



# IP Connect

## Instructions on Using IP Connect for J-1 Exchange Visitor Applications

The J-1 application provides the Office of International Services (OIS) with essential information needed to generate a **Certificate of Eligibility of Exchange Visitor (J-1) Status**, this is also commonly referred to as the **DS-2019**. The DS-2019 is an official immigration document stating that Oregon State University (OSU) is recognized by the US Government to sponsor J-1 Exchange Visitors, and that OSU would like to invite this scholar to participate in a program at OSU. This form is necessary for nonimmigrants to apply for their US visa and enter the US to conduct collaborative research.

The J-1 application process, timeline, initial screening questions, and documents to collect are available online:

<http://international.oregonstate.edu/isfs/department-resources/using-ip-connect-scholar-applications>

This step-by-step guide is to be used by the Department Contact who has authorization to access and process applications through IP Connect.

### **Directions for Department Contact to Create an Account in IP Connect:**

1. Go to this website: <https://ipconnect.oregonstate.edu>
2. Click on **Administrative Services for University Departments**
3. Enter your ONID username and password
4. If you are already an approved IP Connect user, skip to next set of instructions
5. Request Access to IP Connect by completing the information form
  - a. Under Campus select **“OSU-Scholar”**
  - b. Under department, list your full department name (not an acronym or abbreviated version)
  - c. Click submit
  - d. You will receive an email once your access is approved (about 1-3 days). An hour after receiving the access approval email you should be able to log-into the system again and see additional information.

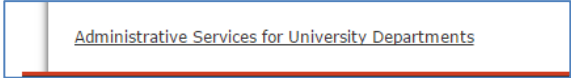


## J-1 Application Process in IP Connect

1. **The Sponsoring Professor** has been instructed to complete the [J-1 Program Information for International Visitor form](#) (PDF) and [Training/Internship Placement Plan](#) (PDF) (required only for the Student Intern category) and send it to the Department Contact. This form will collect the details of the program that the Department Contact will need to submit the Departmental Eforms and initiate the online application.
2. **The Department Contact** should work with the Sponsoring Professor to complete and collect the “J-1 Program Information for International Visitor form (PDF)” and submit the Departmental Eforms in IP Connect using the directions below.
3. **The Office of International Services** will send an email with the following information, which is needed to ass a scholar record to your current cases in IP Connect, and process the Departmental Eforms in IP Connect.
  - Prospective Scholar Name**
  - Temporary University ID Number**
  - Date of Birth** (MM/DD/YYYY)
  - Scholar Email**
  - Proposed Program Dates** (as indicated by the scholar)
  - University or Institutions Scholar is Associated** (needed in the Visual Compliance Eform)
  - Application Type:** J-1 Scholar Initial Application / J-1 Student Intern Application
  - J-1 Exchange Visitor Program Category:** Research Scholar / Short-Term Scholar / Student Intern

## To Add a Scholar Record to your Current Cases in IP Connect

1. Go to IP Connect: <https://ipconnect.oregonstate.edu>
2. Click on **Administrative Services for University Departments**
3. Enter your ONID username and password
4. Click on Departmental Services
5. Select the appropriate application type as noted in the email from OIS (options are “**J-1 Scholar Initial Application**” or “**J-1 Student Intern Application**” or “**J-1 Scholar –Extension Application**”)
6. Lookup International Record by entering the following as noted in the email from OIS
  - a. University ID Number
  - b. Date of Birth (MM/DD/YYYY)
7. The scholar’s record will be added to your Current Cases (you only need to complete this step one time)



Administrative Services for University Departments

## Image of Current Cases in IP Connect

**IP Connect**

Secure Online Session  
Department Contact's Name  
Network ID: Your ONID

**Administrative and Departmental Services Overview**

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

**IP Connect Home Page**

- Departmental Services
  - Departmental Services Overview
  - Add New Person
  - J-1 Initial Application
  - J-1 Student Intern Application
  - J-1 Extension Application
  - Update Your Information
- International Office
- Upgrade / Installation Procedures
- Logout of IP Connect

