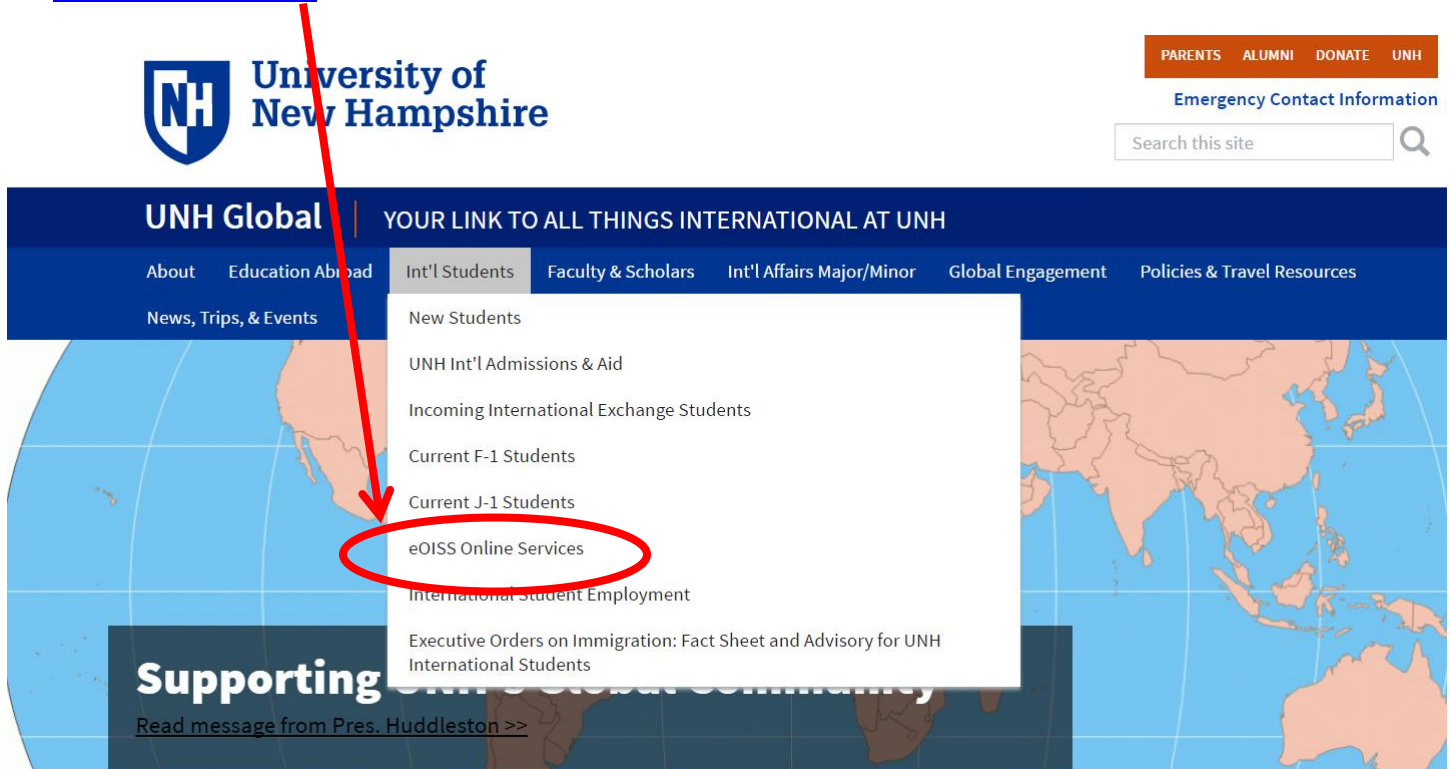


Submitting a J-1 Extension for an Exchange Visitor using eOISS Online Services

The following steps will allow you to submit a J-1 Extension for an 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). Under "Int'l Students", click on the [eOISS Online Services](#) link.



The screenshot displays the UNH Global website interface. At the top left is the UNH logo and the text "University of New Hampshire". To the right are links for "PARENTS", "ALUMNI", "DONATE", and "UNH", along with "Emergency Contact Information" and a search bar. The main navigation bar is dark blue with the text "UNH Global | YOUR LINK TO ALL THINGS INTERNATIONAL AT UNH". Below this are several menu items: "About", "Education Abroad", "Int'l Students", "Faculty & Scholars", "Int'l Affairs Major/Minor", "Global Engagement", and "Policies & Travel Resources". The "Int'l Students" menu is open, showing a list of options: "New Students", "UNH Int'l Admissions & Aid", "Incoming International Exchange Students", "Current F-1 Students", "Current J-1 Students", "eOISS Online Services", "International Student Employment", and "Executive Orders on Immigration: Fact Sheet and Advisory for UNH International Students". The "eOISS Online Services" link is circled in red, and a red arrow points to it from the text above. At the bottom of the page, there is a banner for "Supporting UNH's Global Community" and a link to "Read message from Pres. Huddleston >>".

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?](#)

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• 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: Starting the Application

To start an application, click on **Departmental Services** in the menu bar. Then, click on **J-1 Extension for an Exchange Visitor**.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Launch Application, Departmental Services, International Office, Server Administration, and Tech Support. The main content area is titled "Departmental Services" and is divided into two sections: "Lists" and "Tasks".

