If we allow the J-1 scholar to complete the first section, would it come back to the department to complete the rest of the application?
Yes. You can also continue to complete other forms within the application (program information, financial information) while the applicant is filling out their biographical information and their dependent information.

Will the J-1 Student Intern's be processed this way?
Eventually, yes! Throughout the upcoming year, we are going to roll out online applications for all of the J-1 categories.

If we already have access to the old system, do we automatically have access to new?
No, you will still need to put in a request within the MyOISS system to access the application forms. However, the process will be much quicker than requesting access to the old application system. No eARMs are necessary!

What happens to the cases that are pending in the "old" system?
OISS is working on transferring the old applications to our new system. No work is needed from the departments.

What if the "old" application was disapproved and needed additional information?
OISS will work with you via email to ensure we have all of the documentation that we need.

Does the J-1 scholar upload their passport, financial info as well when completing their section.
The scholar does have the ability to upload these documents if you give them access to the J-1 Applicant Information e-form.

What if someone is in another department and you agree to let them stay an additional year with your department sponsoring. Is it the same procedure as someone outside of MSU who transfers to MSU?
In this case, please work with OISS directly. You would not need to submit a new application if the J-1 scholar is simply transferring to another department within MSU. Eventually, we will have an e-form available that will make this process much easier.

Is the University ID their MSU NetID if they have been here previously?
No, the University ID is the equivalent of a ZPID. The Network ID would be the equivalent to a NetID.

If you work for multiple departments, do you need to submit multiple access requests?
No, the system will only allow you to submit one access request. Once you have access to the system, you should be good to go. You can also specify different departmental approvers for each application if you work for multiple departments at once.

Will we be notified by email when the scholar has completed their section?
Yes. The system will send you an email message once the applicant has completed their sections of the form. You will also get an email message once the department chair has approved the form.

Will we use the new system for J-1 extensions?
We will eventually. We are rolling out all J-1 applications over the course of this coming year, so we'll keep you updated when new applications will be going online.

Does my department chair need to request access?
No. They will receive an email message each time they have an application to approve. No other access request is necessary.

How long will it take to get access once we have requested it?
OISS will receive an email message once you have requested access. We will review these request on a normal basis. You will receive an email message after the access has been approved. After you receive the approval email, you will need to log out of the system and log back in for the access request to be fully processed.

Does MyOISS work in all browsers?
Yes, MyOISS will work in all browsers.

Is there a way to edit e-forms after they have been submitted?
There is not a way to edit the form after it is submitted. If you don't have all of the information right away, the forms can be saved as drafts. Otherwise, if something needs to be changed after submitted, just let OISS know and we can make the change to the form.