## Canceling a DS-2019 Request

If the DS-2019 Request has already been approved by ISSS:

• Contact the ISSS advisor assigned to your department to request the cancellation of the request.

To cancel a DS-2019 Request that has not been approved:

• The departmental administrator should log-in to the <u>Departmental Services Portal</u> and click on "**My Current Cases**."

## **Departmental Services**

Lists			
	My Current Cases	:=	My Closed Cases
:=	My Department's Current Cases		My Department's Employees & Scholars

Then, click on the scholar's (in progress) DS-2019 Request in the case list.

Once on the scholar's "Work on an Application" page, scroll to the "Continue on an Application in Progress" section and click on the *DS-2019 Request link*.

lyISSS			
My Current Cases	Work on an Application		
Departmental del vices	Name: Chip Buffalo University ID:012345 Date of Birth: 01/01/2000		
	You may click on an application e-form group to work on for this individual.		
	New Applications		
	Change in Supervisor (J-1 Exchange Visitor)		
	DS-2019 Extension (Scholar)		
	Continue an Application in Progress		
	DS-2019 Request (Scholar)		

From the scholar's *DS-2019 Request* e-form group landing page, the departmental administrator should click on the **last e-form that has been submitted in the** *DS-2019 Request*, scroll to the bottom of that e-form and click on the "Cancel" button.

Submit	Cancel
--------	--------

The status of the last e-form in the e-form group will be the status for the entire e-form group.

International Student & Scholar Services | Center for Community, S355 | Boulder, Colorado 80309-0123 Phone 303.492.8057 | Fax 303.492.5185 | ISSS@colorado.edu