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DS-2019 Request Process Overview

HCM Record Requirement

Prior to submitting the *Add New Person* e-form or initiating a *DS-2019 Request* in the MyISSS Departmental Services portal, departments must create an HCM record (add a position or [Person of Interest](#)) if one does not already exist or update an existing HCM record for the prospective exchange visitor (directly or with the [assistance of the HR Service Center](#)).

- [Avoiding Duplicate Records in HCM](#)
- [Create a Position in HCM](#)
- [Hiring an Employee in HCM](#)
- [Person of Interest \(POI\) HCM Transactions](#)
- [Updating a Position in HCM](#)

To facilitate this process, have the prospective exchange visitor complete the* [Scholar: Prospective J-1 Exchange Visitor Intake Form](#). *Departments may develop their own forms and processes.

- Do not initiate a *DS-2019 Request* in the MyISSS Departmental Services portal until the HCM record is created (or updated) and you have an employee ID for the prospective exchange visitor.
 - *If the prospective exchange visitor already has a record in HCM:*
 - Update the HCM record as necessary ([Entering Job Changes](#), [Maintaining a POI Relationship](#), [Extending the Exit Date for POI Records](#), [Rehiring an Employee](#))

Extending the Exit Date for POI Records, Rehiring an Employee) to reflect the new exchange visitor program

- *Departments that are HR Service Center (HRSC):*
 - Submit a request to the [HRSC](#) to update the appointment.
 - Provide the scholar's first and last name, employee ID, POI confirmation, sponsoring department, sponsor's position number, and specific record update request.
- *Departments that are not HR Service Center (HRSC):*
 - Update the HCM record.
 - Contact the [HRSC](#) with questions or for assistance.
- You do not have to submit the *Add New Person* e-form as a MyISSS profile should already exist.
- *If the prospective exchange visitor is already affiliated with the University of Colorado/CU system (e.g., a previous student or scholar at Anschutz Medical Campus, Boulder IEC, CU Boulder, Colorado Springs Intensive English, UC Colorado Springs, Denver ESL Academy, or CU Denver) and did not previously have an HCM record/Employee ID:*
 - After the HCM record is created, email the prospective exchange visitor's name, University ID from the previous program, and Employee ID from the new HCM record to the [ISSS advisor assigned to your department](#) so ISSS can add it to the prospective exchange visitor's MyISSS profile.
 - The *DS-2019 Request* cannot be initiated until ISSS adds the Employee ID to the prospective exchange visitor's MyISSS profile.

For prospective exchange visitors who are *not* already affiliated with the CU system:

- The employee ID number from the HCM record is required on the *Add a New Person* e-form in the MyISSS Departmental Services portal.
- You do not need to submit the *Add New Person* e-form for prospective exchange visitors who are already affiliated with the University of Colorado/CU system as they will already have a MyISSS profile.
 - Contact the [ISSS advisor assigned to your department](#) if you have questions about whether a prospective exchange visitor already has a MyISSS profile.

DS-2019 Request Process

It is recommended that departments:

1. Review the [J-1 Exchange Visitor Request Process webpage](#) and [MyISSS Departmental Services Resource webpage](#)
 - [Initial DS-2019 Request Timeline-Scholar](#)
 - [DS-2019 Request Checklist-Scholar](#)
 - [Completing E-Forms](#)
2. Have the prospective exchange visitor complete the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#) and provide a copy of their passport.
 - Departments may develop their own forms and processes.
3. Complete the [Department: Prospective J-1 Exchange Visitor Program Worksheet](#) and determine if an exchange visitor program is possible.

4. Create or update the [HCM /Person of Interest \(POI\)](#) record for the prospective exchange visitor or submit the [Person of Interest \(POI\) Form](#) to the [HR Service Center](#) to request assistance.
5. If the prospective exchange visitor is *not* already affiliated with the University of Colorado/CU system and *does not* have a MyISSS profile, submit the [Add New Person](#) e-form to create a MyISSS profile.
6. Compile the [Exchange Visitor Program details](#) and required documentation.
 - CU Boulder Offer Letter (if applicable)
 - [English Proficiency](#)
 - Internal Export Control Review Documentation (if applicable)
7. Initiate the *DS-2019 Request* in the [MyISSS Departmental Services portal](#)
8. Issue and provide the following documents to the prospective exchange visitor:
 - [Invitation Letter \(benefits-eligible\)](#) or [Invitation Letter \(not benefits-eligible\)](#)
 - [Exchange Visitor Program Summary Document](#)

DS-2019 Request (E-Form Group)

The *DS-2019 Request* is an e-form group comprised of eight required e-forms that will be completed by the different people involved in the DS-2019 request process: department administrator, host supervisor, department chairperson, prospective exchange visitor, and the [Office of Export Controls](#).

