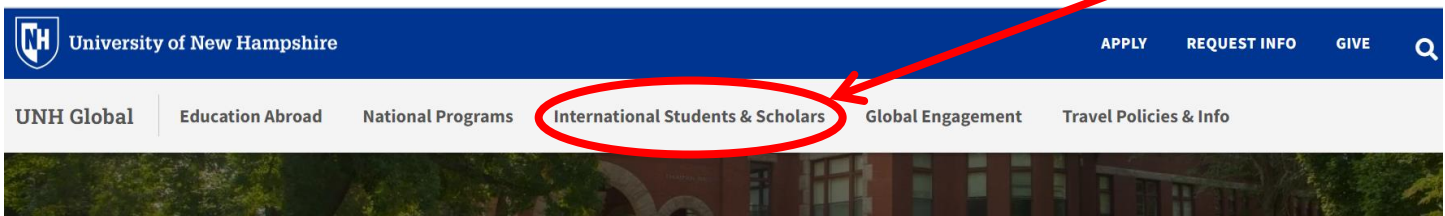


Submitting a J-1 Extension for an Exchange Visitor using eOISS Online Services

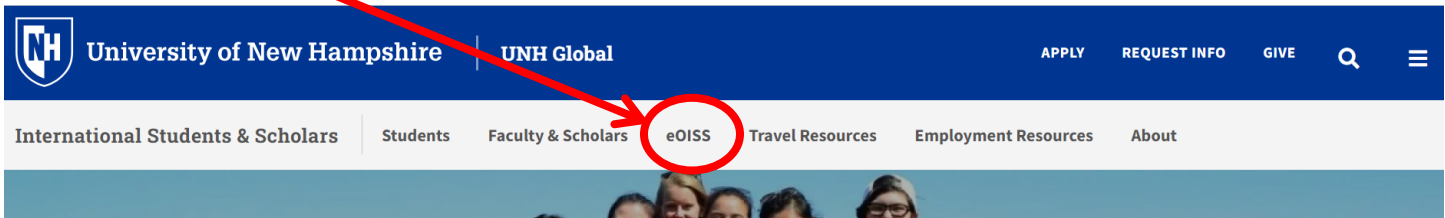
The following steps will allow you to submit a J-1 Extension for an Exchange Visitor using eOISS Online Services. You will need a myUNH username and password to access these services. If you do not have a myUNH ID, or if you have forgotten your password, please visit <https://www.unh.edu/it/loginhelp>.

Step 1: Logging in to eOISS Online Services

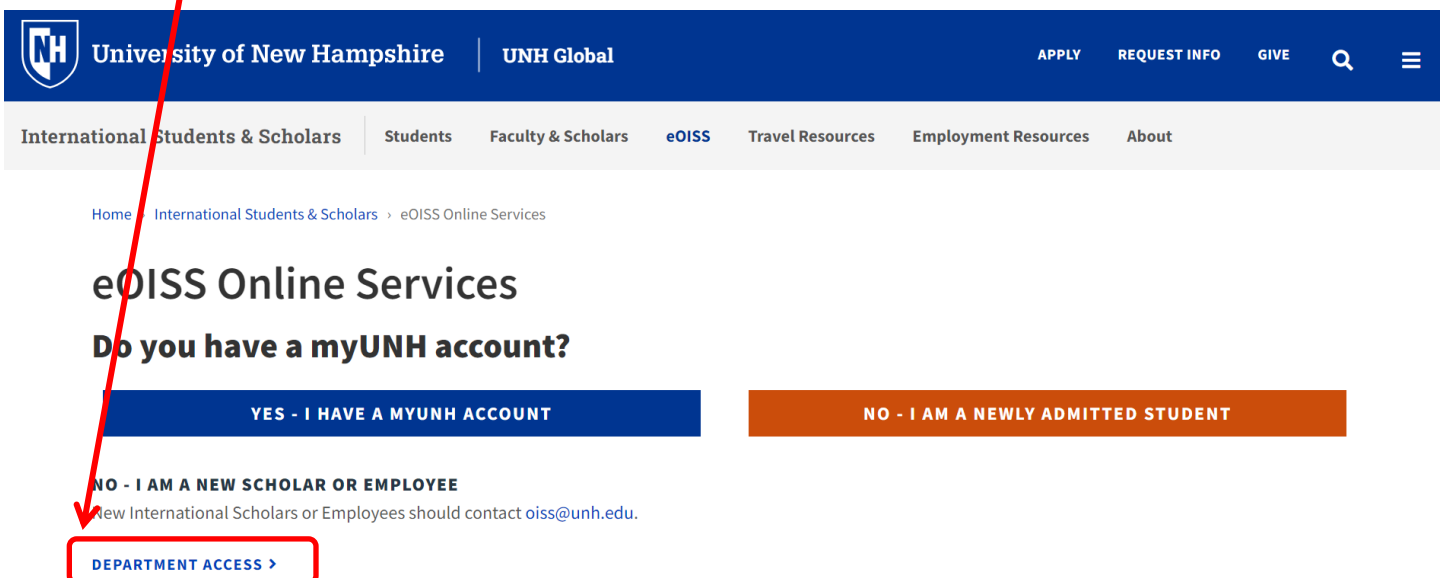
To login to eOISS Online Services, visit the UNH Global website (<https://www.unh.edu/global/>). Click “[International Students & Scholars](#)”,



Next, click on the [eOISS](#) link.



