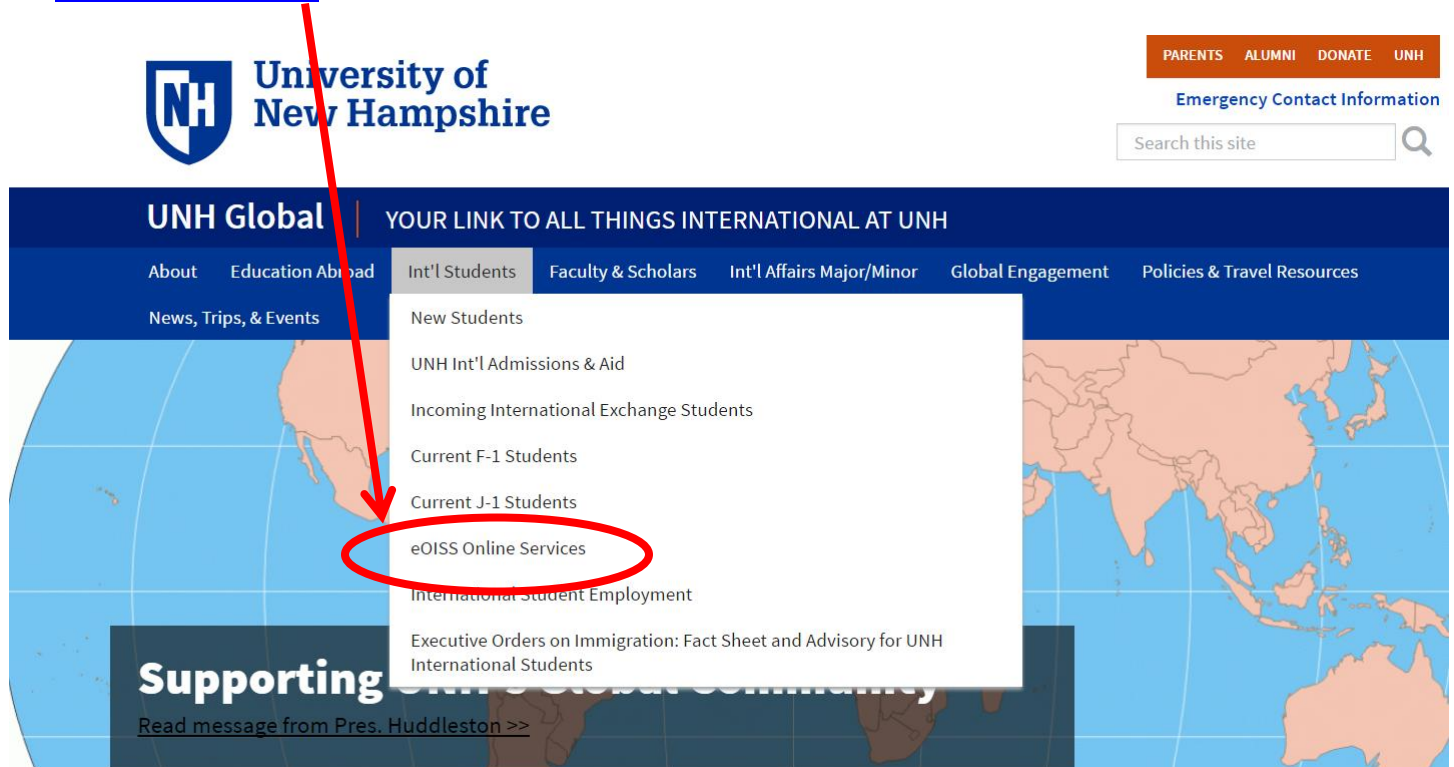


# Submitting a J-1 Application for a New Exchange Visitor using eOISS Online Services

The following steps will allow you to submit a J-1 Application for a New Exchange Visitor using eOISS Online Services. You will need a myUNH username and password to access these services. If you do not have a myUNH ID, or if you have forgotten your password, please visit <https://www.unh.edu/it/loginhelp>.

## Step 1: Logging in to eOISS Online Services

To login to eOISS Online Services, visit the UNH Global website ([www.unh.edu/global](http://www.unh.edu/global)). Under “Int’l Students”, click on the [eOISS Online Services](#) link.