The *DS-2019 Request* is broken into four groups of e-forms: Host Department Forms, Reviews & Attestations, Prospective Exchange Visitor Forms, and the Export Control Form.

1. Host Department Forms	—
<input type="checkbox"/> REQUIRED Host Department Information	
<input type="checkbox"/> REQUIRED Program Information & Details (Department Administrator)	
If Host Supervisor Is Not Full-Time CU Faculty/Staff	—
<input type="radio"/> OPTIONAL CU Boulder Supervisor Form	
2. Reviews & Attestations: Complete after all previous required forms are submitted/approved	—
<input type="checkbox"/> REQUIRED Departmental Responsibilities & Attestation (Department Administrator)	
<input type="checkbox"/> REQUIRED Departmental Responsibilities & Attestation (Host Supervisor)	
<input type="checkbox"/> REQUIRED Departmental Responsibilities & Attestation (Department Chair)	
3. Prospective Exchange Visitor Forms: Give Scholar Access After Submitting Attestation Forms	—
<input type="checkbox"/> REQUIRED Prospective Exchange Visitor Information (Scholar)	
<input type="checkbox"/> REQUIRED Exchange Visitor Program Funding (Scholar)	
<input type="radio"/> OPTIONAL Dependent Information Form (Scholar DS-2019 Request)	
<input type="radio"/> OPTIONAL SEVIS Record Transfer-In (Scholar DS-2019 Request)	
4. Export Controls Form: Only complete once all other required forms are submitted/approved	—
<input type="checkbox"/> REQUIRED Export Controls Review	

The Department Administrator facilitates the completion and sending of the e-forms in the *DS-2019 Request*.

Host Department Forms

To initiate a *DS-2019 Request*, the Department Administrator must first complete the *Host Department Information* e-form.

- **This e-form must first be reviewed and approved by ISSS.**
- Do not submit the remaining e-forms in the *DS-2019 Request* until ISSS approves your DS-2019 program start date.

Host Department Information (Department Administrator)

This *Host Department Information* e-form collects host department information including the host supervisor's contact information, and department speedtype for the DS-2019 Request processing fee.

- An exchange visitor's supervisor should be full-time CU faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's program. Supervisors who are not full-time faculty but who hold advanced or senior research positions and who have a supervisory role at CU Boulder are allowed.

If the Host Supervisor for the proposed exchange visitor program is not full-time *CU Boulder* faculty/staff, you must also submit the *CU Boulder Supervisor Form* (available on the *DS-2019 Request* e-form landing page). This e-form can be initiated prior to the ISSS review of the *Host Department Information* e-form.

If Host Supervisor Is Not Full-Time CU Faculty/Staff

- OPTIONAL**
[CU Boulder Supervisor Form](#)

After submitting the *Host Department Information* e-form, ISSS will review the initial exchange visitor program information to make a quick determination based on the initial details as to whether the requested exchange visitor program and start date are feasible considering the current regulations and varying visa processing times.

- ISSS will consider the prospective exchange visitor's country of citizenship and permanent residence, previous exchange visitor program participation, and current immigration status if applicable.
 - ISSS will approve the e-form if the requested exchange visitor's program start date seems feasible.

Host Department Forms

- APPROVED**
[Host Department Information](#)

- ISSS will contact the Department Administrator if additional information, an amended start date is required, or alternatives should be considered. After speaking with the department and deciding on a new timeline, ISSS will approve the e-form.
 - Revised program start dates should be entered in the next e-form, *Program Information & Details*.

Once ISSS approves the e-form, the remaining Host Department, Reviews & Attestations, and Prospective Exchange Visitor e-forms can be initiated and completed.

Program Information & Details E-Form (Department Administrator)

After ISSS reviews and approves the *Host Department Information* e-form, the *Program Information & Details* e-form can be completed (the e-form name and prospective exchange visitor's name will appear at the top of the e-form).

- The Department Administrator will receive an email when ISSS approves the *Host Department Information* e-form.