Next, click the [Department Access](#) link.



Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**. (**You may have to do this step again after logging into the Full Client eOISS – Online Services)

University of New Hampshire

Sunopsis - 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:

Password:

[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>.

Click **Login** under Full Client Services for Current Students & Scholars

eOISS - Online Services

The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Current Students & Scholars

Secure services requiring login with your myUNH ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, program extensions, CPT / OPT / AT.
3. Access alerts and notes on file that require action in order to maintain legal status

A network ID and password are required.

Limited Services for New Students & Scholars

Limited services requiring login with your UNH ID number and date of birth. These services include:

1. Registration for orientation, request initial I-20, or SEVIS transfer-in, etc.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

[New Student/Scholar Login](#)

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 application interface. On the left is a vertical menu with the following items: **Launch Application**, **Departmental Services**, **International Office**, **Server Administration**, and **Tech Support**. The main content area is titled **Departmental Services**. It is divided into two sections: **Lists** and **Tasks**. The **Lists** section contains four tiles: **My Current Cases**, **My Closed Cases**, **My Department's Current Cases**, and **My Department's Employees & Scholars**. The **Tasks** section contains six tiles: **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**, and **Application for a New Exchange Visitor**. A red arrow points from the **Departmental Services** menu item to the **Departmental Services** header. Another red arrow points from the **J-1 Extension for an Exchange Visitor** tile to the **Find Record** button in the next screenshot.

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

The screenshot shows the **Lookup International Record** form. The left menu is the same as in the previous screenshot. The main content area has the title **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**. It contains two input fields: **University ID*** and **Date of Birth***. The **Date of Birth*** field has a calendar icon and the format **MM/DD/YYYY**. At the bottom of the form is a **Find Record** button. A red arrow points from the **J-1 Extension for an Exchange Visitor** tile in the previous screenshot to the **Find Record** button. Another red arrow points from the **University ID*** 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*

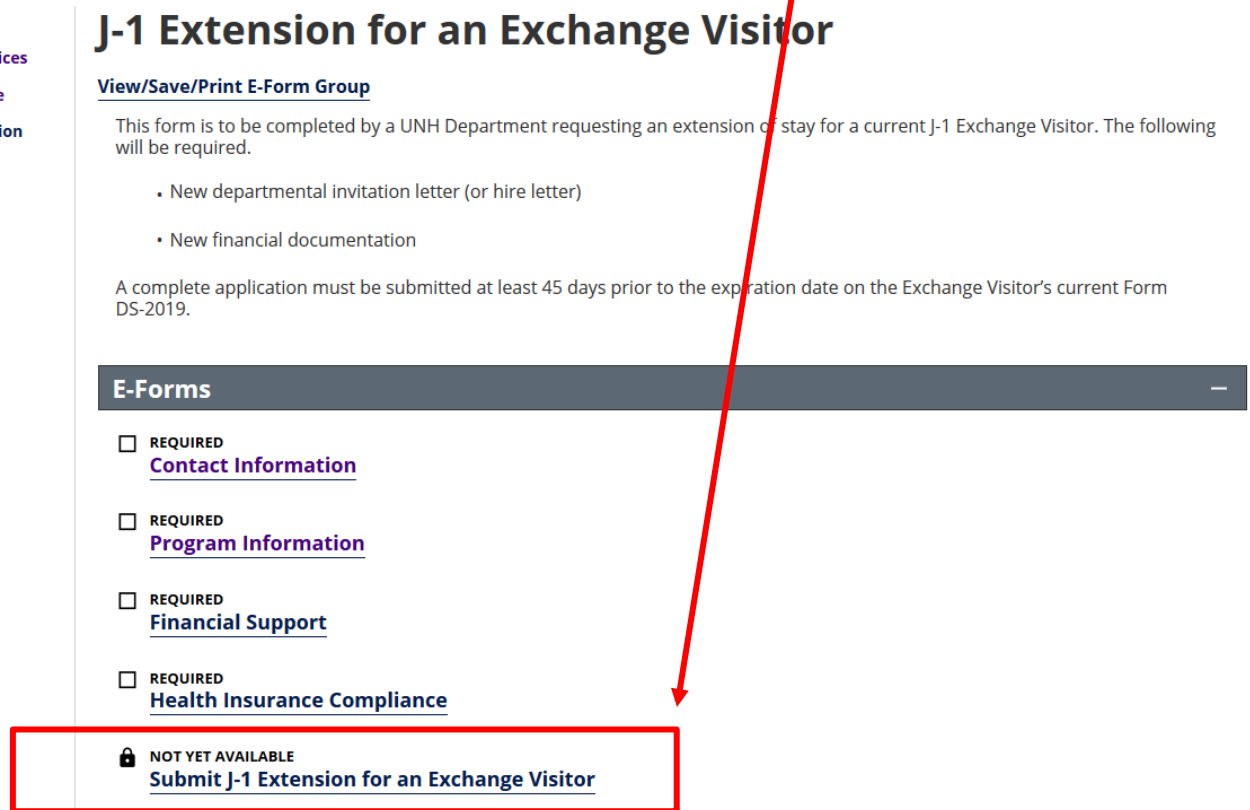
You can save your progress at any time using the **Save Draft** button.

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@unh.edu.