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

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
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

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.

   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:
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.