The Department Administrator will complete the *Program Information & Details* e-form to provide ISSS with exchange visitor program details including the requested exchange visitor program type, exchange visitor category, program dates, [Classification of Instructional Program \(CIP\) code and academic field](#), nature of collaboration, program goals, general description of program (5 words or less), position information, site of activity, university funding, English proficiency, and information about the cross-cultural programming the department will provide.

- If applicable, updated exchange visitor program dates should be included in this e-form.

It is recommended that you provide as much detail as possible about the program to allow both Export Controls and ISSS to accurately review the prospective exchange visitor's collaboration details.

The text boxes for entering information about the nature of the collaboration, goals, and supervision can be stretched to allow entry of additional information by dragging the bottom right corner of the text box.

Provide a rationale for inviting the exchange visitor to campus. What is the purpose or nature of the collaboration?*

Professor Utonium will share his expertise and techniques for integrating multiple types of circuits on a common substrate--combining NIS tunnel junction refrigerators with TES sensors and combining microwave SQUID multiplexers with TES sensors. He will teach courses, hold training workshops, conduct research, and collaborate on research papers.

After submitting the e-form, you should automatically be brought into the next e-form in the *DS-2019 Request*, the *Departmental Responsibilities & Attestation*.

Reviews & Attestations

The Department Administrator will complete their *Departmental Responsibilities & Attestation* e-form and send the remaining *Departmental Responsibilities & Attestation* e-forms to the Host Supervisor and Department Chairperson.

- The Hosting Supervisor is the inviting faculty/research member that is going to be responsible for supervising the prospective scholar during their program.
- An exchange visitor's supervisor must be present (not on sabbatical) for the duration of the exchange visitor's program.

Reviews & Attestations

- REQUIRED
Departmental Responsibilities & Attestation (Department Administrator)
- REQUIRED
Departmental Responsibilities & Attestation (Host Supervisor)
- REQUIRED
Departmental Responsibilities & Attestation (Department Chair)

Departmental Responsibilities & Attestation (Department Administrator)

To complete the *Departmental Responsibilities & Attestation (Department Administrator)*, click on the e-form link.



The Department Administrator will be brought into the e-form (the e-form name and prospective exchange visitor's name will appear at the top of the e-form).

Departmental Responsibilities & Attestation (Department Administrator)

[MAIN PAGE](#) | [TEMP617118](#) | [DRAKE MICHAEL UTONIUM](#)

- Review the list of departmental responsibilities and click on the embedded hyperlinks for additional information.
- To complete the e-form, check the two confirmation checkboxes at the bottom of the e-form and click on Submit.

I affirm that the exchange visitor program information submitted in this DS-2019 request is true and accurate. *

I affirm that I read, understand, and agree with the attestations included in this form. *



Departmental Responsibilities & Attestation (Host Supervisor) and (Department Chair)

After completing the first three e-forms in the *DS-2019 Request*, the Departmental Administrator will send the *Departmental Responsibilities & Attestation* e-forms to the Host Supervisor and Department Chairperson.

Start by clicking on the e-form link, *Departmental Responsibilities & Attestation (Host Supervisor)*.



Next, enter the Host Supervisor's name and email address in the required fields and then click on Submit.

Departmental Responsibilities & Attestation (Host Supervisor)

[MAIN PAGE](#) | [TEMP617118](#) | [DRAKE MICHAEL UTONIUM](#)

(*) *Information Required*

Host Supervisor

Enter the contact information for the supervisor who will be hosting the exchange visitor.

- The *Departmental Responsibilities and Attestation* e-form will be sent to the host supervisor to sign.

CLIENT RECORD: DRAKE MICHAEL UTONIUM | TEMP617118

Name*

Sue Pervisor

Email*

SuePervisor@colorado.edu

Re-type Email*

SuePervisor@colorado.edu

Save Defaults

Save Draft

Submit

- An email will be sent to the Host Supervisor based on the information you provided. The email will contain a link to the e-form and credentials for logging into it.

 01/18/2022 03:44 PM | Departmental Responsibilities & Attestation (Host Supervisor) | iss@colorado.edu

After opening the email, the Host Supervisor will click on the blue e-form link.



University of Colorado **Boulder**

International Student & Scholar Services

Departmental Responsibilities & Attestation (Host Supervisor)

Dear Sue Pervisor:

The International Student & Scholar Services (ISSS) requests that you review / comment on the following request submitted to our office. If you have any questions, please feel free to contact ISSS. Thank you for your time and attention to this matter.

