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."

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.