

## J-1 Scholar Application Instructions

### What You Need

- Information related to the J-1 Scholar (biographical, etc.)
- Program and Financial Information
- Department Chair and host faculty contact information

### Ordered Steps

1. Access MyOISS at <https://myoiss.msu.edu>

MICHIGAN STATE UNIVERSITY

MyOISS

### Welcome to the MyOISS Services Login Page

In alignment with the [SIS Modernization Project](#), MyOISS converted student APIDs to Student Numbers on Wednesday, March 10, 2021.

Over the course of this academic year, students may be required to use a Student ID or APID. Simply replace the "A" with a "1" to convert from APID to ID.

MyOISS provides a variety of online services for our institution's international students, scholars, and employees -- as well as the staff that support them. Please log in using one of the options below to view information or to make a request.

#### Current Students, Faculty, or Staff

For full access to your international services account, please log in.

Login

A NetID and password are required.

#### Don't Have a NetID?

New and future students and scholars can log in with their University ID number, PIN, and date of birth. [New Student/Scholar Login](#)

2. Click on Login and use your MSU NetID and Password
3. It will send you to a page to create an account – choose departmental account
4. Complete Departmental Access Request form

--- Departmental Access is Pending Review ---

This departmental access request is pending a review by the international office. You will gain access to request forms only after approval by the international office.

(\*) Information Required

Your Network ID

Your Full Name\*

Your University E-mail\*

Campus\*

Department\*

Campus Phone Number\*

Street\*

City\*











- a. Once your Departmental Access Request form is approved, you will have access to Departmental Services
5. Go back to MyOISS: <https://myoiss.msu.edu>
6. Click on Departmental Services on the left-hand menu
7. Click on Add New Person, if this person is new to MSU

Departmental Services

Lists

 <a href="#">My Current Cases</a>	 <a href="#">My Closed Cases</a>	 <a href="#">My Department's Current Cases</a>
 <a href="#">My Department's Employees &amp; Scholars</a>		

Tasks

 <a href="#">Add New Person</a>	 <a href="#">Update Your Information</a>	 <a href="#">J-1 Program Amendment Request</a>
 <a href="#">J-1 Program Cancellation Request</a>	 <a href="#">J-1 Scholar Extension</a>	 <a href="#">J-1 Scholar Program Changes</a>
 <a href="#">Short Sheet / Initial Requests</a>	 <a href="#">VIPP Student Engagement</a>	 <a href="#">J-1 Non-Degree Student DS-2019 Request</a>
 <a href="#">J-1 Scholar Application for a New Exchange Visitor</a>		

8. Complete the fields in the form and click on Add New Person. If successful, you will be redirected back to the Departmental Services Overview page. Note, an email will be sent to you and OISS indicating





that you have added a person to the system. This email will contain the user’s system-generated temporary university ID. You will need this number to continue.

9. Click on J-1 Application for a New Exchange Visitor.











MyOISS Tahmina Maralbai ▾

**Departmental Services**

**Lists**

-  [My Current Cases](#)
-  [My Closed Cases](#)
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-  [My Department's Employees & Scholars](#)

**Tasks**

-  [Add New Person](#)
-  [Update Your Information](#)
-  [J-1 Program Amendment Request](#)
-  [J-1 Program Cancellation Request](#)
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-  [J-1 Scholar Program Changes](#)
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-  [J-1 Scholar Application for a New Exchange Visitor](#)

- a. You will be prompted for the scholar’s birthday and PID or temporary ID to continue.
- b. NOTE: If this person already exists in MyOISS, skip steps 7 and 8.

10. After completing step 9, you will be brought to a page that resembles this:

## J-1 Scholar Application for a New Exchange Visitor

[View/Save/Print E-Form Group](#)

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### E-Forms

- REQUIRED  
[J-1 Application Instructions](#)
- REQUIRED  
[J-1 Applicant Information](#)
- OPTIONAL  
[SEVIS Dependents \(Spouse / Children\)](#)
- REQUIRED  
[J-1 Department Contact Information](#)
- REQUIRED  
[J-1 Program Information](#)
- REQUIRED  
[J-1 Financial Information](#)
- NOT YET AVAILABLE  
[Departmental J-1 Compliance Certification](#)

11. The page above represents each step that must be completed before OISS can process the J-1 Scholar application. Start the workflow by selecting the first E-Form, J-1 Application Instructions. Agree to the instructions and submit the form to continue the process.
12. Once the Departmental J-1 Compliance Certification form has been completed, approval must be obtained from the Department Chair. An email will be sent to the email address provided on this form for their sign-off.
13. Once the request has been reviewed and approved by the Department Chair, OISS will receive the request and review it within 10-15 business days. If there are any questions, you will be contacted by OISS.