Please click on the link below to complete this request:

 [Departmental Responsibilities & Attestation \(Host Supervisor\)](#)

Client Name: Drake Michael Utonium

Client ID Number: TEMP1234

Your Login ID: SuePervisor@colorado.edu

Your Password: FB8BFC9-22

International Student & Scholar Services

Tel: (303) 492-8057

Email: iss@colorado.edu

Web: <https://www.colorado.edu/iss/>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.



Be confident. Be inspired. Be a leader.

Be Boulder.

International Student & Scholar Services
Center for Community, 5355 / 2249 Willard Loop Drive
Boulder, CO 80309
(303) 492-8057

They will be brought to the e-form landing page where they will enter their login credentials from the email and click on Login.

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(*) Information Required

Client ID Number

(Student - Employee University ID)

*****7118

Your Login ID*

SuePervisor@colorado.edu

Your Password *

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

 Login

Once in the e-form, the Host Supervisor can review the other e-forms submitted by clicking on an e-form link at the top of the page.

Departmental Responsibilities & Attestation (Host Supervisor)

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[✓ Host Department Information](#)

 [✓ Program Information & Details \(Department Administrator\)](#)

[✓ Departmental Responsibilities & Attestation \(Department Administrator\)](#)

[✓ Departmental Responsibilities & Attestation \(Host Supervisor\)](#)

[✓ Departmental Responsibilities & Attestation \(Department Chair\)](#)

(*) Information Required

CLIENT NAME & ID NUMBER: DRAKE MICHAEL UTONIUM | *****7118

The Host Supervisor should review the Program Information & Details e-form to confirm the proposed exchange visitor program details are accurate. Next, the Host Supervisor should review the list of departmental responsibilities in the *Departmental Responsibilities & Attestation* e-form and click on the embedded hyperlinks for additional information.

To complete the e-form, the Host Supervisor will check the two confirmation checkboxes at the bottom of the e-form and click on Submit.

I affirm that the exchange visitor program information submitted by my department in this DS-2019 request is true and accurate. *

I affirm that I read, understand, and agree with the attestations included in this form. *

To send the *Departmental Responsibilities & Attestation* e-form to the Department Chairperson, repeat the previous process this time clicking on *Departmental Responsibilities & Attestation (Department Chair)* and entering the Department Chairperson's name and email address.

Reviews & Attestations

✓ SUBMITTED
[Departmental Responsibilities & Attestation \(Department Administrator\)](#)

🕒 ROUTED TO THIRD PARTY
[Departmental Responsibilities & Attestation \(Host Supervisor\)](#)

REQUIRED
[Departmental Responsibilities & Attestation \(Department Chair\)](#)

Departmental Responsibilities & Attestation (Department Chair)

[MAIN PAGE](#) | [TEMP617118](#) | [DRAKE MICHAEL UTONIUM](#)

(*) Information Required

Department / Research Institute Chairperson

Enter the contact information for the chairperson of the department/ research institute hosting the exchange visitor.

- The *Departmental Responsibilities and Attestation* e-form will be sent to the chairperson to sign.

CLIENT RECORD: [DRAKE MICHAEL UTONIUM](#) | [TEMP617118](#)

Name*

Email Address*

Re-type Email Address*

- An email will be sent to the Department Chairperson based on the information you provided. The email will contain a link to the e-form and credentials for logging into it.

After opening the email, the Department Chairperson will click on the blue e-form link in the email and complete the same steps as the Host Supervisor (noted above).

Please click on the link below to complete this request:

 [Departmental Responsibilities & Attestation \(Department Chair\)](#)

Client Name: Drake Michael Utonium

Client ID Number: '

Your Login ID: Dee.PartmentChair@colorado.edu

Your Password: A9964F6-71

Once the *Departmental Responsibilities & Attestation* e-forms are submitted their status will change from “Routed to Third Party” to “Submitted” on the e-form landing page for the DS-2019 request.

Reviews & Attestations

- ✓ SUBMITTED
[Departmental Responsibilities & Attestation \(Department Administrator\)](#)
- ✓ SUBMITTED
[Departmental Responsibilities & Attestation \(Host Supervisor\)](#)
- ✓ SUBMITTED
[Departmental Responsibilities & Attestation \(Department Chair\)](#)

Prospective Exchange Visitor Forms

After sending the *Departmental Responsibilities & Attestation* e-forms to the Host Supervisor and Department Chairperson, the Department Administrator will give the prospective exchange visitor access to the next four e-forms to complete (two are required, two are optional depending on the situation).

