

William & Mary and VIMS J-1 Scholar iStart Instructions

1. **Request a William & Mary ID number (930XXXXXX).** You will need this later in the process, and can [get this through IT](#).
2. **Access the [Administrative Services](#) portion of iStart.**
3. **Get special iStart login approval.** If this is your first time submitting a J-1 Scholar DS-2019 request in iStart, complete a Departmental Access Request. You will receive an email from istart@wm.edu when this is approved. You should only have to do this **once**.

The screenshot shows the iStart interface for a Departmental Access Request. The page title is "iStart" with the tagline "online services for international students, scholars & staff". A "Secure Online Session" indicator is present. The user's Network ID is displayed as "ehbailey". A navigation menu on the left includes "iStart Home Page", "Departmental Services" (expanded), "Departmental Access Request" (highlighted with a red box), and "Logout of iStart". The main content area is titled "Departmental Access Request Form" and contains instructions: "Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions." The form fields include: "Your Network ID", "Your Full Name *", "Your University E-mail *", "Campus *", "Department *", "Campus Phone Number", "Street", "City", "State", and "Zip Code". A checkbox at the bottom states: "I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. *". A "Request Access" button is located at the bottom right. A note at the bottom left indicates "* required fields".

4. **When you have the login approval (you will receive an email confirming that this has been approved), add the scholar to iStart by selecting "Add New Person."**

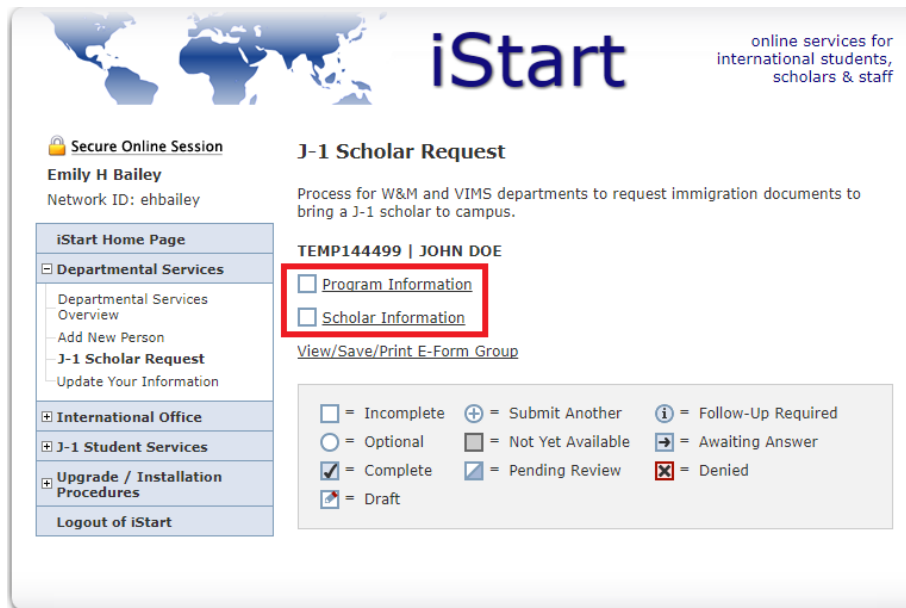
The screenshot shows the iStart interface for the "Add New Person" form. The page title is "iStart" with the tagline "online services for international students, scholars & staff". A "Secure Online Session" indicator is present. The user's name is "Emily H Bailey" and their Network ID is "ehbailey". A navigation menu on the left includes "iStart Home Page", "Departmental Services" (expanded), "Departmental Services Overview", "Add New Person" (highlighted with a red box), "J-1 Scholar Request", "Update Your Information", "International Office", "J-1 Student Services", "Upgrade / Installation Procedures", and "Logout of iStart". The main content area is titled "Add New Person" and contains instructions: "This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases." The form fields include: "Last Name *", "First Name *", "Middle Name", "Date of Birth *", "Gender *", "Email Address *", and "Campus *". There are two radio button questions: "Do you have an institutional university ID for this new profile? *" and "Do you have a network ID for this new profile? *". Both have "YES" and "NO" options. A note at the bottom left indicates "* required fields". An "Add New Person" button is located at the bottom right.

5. Go to Departmental Services Overview, select the person, and select J-1 Scholar Request.



6. Complete BOTH the Program Information and Scholar Information forms.

- Once you submit the **Program Information** form, the department approver (typically the department chair) will receive an email with instructions for how to approve your request.
- Once you submit the **Scholar Information** form, the scholar will receive an email with instructions for how to submit their personal details.



Once the scholar and the department chair submit their information, we will issue your scholar's documents, and you will receive an email notification.

Questions? Please contact Emily Bailey (ehbailey@wm.edu, 757-221-3567).