**Current Cases**

- Scholar Name
- Scholar Name
- Scholar Name
- Scholar Name

**Case Information Display**

Scholar Name  
OSU ID  
Date of Birth

The last updated departmental eform on file for this individual is [J-1 Responsibilities and Compliance Form](#), updated at 01:49 PM on January 08, 2016

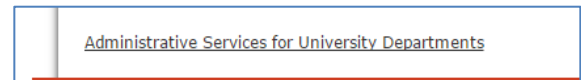
[J-1 Initial Application](#)  
[J-1 Extension Application](#)  
[J-1 Student Intern Application](#)

**Past Cases**

† Case has been updated in the past week  
√ Individual has filled out client accessible e-form

### To Submit Departmental Eforms in IP Connect

- Go to IP Connect: <https://ipconnect.oregonstate.edu>
- Click on **Administrative Services for University Departments**
- Enter your ONID username and password
- Click on **Departmental Services- Departmental Services Overview**
- Select the Scholar's name under Current Cases
- Select the appropriate application type (in right panel, lower-grey section) again as noted in the email from OIS (options are "J-1 Scholar Initial Application" or "J-1 Student Intern Application" or "J-1 Scholar –Extension Application")
- Submit the following forms**
  - Submit the "Program Information" Eform by using the "J-1 Program Information for International Visitor form (PDF)" that the Sponsoring Professor completed.
    - An email will be sent to the Sponsoring Professor from [OIS.Scholar@oregonstate.edu](mailto:OIS.Scholar@oregonstate.edu) for him/her to log into IP Connect and confirm the Responsibilities of a J-1 Sponsoring Department.
    - The form cannot be edited after submission, email [OIS.Scholar@oregonstate.edu](mailto:OIS.Scholar@oregonstate.edu) with any changes (e.g. change in program dates, departmental index, etc).
  - Assign access to the "Applicant Information" form and **other Client Accessible Forms (marked with \*)** to the scholar to complete.
    - Enter into the Eform by clicking on one of the form links marked with \*
    - Select the "[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)" link at the top of the eForm
    - Enter the Client's (Scholar's) Email Address
    - Send E-mail
    - You will receive an auto email that this step has been completed
    - You only need to grant access to the first E-Form. All client accessible e-forms (marked with \*) will then become available for the scholar to complete.



## Image of Client Accessible Application Eforms

- [Applicant Information\\*](#)
- [Insurance Attestation\\*](#)
- [Emergency Contact Information\\*](#)
- [Financial Information\\*](#)
- [Dependents \(Spouse / Children\)\\*](#)

8. Submit the “**Visual Compliance Form**”
  - a. The form will be submitted to Mark Peters in OSU Export Control and International Compliance
  - b. Move forward with processing the J-1 application (you *do not* need to wait for a response)
9. Submit the “**Responsibilities/Compliance Form**” to the Department Chair/Dean/Departmental Authority
  - a. An email will be sent to the Department Chair/Dean/Departmental Authority from [OIS.Scholar@oregonstate.edu](mailto:OIS.Scholar@oregonstate.edu) for him/her to log into IP Connect and confirm the Responsibilities of a J-1 Sponsoring Department.
10. The Department Contact’s actions in IP Connect are now completed.

## Image of Giving Client Access to Eform

### Give Client Access to Update Information

#### MAIN PAGE

The following lists the sections that can be completed by the client. To give the client access to complete these sections, please provide their email address and click send e-mail. Instructions will be sent to both the client and to you.

Group: Departmental Services | J-1 Scholar - Initial Application

Form: Applicant Information\*

Form: Dependents (Spouse / Children)\*

Form: Emergency Contact Information\*

Form: Financial Information\*

Form: Insurance Attestation\*

Client's Email Address \*

\* required fields

### Additional Notes:

- You can save a PDF of all the submitted forms by clicking on “View/Save/Print E-Form Group” at the bottom of the application page. This option will not be available once OIS begins processing the application.

