



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:

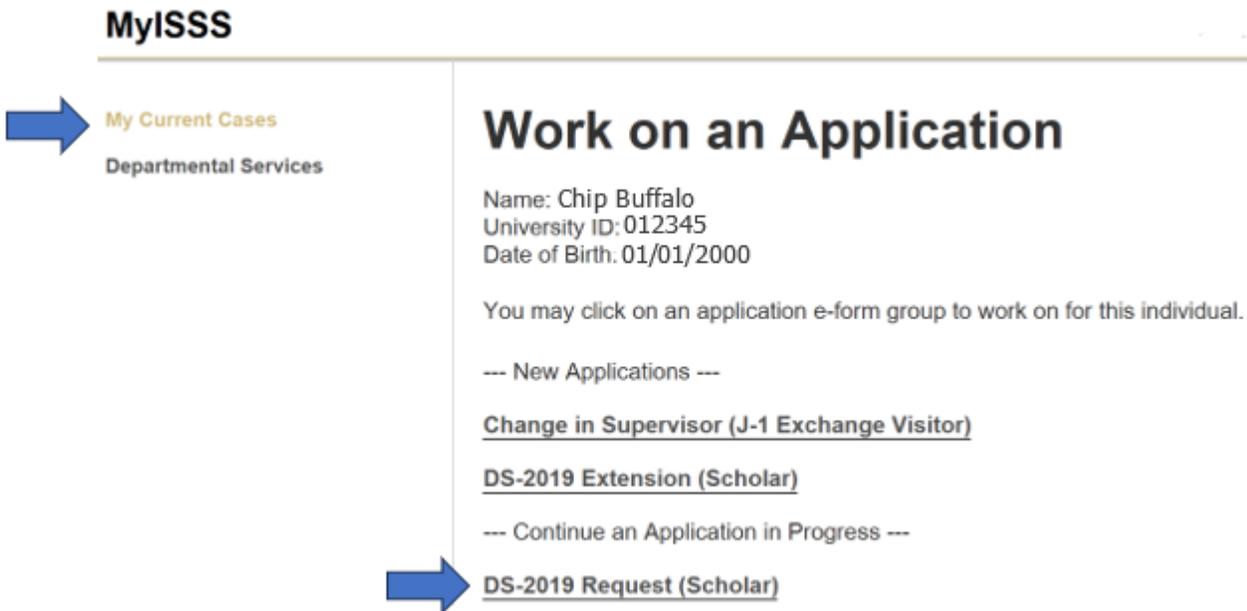
- The departmental administrator should log-in to the [Departmental Services Portal](#) and click on **"My Current Cases."**

Departmental Services



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.



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.



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