1. Required: *Prospective Exchange Visitor Information* e-form
 - This e-form collects the prospective exchange visitors’ biographical information, current/previous exchange visitor program participation, occupation, contact information, emergency contact information
2. Required: *Exchange Visitor Program Funding* e-form
 - This e-form collects prospective exchange visitors’ estimated program cost, funding sources, and funding documentation.
 - The Department Administrator may wish to enter a prospective exchange visitor’s university funding information in the e-form for them prior to giving the prospective exchange visitor access to complete the e-form to reduce the possibility that incorrect university funding information is provided by the prospective exchange visitor.
3. Optional: *Dependent Information Form*
 - This e-form is required for prospective exchange visitors who would like to include dependents on their J-1 exchange visitor.
 - A separate *Dependent Information Form* must be submitted for each dependent that will be included in the K-1 SEVIS record and issued a DS-2019.

4. Optional: *SEVIS Record Transfer In*

- This e-form is required for scholars already engaged in a J-1 exchange visitor program who will transfer their J-1 SEVIS record to CU Boulder.

Prior to sending these e-forms to the prospective exchange visitor, the Department Administrator can enter information into the e-forms. For example, if the university is funding the prospective exchange visitor, the Department Administrator may wish to enter the university funding information in the *Exchange Visitor Program Funding (Scholar)* e-form to reduce the possibility that the prospective exchange visitor will enter the financial information incorrectly.

Funding Sources for Your Exchange Visitor Program

Are you receiving funding from CU Boulder?*

- Yes No

Enter the total amount of funding (in US dollars) you are receiving from CU Boulder*

- If a Department Administrator enters CU Boulder funding information into the e-form, a draft of the e-form must be saved before giving the prospective exchange visitor client access.



To send the e-forms to the prospective exchange visitor, the Department Administrator will click on the first of these e-forms (the *Prospective Exchange Visitor Information* e-form) on the *DS-2019 Request* landing page to open it.

Prospective Exchange Visitor Forms

REQUIRED Prospective Exchange Visitor Information (Scholar)

REQUIRED Exchange Visitor Program Funding (Scholar)



They will be brought to a new screen that lists e-forms the prospective exchange visitor needs access to and will then be prompted to enter the prospective exchange visitor's email address.

Next, they must click on the "Give Client Access to Update Information" link.

Prospective Exchange Visitor Information (Scholar)

[MAIN PAGE](#) | [TEMP617118](#) | [DRAKE MICHAEL UTONIUM](#)

[GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION](#)

Last, they will enter the prospective exchange visitor's email address.

Give Client Access to Update Information

[MAIN PAGE](#) | [TEMP617118](#) | [DRAKE MICHAEL UTONIUM](#)

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 | DS-2019 Request (Scholar)

Form: Exchange Visitor Program Funding (Scholar)

Form: Prospective Exchange Visitor Information (Scholar)

(*) Information Required

Client's Email Address*

Utonium@SciMail.com

Send E-mail

An email will be sent to the prospective exchange visitor based on the information you provided. The email will contain a link to the e-form and credentials for logging into it.



University of Colorado **Boulder**

International Student & Scholar Services

Request for Information: DS-2019 Request (Scholar)

Dear Drake Michael Utonium:

A department at University of Colorado Boulder has started the process to sponsor your visa status. The e-form group that is being completed is the DS-2019 Request (Scholar).

In order to continue with this request, you must complete the form(s) listed below.

- [Access the e-form here](#)

You will be asked to login with your:

- University ID (noted below)
- Date of birth (month/day/year), and
- PIN (noted below)

Group: Departmental Services | DS-2019 Request (Scholar)

Form: Prospective Exchange Visitor Information (Scholar)

Form: Exchange Visitor Program Funding (Scholar)

Link to Update Information:

<https://iss.ga.ou.edu/start/controllers/admission/AdmissionEngine.cfm>

Your University ID Number: %universityid%

Your Limited Access PIN: %pin%

International Student & Scholar Services



Be confident. Be inspired. Be a leader.

Be Boulder.

International Student & Scholar Services
Center for Community, 5255 S 21st Street Loop Drive
Boulder, CO 80509
(303) 442-8557



01/20/2022 07:47 AM | Request for Information: DS-2019 Request (Scholar)

iss@colorado.edu

- After clicking on the link in the e-mail, the prospective exchange visitor will be brought to a Limited Services login page and should enter the credentials from the email and then click on Login.