Next, click the **Department Access** link.

# eOISS Online Services

Do you have a myUNH account?

YES - I HAVE A MYUNH ACCOUNT

NO - I AM A NEWLY ADMITTED STUDENT

NO - I AM A NEW SCHOLAR OR EMPLOYEE

Department Access

Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**.

University of New Hampshire

Sunapsis - Test

Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your username and password below and click 'Submit' to access the system.

☐ This is a public computer

☒ This is a private computer

Username:

Username

Password:

Password

Submit

[Need Assistance?](#)

© 2019 Information Technology • University of New Hampshire  
• Durham, NH 03824 • UNH IT Service Desk (603) 862-4242 •  
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

\*\*\*If you are unable to login, click here or visit <https://www.unh.edu/it/loginhelp>.

## Step 2: Creating a New Record


**Note:** If the Scholar already has a UNH ID, skip to Step 3.


To create a new Scholar record, click on **Departmental Services** in the menu bar, then **Add New Person**.


Launch Application  
Departmental Services  
International Office  
Server Administration  
Tech Support


### Departmental Services

#### Lists


 **My Current Cases**


 **My Closed Cases**


 **My Department's Current Cases**


 **My Department's Employees & Scholars**

#### Tasks

 **Add New Person**

 **Update Your Information**

 **H-1B Application for a New Employee**

 **Application for a New Exchange Visitor**

Then fill out the **Add New Person Form**, and then click **Add New Person**.

Launch Application  
Departmental Services  
International Office  
Server Administration  
Tech Support

### 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\*



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

☐ Yes ☐ No

**Add New Person**

A new **TEMP ID** will be assigned to the Scholar until a UNH ID is issued. Use this ID when starting the application.

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

## Work on an Application

Name: Stark, Tony  
University ID: TEMP569626  
Date of Birth: 12/01/1990

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

--- New Applications ---

**Application for a New Exchange Visitor**

**H-1B Application for a New Employee**

--- Continue an Application in Progress ---

There are no previously submitted applications.

### Step 3: Starting the Application

To start an application, click on **Departmental Services** in the menu bar. If the Scholar has a **TEMP** or **UNH ID**, click on **J-1 Application for a New Exchange Visitor**

The screenshot shows the 'Departmental Services' dashboard. On the left is a vertical menu with the following items: 'Launch Application', 'Departmental Services' (highlighted in purple), 'International Office', 'Server Administration', and 'Tech Support'. A red arrow points from the 'Departmental Services' menu item to the main content area. The main content area has a header 'Departmental Services' and two sections: 'Lists' and 'Tasks'. The 'Lists' section contains four buttons: 'My Current Cases', 'My Closed Cases', 'My Department's Current Cases', and 'My Department's Employees & Scholars'. The 'Tasks' section contains three buttons: 'Add New Person', 'Update Your Information', and 'H-1B Application for a New Employee'. Below these is a fourth button, 'J-1 Application for a New Exchange Visitor', which is highlighted with a red arrow pointing to it from the left side of the dashboard.

Fill out the **form**, then click **Find Record** to start a new application.

The screenshot shows the 'Lookup International Record' form. On the left is a vertical menu with the following items: 'Launch Application', 'Departmental Services' (highlighted in purple), 'International Office', 'Server Administration', and 'Tech Support'. The main content area has a header 'Lookup International Record' and a description: '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.' Below this is a section titled '(\*) Information Required' with two input fields: 'University ID\*' and 'Date of Birth\*'. The 'Date of Birth\*' field has a calendar icon and a placeholder 'MM/DD/YYYY'. A red arrow points from the 'Find Record' button to the 'Date of Birth\*' field. The 'Find Record' button is located at the bottom of the form.

## Step 4: Granting the Scholar Access to the Application

The first 7 sections of the application need to be filled out by the scholar.

[Launch Application](#)  
[Departmental Services](#)  
[International Office](#)  
[Server Administration](#)  
[Tech Support](#)

# Application for a New Exchange Visitor

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

Please complete this eForm only if you have been invited by a faculty member to be a **Visiting Scholar** at the University of New Hampshire (UNH).

After completing our required application, we can review your documents and determine if you are eligible for a Certificate of Eligibility (DS-2019).

The Office of International Students & Scholars (OISS) looks forward to welcoming you to our University!