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 Extension for an Employee
- J-1 Extension for an Exchange Visitor
- H-1B Application for a New Employee
- Application for a New Exchange Visitor

Red arrows indicate the path from the "Departmental Services" menu item to the "Departmental Services" header, and then from the "J-1 Extension for an Exchange Visitor" task button.

Enter in the Exchange Visitor's **UNH ID** and **Date of Birth**, then click **Find Record** to start a new application.

The screenshot shows a form titled "Lookup International Record". The form includes a navigation menu on the left with the following items: Launch Application, Departmental Services, International Office, Server Administration, and Tech Support. The main content area contains the following text and fields:

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*

Find Record

Red arrows indicate the path from the "Departmental Services" menu item to the "Lookup International Record" header, and then from the "Date of Birth" field to the "Find Record" button.

Step 3: 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

CLIENT RECORD: TONY STARK | TEMP569626

Department Name*

Name of Person to Whom Exchange Visitor Reports:*

Phone*

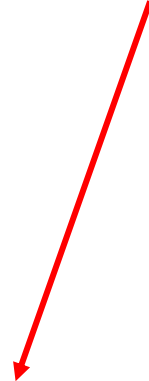
Email*

Dates of Extension Requests:

From*

To*

Current Activity at UNH*



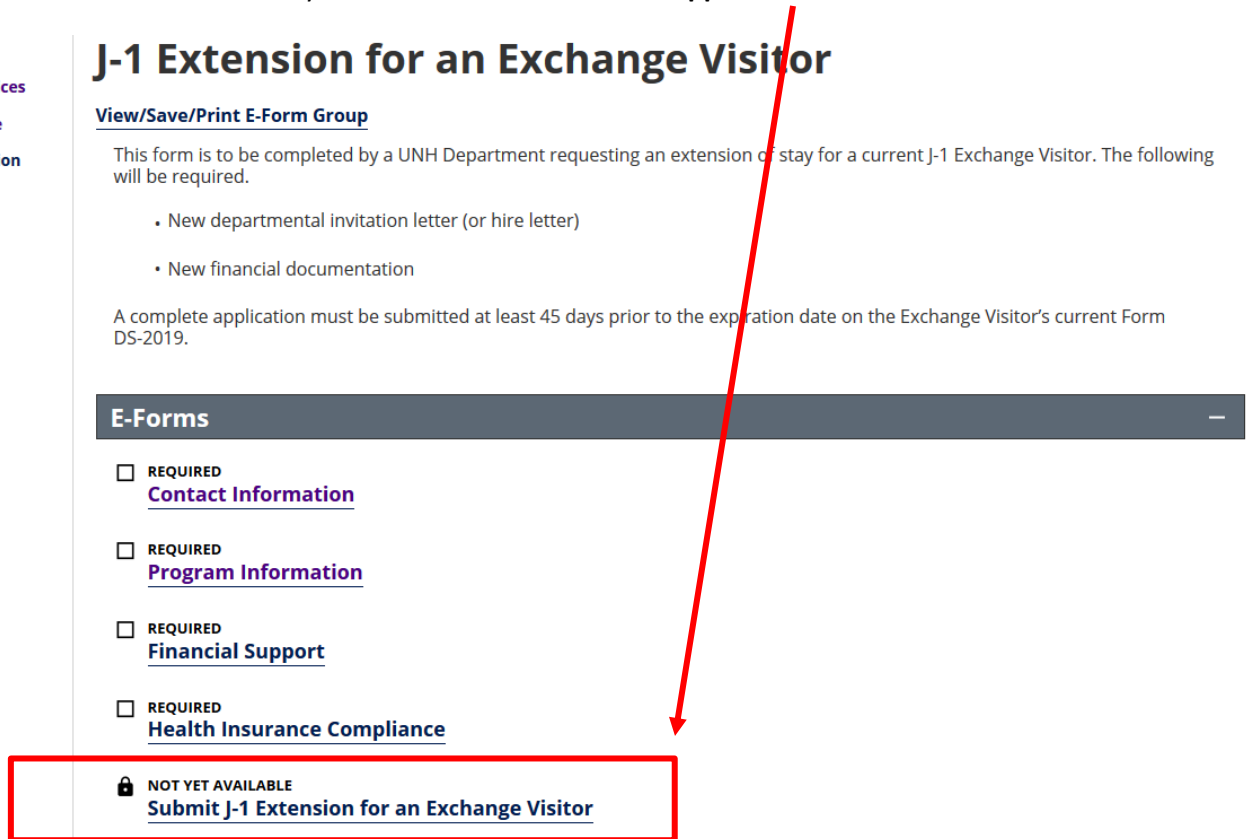
You can save your progress at any time using the **Save Draft** button.

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 5: Submitting the Application.

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



Launch Application
Departmental Services
International Office
Server Administration
Tech Support

J-1 Extension for an Exchange Visitor

View/Save/Print E-Form Group

This form is to be completed by a UNH Department requesting an extension of stay for a current J-1 Exchange Visitor. The following will be required.

- New departmental invitation letter (or hire letter)
- New financial documentation

A complete application must be submitted at least 45 days prior to the expiration date on the Exchange Visitor's current Form DS-2019.

E-Forms

- REQUIRED [Contact Information](#)
- REQUIRED [Program Information](#)
- REQUIRED [Financial Support](#)
- REQUIRED [Health Insurance Compliance](#)
- NOT YET AVAILABLE [Submit J-1 Extension for an Exchange Visitor](#)

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.