Login to MyISSS - Limited Services

(*) Information Required

University ID*

Date of Birth*

Password *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

[E-mail me my Limited Access PIN](#)

- If the prospective exchange visitor clicks on Email Me My Limited Access PIN, they will be prompted to enter their University Identification Number to initiate the email.
 - The University Identification Number is the Employee ID generated when they were added to HCM as a POI.
 - The University Identification Number is used to access MyISSS and is included in the Request for Information: DS-2019 Request (Scholar) email sent to prospective exchange visitors to provide them with access to the e-forms they need to complete.

MyISSS Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

(*) Information Required

University Identification Number*

Submit

After clicking “Send Email,” the Department Administrator will be brought back to the *DS-2019 Request* e-form landing page. To check the status of the e-forms, click on the dated DS-2019 Request e-form link at the bottom of the screen.

01/10/2022 [187] DS-2019 Request (Scholar)

Review the [Scholar Exchange Visitor webpage](#) prior to initiating this form for an overview of the scholar exchange visitor categories and DS-2019 request process.

- The sponsoring department must initiate the *DS-2019 Request* e-form by clicking on the "Start a New Request" link
- The sponsoring department is required to confirm the prospective exchange visitor has:
 - the appropriate credentials for the position and requested scholar exchange visitor category;
 - sufficient English proficiency to participate in the proposed program and function on a day-to-day basis; and
 - adequate funding to participate in the full duration of the proposed exchange visitor program
- The host supervisor must be full-time CU faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's J-1 program. Supervisors who are not full-time faculty but who hold advanced or senior research positions and who have a supervisory role at CU Boulder are allowed.

+ [Start a New Request](#)

➔ [01/10/2022 \[187\] DS-2019 Request \(Scholar\)](#)

The status of the Prospective Exchange Visitor e-forms will not update until they are submitted.

- Submitted: E-form has been submitted
- Required: E-form has not yet been submitted
- Pending Office Approval: E-form has been submitted; requires ISSS review and approval before the next step can be completed

Prospective Exchange Visitor Forms

➔ **SUBMITTED**
[Prospective Exchange Visitor Information \(Scholar\)](#)

➔ **REQUIRED**
[Exchange Visitor Program Funding \(Scholar\)](#)

No additional steps can be taken until the prospective exchange visitor completes the three e-forms in the Prospective Exchange Visitor Forms group.

Export Control Form

All DS-2019 requests, initial and program extensions, **must be reviewed by the [Office of Export Controls \(OEC\)](#)** for [export control concerns](#) before ISSS can begin processing the request.

- This review can take 1 to 2 weeks and the outcome could require additional steps that can delay the exchange visitor program start date.

After the first seven e-forms have been submitted by the various people involved in the DS-2019 request process, the *Export Controls Review* e-form can be sent to the Office of Export Controls (OEC).

Export Controls Form

REQUIRED
Export Controls Review

The Office of Export Controls information is prepopulated in the e-form. Do not edit the Reviewed by information in the e-form.

- Select No if your department does not have an internal export control review process and click on submit.

CLIENT RECORD: DRAKE MICHAEL UTONIUM | TEMP617118

Is the hosting department a research institute that completes its own internal export control review?*

Yes  No

Review By:*

Office of Export Controls

Email Address

exportcontrolhelp@colorado.edu

Re-type Email Address

exportcontrolhelp@colorado.edu

Save Defaults

Save Draft

Submit 

For departments that have an internal export control review process (e.g., LASP, CIRES), the Department Administrator must upload documentation of the internal export control review that was completed in the first part of the *Export Control Review* e-form.

- Select Yes if your department has an internal export control review process, e and upload documentation from the internal control review that was conducted, and then click on submit. **Do NOT edit the OEC department information as it is required to rout the e-form to OEC for review.**

Is the hosting department a research institute that completes its own internal export control review?*

Yes No

Enter CU Boulder Research Institute Name*

Uploaded Completed Internal Export Control Review *

Review By:*

Email Address

Re-type Email Address

The status of the e-form will be updated to “Routed to Third Party” on the *DS-2019 Request* e-form landing page once it has been sent to the Office of Export Controls to complete.

