Instructions for requesting a DS-2019 using the Departmental Services Portal

1. Log into Sunapsis (ISSS Panther Portal): https://sunapsis.fiu.edu/
   The system is integrated with our university system, log in using your FIU credentials as you would with any of our systems.
   **Note:** Sunapsis access needs to be granted first by the ISSS office, To request a Departmental Services account contact Ariel Ortiz at ariortiz@fiu.edu or Evelyn Rodriguez at rodrigev@fiu.edu.

   FIU Staff, Students and Scholars may log in by clicking the Login button below using FIU credentials. For new Students/Scholars who have not yet received FIU credentials, they will be assigned a temporary ID which will grant them access via the limited services link *(Scholars will normally need this for their new scholar check-in upon arrival in the U.S.)*.

2. Upon log in, you will arrive at the Departmental Services Portal.

   - The **Lists** tab contains cases you or your department are working on.
   - The **Tasks** tab contains e-Forms for actions you may take.
Note: Take action on an already active scholar:

a. **Option 1:** Go directly to the e-Form you wish to submit and enter the scholar’s Panther ID/TEMP ID, and date of birth.

![Lookup International Record](image)

b. **Option 2:** use the Lists tab to access your active cases and view the e-Forms available for that scholar.

3. To submit a brand new scholar request you must first create an account for that scholar by clicking on the task **Add New Person.** This e-Form will create a record in Sunapsis for the prospective scholar and associate all submitted applications and documents. **Below find the information you need to collect from the scholar to create their initial Sunapsis record.**

![Add New Person](image)

4. In most cases the scholar will need a TEMP ID to access Sunapsis since the scholar may not have a Panther ID at the start of the process. Once the new person is added, you should take note of the scholar’s generated TEMP ID and click on the e-Form group you wish to begin.

![Work on an Application](image)
5. The application consists of the following items:

**J-1 Application for a New Exchange Visitor**

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. Visitors (who must typically have training at the master’s level or higher) are invited to the U.S. for a program with a specific objective and length of stay not to exceed three years. Extensions beyond this time may be possible in special circumstances.

### Initial Application

- **Required**
  - Application For Initial Form DS-2019
  - Funding Document
  - Medical Insurance
  - English Language Proficiency
  - Export Questionnaire
  - Department Letters
  - Department Acknowledgment

### Dependents

- **Optional**
  - Dependents (Spouse / Children)

### On Boarding

- **Not Yet Available**
  - Acknowledgement of Scholar Arrival

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a. **Application for initial form DS-2019:**
Collects scholar’s personal information, passport, and resume/CV. E-Form requires Host Faculty/Supervisor acknowledgement through second approver functionality.

*Second Approver: host will receive an email to complete an acknowledgement and approval of this request.*

*Note: each e-Form has the option to give the client access to complete the form if you wish to have the scholar complete that information, such as personal and dependent information.*
b. **Funding Document**: collects proof of funds and funding source.

c. **Medical Insurance**: collects proof of medical insurance.

d. **English Language Proficiency**: collects proof of language proficiency.

e. **Export Questionnaire**: having completed the Export Control process through the Office of Compliance, use this e-Form to upload the confirmation email and due diligence form.

f. **Department Letters**: upload department letters and any additional supporting documents you wish to provide.

g. **Department Acknowledgement**: final acknowledgement from either the Department Head or Academic Dean is required. This person will receive an email to complete an acknowledgement and approval of this request.

h. **Dependents**: optional task to collect J-2 dependent information.

6. Once a completed application is submitted, the ISSS staff member will review the submission and proceed to issue the DS-2019 document.

7. **Acknowledgement of Scholar Arrival**: You will ultimately receive email notification to confirm the scholar’s official start and provide their Panther ID.

For complete details on the overall DS-2019 request process visit our website at: [https://isss.fiu.edu/visiting-scholars/hosting-a-j-1-exchange-visitor/index.html](https://isss.fiu.edu/visiting-scholars/hosting-a-j-1-exchange-visitor/index.html)