV)						
<a href="#">Go to Departmental Services</a>						
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

- The Department Final Submit eform will now show as Required

TE

✓) 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](#)

- Provide the requested information and submit

TE

) 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 Email\*

Resype Export Control Email\*

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

[Submit](#)

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

After Submis  
Export Control

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

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: 02B063E-03

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-887-7781 | Fax: 704-887-3168  
[info@unccharlotte.edu](mailto:info@unccharlotte.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.

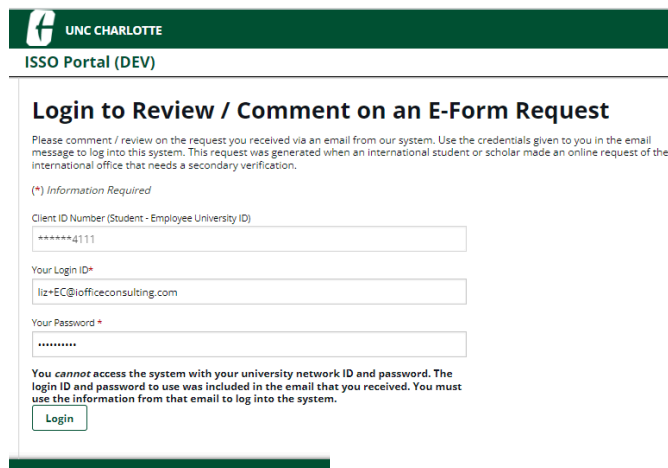
# Step 4: Export Control

## Export Control

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

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



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)  
\*\*\*\*\*4111

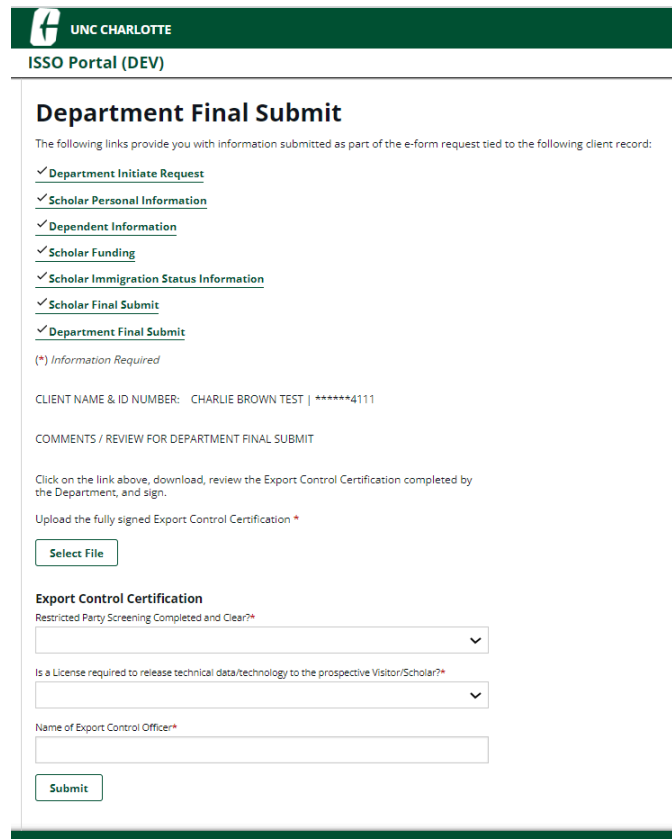
Your Login ID\*  
liz\*EC@iofficeconsulting.com

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 eforms submitted by the Department Administrators and 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 \*

Select File

**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\*

Submit

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



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

LIVE. LEARN. BE GLOBAL.

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

# 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 displays the UNC Charlotte ISSO Portal (DEV) interface. The header includes the UNC Charlotte logo and the text "UNC CHARLOTTE". Below the header, the page is titled "ISSO Portal (DEV)" and the user "Liz Colenzo" is logged in. The left sidebar contains navigation links: "Launch Application", "Departmental Services", "International Office", and "Tech Support". The main content area is titled "J-1 Scholar DS-2019 Initial request" and includes a link "View/Save/Print E-Form Group" and a note "some general information (every user can see it - not second approver)". The content is organized into two sections: "Department forms" and "FINAL SUBMIT". The "Department forms" section shows a green checkmark icon and the text "APPROVED" above the link "Department Initiate Request". The "FINAL SUBMIT" section shows a clock icon and the text "PENDING OFFICE APPROVAL" above the link "Department Final Submit", which is highlighted with a red rectangular box.