## E-Forms

- ☐ **REQUIRED**  
[Biographical Information](#)
- ☐ **REQUIRED**  
[Permanent Foreign Address](#)
- ☐ **REQUIRED**  
[Experience](#)
- ☐ **REQUIRED**  
[Current Immigration Status](#)
- ☐ **OPTIONAL**  
[Dependent Information \(Spouse/Children\)](#)
- ☐ **REQUIRED**  
[Financial Information](#)
- ☐ **REQUIRED**  
[Health Insurance Compliance](#)
- ☐ **REQUIRED**  
[Program Information](#)

To grant the scholar access, click on any of the first 7 sections of the application, and then click the **GIVE THE CLIENT ACCESS** link at the top.

[Launch Application](#)  
[Departmental Services](#)  
[International Office](#)  
[Server Administration](#)  
[Tech Support](#)

# Biographical Information

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

(\*) *Information Required*

## BIOGRAPHICAL INFORMATION

CLIENT RECORD: TONY STARK | TEMP569626

Last Name (as it appears in the passport)\*

You will be asked to supply the scholar's **email address** to send instructions, then click **Send Email**

[Launch Application](#)  
[Departmental Services](#)  
[International Office](#)  
[Server Administration](#)  
[Tech Support](#)

## Give Client Access to Update Information

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

The following lists the sections that can be completed by the client. To give the client access to complete these sections, please provide their email address and click send e-mail. Instructions will be sent to both the client and to you.

Group: Departmental Services | Application for a New Exchange Visitor

Form: Biographical Information

Form: Current Immigration Status

Form: Dependent Information (Spouse/Children)

Form: Experience

Form: Financial Information

Form: Health Insurance Compliance

Form: Permanent Foreign Address

(\*) *Information Required*

Client's Email Address\*

**Send E-mail**

\*\*\*You will receive a copy of the email sent to the Scholar.



## Step 5: Filling Out the Application

To fill out the application, simply click the section you wish to fill out, and enter the information on the **form**.

[Launch Application](#)

[Departmental Services](#)

[International Office](#)

[Server Administration](#)

[Tech Support](#)

# Program Information

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(\*) *Information Required*

## PROGRAM INFORMATION

CLIENT RECORD: TONY STARK | TEMP569626

Primary Activity at UNH\*

Specific Field / Subject Area\*

Brief, non-technical of Research/Teaching/Job Responsibilities\*

Program Start Date\*

Program End Date\*

## SITE OF ACTIVITY

College\*

You can save your progress at any time using the **Save Draft** button.

**Please Note: Uploaded supporting documents will be corrupted during the save process and will need to be uploaded again before submission. Please wait to upload supporting documents until you are ready to submit the section.**

When you have completed a section click **Submit**.



## Step 6: Second Approval and Departmental/Unit Certification

If a section requires Second Approval (ex. English Certification by Interview, Transfer Request, Department Certification), fields will be provided to enter the Approver's **contact information**.

[Launch Application](#)  
[Departmental Services](#)  
[International Office](#)  
[Server Administration](#)  
[Tech Support](#)

# Certification of English Language Proficiency

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(\*) Information Required

Federal regulations 22 C.F.R. § 62.11(a)(2) require prospective J-1 exchange visitors to possess "sufficient proficiency in the English language as determined by an objective measurement of English language proficiency, to successfully to participate in his or her program and to function on a day-to-day basis."

**Indicate how you, the UNH sponsor assessed the English language skills of the prospective Exchange Visitor (Please select YES for only one)**

CLIENT RECORD: TONY STARK | TEMP569626

Certification based on test scores from a recognized testing agency such as TOEFL or IELTS (attach copy of test score).\*

☐ Yes ☒ No

Certification by an academic institution or English Language School.\*

☐ Yes ☒ No

Certification based on an Interview.\*

☒ Yes ☐ No

Name of Interviewer\*

Interviewer Email\*

Re-type Interviewer Email\*

[Save Defaults](#)

[Save Draft](#)

[Submit](#)

When the section has been submitted, the Approver will receive an email with a **link** and **login**.

## Certification of English Language Proficiency

Dear Prof./Dr. Pepper Potts:

You are receiving this notification from the Office of International Students and Scholars (OISS) because the department contact has initiated an Exchange Visitor Application for a Visiting Scholar. We need your approval in order to proceed.

