



# J-1 Lunch and Learn

March 15, 2023 | 12pm-1pm

[Zoom Recording](#)  
[Presentation Slides](#)

## Quick Links

- For **J-1 related questions** contact [Emma Royal](#)
- For **H-1B related questions** contact [Chia-Hsuan "Polly" Chien](#)
- For **TN related questions** contact [Trinh Copsey](#)
- [General and/or ISSS Portal Questions + to schedule appointments](#)
- [Policy on Background Checks for Faculty and Non-Faculty Employees, Student Employees, and Affiliates](#)
- [Institutional Integrity & Risk Management- Export Control and Science & Security](#)
- [J-1 Exchange Visitor Page](#)
- [J-1 Playbook](#)

## Q&A

**Q: How far in advance of the J1 Scholar's visit start date can we request a background check?**

A: A [background check](#) is valid for 12 months.

**Q: What is the network ID and the Institutional University ID?**

A: The network ID is the ONYEN. The Institutional University ID is the PID.

**Q: Do we still send the EV PDFs of forms, or are all forms completed online in the ISSS portal?**

A: The documents are collected directly from the exchange visitors. When the request is initiated in the portal, the EV is contacted to log in with their own credentials. The exchange visitor will complete their own forms, upload their own documents.

**Q: For units with a lot of requests, it would be useful to be able delete requests started in error. How do we do that?**

A: Due to compliance requirements, the system does not allow for requests to be deleted. The best way to ensure that when you log into the system you are seeing a reflection of current cases is to double check your cases before you submit a form or choose a request type.

**Q: For a request that was not initiated in error, but the scholar changes their mind, what should we do?**

A: The request cannot be deleted, but it can be cancelled. Contact the [ISSS office](#) to have the request cancelled. The request will still show in your current case list for 90 days, but it will be cancelled.

***Q: For J-1 extensions, can we use the original Export Control and Science and Security approvals?***

A: You cannot use the initial EC and S&S approvals for J-1 Extensions. New requests are required to be submitted through EC and S&S and approvals uploaded to the ISSS Portal before an extension request can be submitted.

***Q: How do I update a J1 request, with a change in mentor or to add a new work location?***

A: To submit an update, you would complete the J-1 update request form.

***Q: I need to correct a HUH or faculty mentor email address. How do I do this? When corrected, can the notification email be resent to that person?***

A: If an email address needs to be corrected, email [ISSS](#) with the file name and information that needs to be corrected. This will trigger the notification email to be resent to the hosting unit head or faculty unit mentor.

***Q: Is official foreign degree verification required by ISSS for J1 EVs or for the HR hire process?***

A: Foreign degree verification is needed for H1-B beneficiaries, not for J1 visa requests.

***Q: To get the PID, we still need to have the applicant fill out the J-1 pdf request, then that's used to enter the data needed to apply for the PID and request the background check.***

A (Ashante Diallo): The [J-1 playbook](#) talks about the process and what should be done first. If you follow those steps in order, you will get the PID as part of the background check/ RASR submission process.

***Q: Is there a place where the "status" in the J-1 portal is explained?***

A: No, there is not a place for status explanation. **Started** means you have initiated a request in the system. **Pending** means the request has been submitted to ISSS and is pending review.

**Approved** means that the request has been approved and a document has been issued for an initial request or the SEVIS record has been updated for extension requests.