### Image of how to save PDF of submitted Eforms

- [Program Information](#)
- [Responsibilities/Compliance Form](#)
- [Applicant Information\\*](#)
- [Insurance Attestation\\*](#)
- [Emergency Contact Information\\*](#)
- [Financial Information\\*](#)
- [Dependents \(Spouse / Children\)\\*](#)

[View/Save/Print E-Form Group](#)

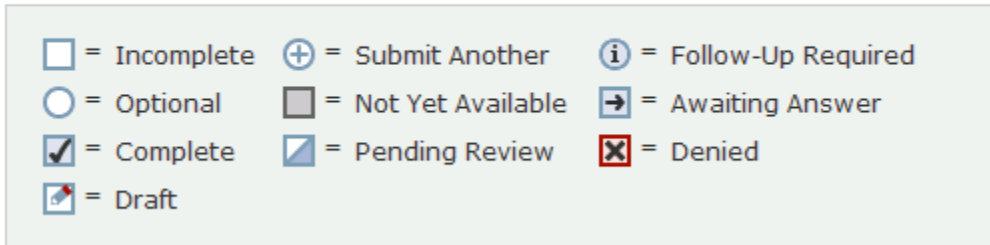
<input type="checkbox"/>	= Incomplete	<input checked="" type="radio"/>	= Submit Another
<input type="radio"/>	= Optional	<input type="checkbox"/>	= Not Yet Available
<input checked="" type="checkbox"/>	= Complete	<input type="checkbox"/>	= Pending Review
<input type="checkbox"/>	= Draft		

- You will receive an automatic email notification from [OIS.Scholar@oregonstate.edu](mailto:OIS.Scholar@oregonstate.edu) every time an E-Form is submitted.

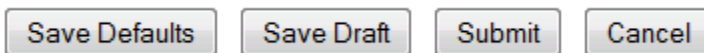
- Once OIS receives notification that an E-Form is ready for review, we will begin reviewing the application. Occasional prompts and emails will be sent about missing information, next steps, or reminders on E-Forms that need to be submitted.
- Please email us at [OIS.Scholar@oregonstate.edu](mailto:OIS.Scholar@oregonstate.edu) or call Adria Buncal at 541-737-6418 with any questions or concerns.

### **IP Connect E-Form Key**

#### View/Save/Print E-Form Group

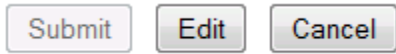


- At the bottom of the Application page is the **IP Connect E-Form Key**.
  - Incomplete= action needed on this E-Form
  - Optional= E-Form needs completion if relevant
  - Complete= E-Form is completed and submitted
  - Draft= E-Form has some information entered, but is not submitted
  - Submit Another= another E-Form can be submitted (e.g. multiple dependents, internship phases)
  - Not Yet Available= completion of another E-Form needs to happen before this is available
  - Pending Review= E-Form is routed to OIS and needs to be reviewed/approved
  - Follow-Up Required= E-Form is routed to third-party and needs to be reviewed/approved
  - Awaiting Answer= E-Form is routed to OIS and needs to be reviewed/approved
  - Denied= E-Form was completed incorrectly and denied by OIS
- At the bottom of each **E-Form are the submission buttons**.



- Save Defaults= Clicking this button will reenter previously filled information
- Save Draft= An incomplete application can be saved in draft mode
- Submit= Submit the final form to OIS
- Cancel= Deletes and clears the application information
- Backing Out of an Application: Use the browser back button or click on “Departmental Services Overview”, scholar name, and the application type.

- After submitting the E-Form, the following **edit/cancel buttons** will appear.



- Edit= E-Form goes into draft mode for editing and resubmission.
- Cancel= Deletes and clears the application information