Export Controls Form

 **ROUTED TO THIRD PARTY**
Export Controls Review

The Export Control Review Process

After the first section of the *Export Controls Review* e-form is completed by the Department Administration, an email will be sent to the Office of Export Controls. The email will contain a link to the e-form and credentials for logging into it.

	Sent	Email / Notification	From
	01/25/2022 01:37 PM	Export Controls Review	isss@colorado.edu



University of Colorado **Boulder**

International Student & Scholar Services

Export Controls Review

Dear Office of Export Controls:

The International Student & Scholar Services (ISSS) requests that you review / comment on the following request submitted to our office. If you have any questions, please feel free to contact ISSS. Thank you for your time and attention to this matter.

Please click on the link below to complete this request:

 [Export Controls Review](#)

Client Name: Drake Michael Utonium

Client ID Number: %universityid%

Your Login ID: exportcontrolhelp@colorado.edu

Your Password: 9A84920-FD

International Student & Scholar Services

Tel: (303) 492-8057

Email: iss@colorado.edu

Web: <https://www.colorado.edu/iss/>

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Be Boulder.

International Student & Scholar Services

Center for Community, S355 / 2249 Willard Loop Drive

Boulder, CO 80309

(303) 492-8057

After clicking on the link, the Office of Export Controls representative will be brought to a login page and should enter the credentials from the email (if they do not auto populate) and click on Login.

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(* Information Required)

Client ID Number

(Student - Employee University ID)

*****7118

Your Login ID*

exportcontrolhelp@colorado.edu

Your Password *

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

Login

Once inside the e-form, the Office of Export Controls will be able to view all the previously submitted e-forms in the *DS-2019 Request* by clicking on the link at the top of the e-form.

Export Controls Review

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- [✓ Host Department Information](#)
- [✓ Program Information & Details \(Department Administrator\)](#)
- [✓ Departmental Responsibilities & Attestation \(Department Administrator\)](#)
- [✓ Departmental Responsibilities & Attestation \(Host Supervisor\)](#)
- [✓ Departmental Responsibilities & Attestation \(Department Chair\)](#)
- [✓ Prospective Exchange Visitor Information \(Scholar\)](#)
- [✓ Exchange Visitor Program Funding \(Scholar\)](#)
- [✓ Insurance Compliance Form \(Scholar\)](#)
- [✓ Export Controls Review](#)

(* Information Required)

CLIENT NAME & ID NUMBER: DRAKE MICHAEL UTONIUM | *****7118

The Office of Export Controls (OEC) will determine if an export license is required to participate in the proposed exchange visitor program.

If an export license from the US government is required, OEC will contact the host department to discuss options, including modifying the proposed program and/or applying for an export license.

Does the exchange visitor require an export license from the US government to participate in the proposed exchange visitor program?*

- Yes No

This DS-2019 Request cannot be approved at this time because an export license is required.

Either an export license must be obtained or the exchange visitor's proposed activities must be modified so a license is no longer required. The Office of Export Controls (OEC) will contact the exchange visitor's sponsor to coordinate this effort.

Export license or modification of the proposed exchange visitor program is required.*

- The exchange visitor's proposed activities will be modified and an updated Program Information & Details e-form reflecting those changes will be submitted for OEC approval.
- OEC will apply for an export license.
- An export license has been obtained and the proposed exchange visitor program is approved.

After the Office of Export Controls submits the Export Controls Review e-form, the status will be updated to Pending Office Approval. This means that all the required e-forms have been submitted to ISSS for review.

Export Controls Form

 **PENDING OFFICE APPROVAL**
Export Controls Review

- Please allow ISSS up to 10 business days to review the information contained in the completed *DS-2019 Request*.

What To Expect Next

After the eight e-forms included in the initial *DS-2019 Request* have been submitted, ISSS will begin processing the initial *DS-2019 Request* for the prospective exchange visitor.

If a *Program Information & Detail* e-form requires updates, the Host Supervisor and Department Chair *Responsibilities & Attestation* e-forms will also be set to draft status and all three e-forms will have to be resubmitted.

If the outcome of the Export Control Review is that the proposed exchange visitor program will be modified, the *Program Information & Detail* e-form, Host Supervisor and Department Chair *Responsibilities & Attestation* e-forms, and *Export Controls Review* e-forms will be set to draft status and will have to be resubmitted.

Canceling a DS-2019 Request

If the *DS-2019 Request* has not been approved by ISSS:

- Complete the steps indicated in the [Canceling a DS-2019 Request](#) resource.

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.