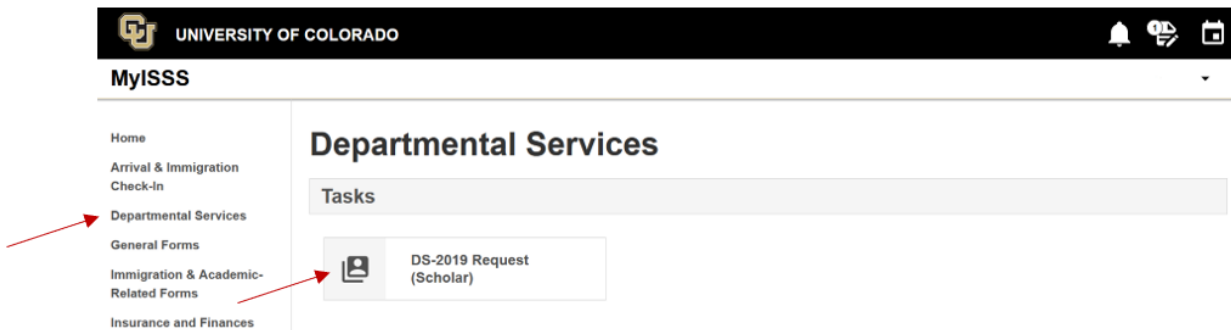


Accessing the Prospective Exchange Visitor DS-2019 Request E-Forms

1. **Open** the email titled *Request for Information: DS-2019 Request (Scholar)*.
2. Click on the **Access the e-form Group** link.
3. **Log into the MyISSS portal** with credentials (ID, date of birth, and password/pin) provided to you via the email titled, *Request for Information: DS-2019 Request (Scholar)*.
4. Click on **Departmental Services** and then **DS-2019 Request (Scholar)**.



This should bring you to the landing page for the Prospective Exchange Visitor E-forms you are required to complete for the *DS-2019 Request*.

- Prospective Exchange Visitor Information (Scholar)
 - Exchange Visitor Program Funding (Scholar)
5. **Click** on the **e-form** name to launch the e-form.
 - Both e-forms are required.