Submitting an Exchange Visitor Scholar Application using eOISS Online Services

The following steps will allow you to submit an Exchange Visitor Scholar Application 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.
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 **Login**.

***If you are unable to login, click here or visit [https://www.unh.edu/it/loginhelp](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**.

Then fill out the **Add New Person Form**, and then click **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.
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 **Exchange Visitor Scholar Application**, fill out the **form**, then click **Find Record** to start a new application.
Step 4: Granting the Scholar Access to the Application

Note: If the department will be filling out the entire application, skip to Step 5.

The first 7 sections of the application can be filled out by the scholar.
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.
You will be asked to supply the scholar’s **email address** to send instructions, then click **Send Email**

***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.

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

Dear Prof./Dr. Test Tester:

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: Nada None
Client ID Number: *****2854
Your Login ID: nada.none@unh.edu
Your Password: 56AB14C-7E

Durham Campus
Tel +1 (603) 862-1288
oiss@unh.edu

Manchester Campus
Tel +1 (603) 862-1288
oiss@unh.edu

Concord Campus
Tel +1 (603) 513-5197
oiss@unh.edu
The login information should automatically fill in, and the Approver can simply hit **Login** to proceed to the form.

***You will receive an email when the Approver has completed the form.
When your application is ready for Departmental Certification, you can fill out the **forms** provided.

**TEMP201363 | VIRGINIA HERNANDEZ-SANTANA**

- [ ] Biographical Information
- [ ] Permanent Foreign Address
- [ ] Experience
- [ ] Current Immigration Status
- [ ] Dependent Information (Spouse / Children)
- [ ] Financial Information
- [ ] Health Insurance Compliance
- [ ] Program Information
- [ ] Certification of English Language Proficiency
- [ ] Export Control Attestation
- [x] Faculty Sponsor Exchange Visitor Compliance Certification
- [ ] Departmental Chair Exchange Visitor Compliance Certification
- [ ] Dean Exchange Visitor Compliance Certification
- [ ] Submit Exchange Visitor Scholar Application

View/Save/Print E-Form Group
Once you have entered the **information** needed on the form, click **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. ***When you submit the application, an email will be sent to Sponsored Programs 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.