Please follow the link below:

[Certification of English Language Proficiency](#)

Client Name: Tony Stark

Client ID Number: \*\*\*\*\*9626

Your Login ID: nada.none@unh.ed

Your Password: 0120332-A2

The login information should automatically fill in, and the Approver can simply hit **Login** to proceed to the form.

## 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)

\*\*\*\*\*9626

Your Login ID\*

nada.none@unh.edu

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

**\*\*\*You will receive an email when the Approver has completed the form.**

When your application is ready for Departmental/Unit Certification, you can fill out the **forms** provided.

## E-Forms

- ☐ REQUIRED  
[Biographical Information](#)
- ☐ REQUIRED  
[Permanent Foreign Address](#)
- ☐ REQUIRED  
[Experience](#)
- ☐ REQUIRED  
[Current Immigration Status](#)
- ☐ OPTIONAL  
[Dependent Information \(Spouse/Children\)](#)
- ☐ REQUIRED  
[Financial Information](#)
- ☐ REQUIRED  
[Health Insurance Compliance](#)
- ☐ REQUIRED  
[Program Information](#)
- ☐ ROUTED TO THIRD PARTY  
[Certification of English Language Proficiency](#)
- ☐ REQUIRED  
[Export Control Attestation](#)
- ☐ REQUIRED  
[Faculty Sponsor Exchange Visitor Compliance Certification](#)
- ☐ REQUIRED  
[Departmental Chair Exchange Visitor Compliance Certification](#)
- ☐ REQUIRED  
[Dean Exchange Visitor Compliance Certification](#)
- NOT YET AVAILABLE  
[Submit Exchange Visitor Scholar Application](#)

Once you have entered the **information** needed on the form, click **Submit**.

[Launch Application](#)  
[Departmental Services](#)  
[International Office](#)  
[Server Administration](#)  
[Tech Support](#)

## Faculty Sponsor Exchange Visitor Compliance Certification

[MAIN PAGE](#) | [TEMP569626](#) | [TONY STARK](#)

(\*) *Information Required*

### Faculty Sponsor Exchange Visitor Compliance Certification

The Exchange Visitor Program is a way for departments to sponsor a Exchange Visitor scholar. Although OISS has responsibility for ensuring institutional compliance with these regulations, departments/units must agree to follow established University procedures in order to ensure compliance. This request must be electronically certified by the department/unit sponsor's willingness to comply with all federal and University Exchange Visitor requirements.

CLIENT RECORD: TONY STARK | TEMP569626

Department / Unit\*

Name of UNH Sponsor/Host\*

Title\*

Email\*

Re-type Email\*

[Save Defaults](#)

[Save Draft](#)

[Submit](#)

An email will be sent to the Approver with a link and login (see above) to certify the application.

**\*\*\*The 3 Certification sections can be done in any order. You will receive an email when an Approver certifies the application.**

## Step 6: Submitting the Application.

Once all sections have been submitted, and the certifications completed you will be able to **Submit the Application**.

**E-Forms**

☐ REQUIRED

Biographical Information

☐ REQUIRED

Permanent Foreign Address

☐ REQUIRED

Experience

☐ REQUIRED

Current Immigration Status

☐ OPTIONAL

Dependent Information (Spouse/Children)

☐ REQUIRED

Financial Information

☐ REQUIRED

Health Insurance Compliance

☐ REQUIRED

Program Information

☐ ROUTED TO THIRD PARTY

Certification of English Language Proficiency

☐ REQUIRED

Export Control Attestation

☐ REQUIRED

Faculty Sponsor Exchange Visitor Compliance Certification

☐ REQUIRED

Departmental Chair Exchange Visitor Compliance Certification

☐ REQUIRED

Dean Exchange Visitor Compliance Certification

☐ NOT YET AVAILABLE

Submit Exchange Visitor Scholar Application

\*\*\*When you submit the application, an email will be sent to UNH's Sponsored Program Administration (Export Control) for final approval.

That's it! You will receive an email from OISS within 5 business days regarding your request.

### Final Notes:

- Logout of eOISS when you have finished.
- If you have trouble accessing eOISS Online Services, please contact [oiss.advisor@unh.edu](mailto:oiss.advisor@unh.edu).