UNC CHARLOTTE

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**

✓ APPROVED  
[Department Initiate Request](#)

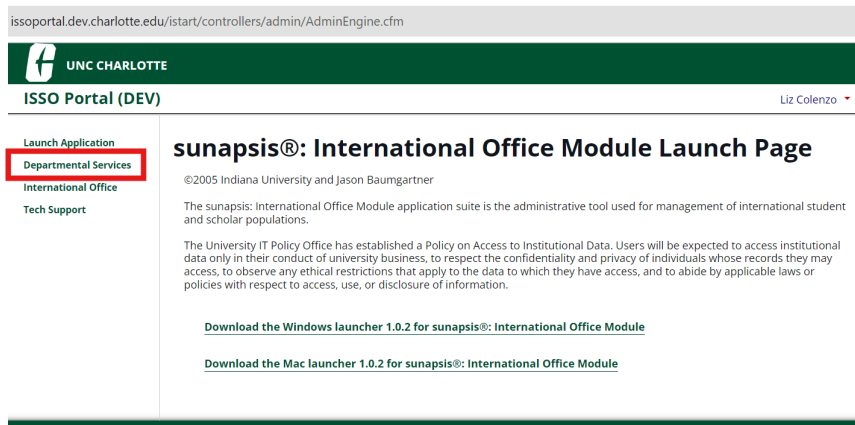
**FINAL SUBMIT**

⌚ PENDING OFFICE APPROVAL  
[Department Final Submit](#)

# J-1 Scholar DS-2019 Extension Request

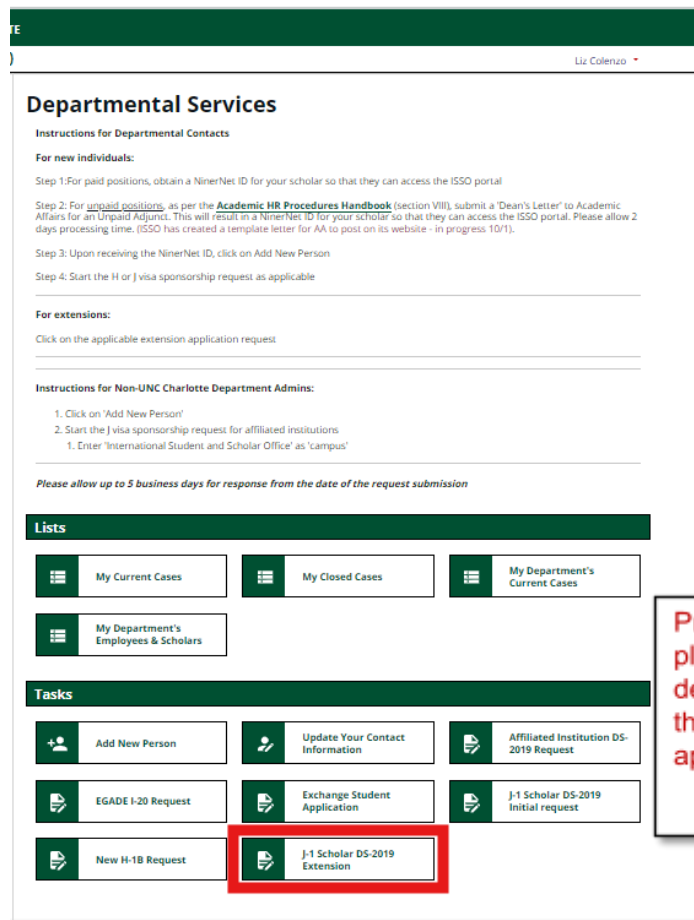
## Looking-up the scholar record in the ISSO Portal

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



The screenshot shows the ISSO Portal (DEV) interface. The top navigation bar includes the UNC Charlotte logo and the text "ISSO Portal (DEV)". A sidebar on the left contains a menu with the following items: "Launch Application", "Departmental Services" (highlighted with a red box), "International Office", and "Tech Support". The main content area is titled "sunapsis®: International Office Module Launch Page". It includes a copyright notice for 2005 Indiana University and Jason Baumgartner, a description of the sunapsis application suite, and links to download Windows and Mac launchers for the International Office Module.

- Select the **J-1 Scholar DS-2019 Extension**



The screenshot shows the "Departmental Services" page in the ISSO Portal. The page includes instructions for departmental contacts, new individuals, and extensions. It also features a "Lists" section with buttons for "My Current Cases", "My Closed Cases", "My Department's Current Cases", and "My Department's Employees & Scholars". A "Tasks" section contains buttons for "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", and "J-1 Scholar DS-2019 Extension" (highlighted with a red box).

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

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

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

- 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.

# Step 1: Request Initiated by Department

## Department Administrator

### ISSO Portal Eform: Department Initiate Request

Complete the requested information on the eform

#### Department Initiate Extension Request

[MAIN PAGE](#) | [TEMP434111](#) | [LIZ TEST J INITIAL TEST](#)

(\*) 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
- 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.

##### Current Host Faculty/Supervisor on File

Snoopy  
liz+snoopy@officeconsulting.com

CLIENT RECORD: LIZ TEST J INITIAL TEST | TEMP434111

Will the current Host Faculty change?\*

☐ Yes ☐ No

Confirm Host Department contact Name\*

You will enter the new dates, any changes or updates in funding, and upload the department's updated letter with the extended dates.

Current information on file will be displayed for you.

##### Current Information on File

###### Active DS-2019 Information

Active DS-2019 Start Date
Active DS-2019 End Date
Active DS-2019 Category
Active DS-2019 Position
Active DS-2019 CIP Code
Active DS-2019 CIP Code Description

Current HR Position/Job Title: Self funded-Not applicable

Reason for Extension:\*

New Requested Program End Date\*

Will the position/job title change?\*

Is the scholar self funded or paid by UNC Charlotte?\*

☐ Self-funded ☐ Paid by UNC Charlotte

Upload an updated sponsorship form (offer/invitation letter) \*

Select File

##### Current Active Site of Activity on file

No active site of activity on file.

Will the Site of Activity change?\*

☐ Yes ☐ No

Save Draft

Submit

## After Submission

Department Initiate Request will be 'Submitted'

**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**

✓ **SUBMITTED**  
**Department Initiate Extension Request**

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

The following email communications will be sent to the scholar:



ISSO

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

Dear Liz Test J Initial Test:

A department at International Student and Scholar Office has started the process to extend your visa status. ~~The form group that is being completed is the J-1 Scholar DS-2019~~ Extension. In order to continue, you must complete the form(s) listed below. Please [click here](#) to access the form. You will be asked to login:

Group: Departmental Services | J-1 Scholar DS-2019 Extension

Form: Scholar Personal Information

Form: Scholar Funding

Form: Scholar Final Submit

NinernetID and University ID use <https://issoportal.dev.charlotte.edu/start/controllers/client/ClientEngine.cfm> to login

No university credentials: <https://issoportal.dev.charlotte.edu/start/controllers/admission/AdmissionEngine.cfm>

Use the provided University ID, your date of birth, and provided PIN

Use University ID Number: 8765767657 with Limited Access PIN: 73121762

Sincerely,

International Student & Scholar Office  
UNC Charlotte | Office of International Programs  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-887-7781 | Fax: 704-887-3188  
[intliso@charlotte.edu](mailto:intliso@charlotte.edu) | <http://isso.charlotte.edu/>

**Login information and direction to the eforms will be provided in the email.**

## Step 2: Scholar Eforms

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### Scholar

#### ISSO Portal 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.



They will submit a number of eforms

A screenshot of a web form titled 'J-1 Scholar DS-2019 Extension'. The title is in a large, bold, dark font. Below the title, there is a paragraph of text explaining that J-1 Exchange Visitors may be eligible to extend their program. This is followed by another paragraph stating that program length runs from a minimum of 3 weeks to a maximum period allowed for a specific program classification. Below this, there is a bulleted list of program types and their maximum durations: Research Scholar (5 years), Professor (5 years), Short Term Scholar (6 months), Student Intern (1 year), and Specialist (1 year). Another paragraph follows, instructing users to use the form to submit a request to extend the DS-2019, with a note that requests must be submitted at least 2 weeks prior to the end date. At the bottom of the form, there is a dark green header bar with the text 'To be completed by Scholar' in white. Below this bar, there are three items, each with a checkbox and a label: 'REQUIRED Scholar Personal Information', 'REQUIRED Scholar Funding', and 'NOT YET AVAILABLE Scholar Final Submit'.

**\*\*\* This will complete the scholar submissions \*\*\***

## Step 3: ISSO Review and DS-2019 Issuance

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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 Extension request.

If further clarification is needed, you will receive an email.