

Trojan International Training for USC Department Administrators

DS-2019 Correction & Cancellation
Requests for J-1 Scholars

PRESENTED BY THE OFFICE OF INTERNATIONAL SERVICES

E-form Submission

The following e-form requests are initiated by the USC department administrator in the Trojan International portal:

- DS-2019 Initial & Transfer-In
- DS-2019 Correction Request
- DS-2019 Cancellation
- DS-2019 Extension

Note: The DS-2019 e-forms for Non-Degree Students (NDS) are not currently available in the Trojan International portal. Please continue to submit NDS requests by email attachment. Coming soon!

All other request types can be submitted in the portal directly by the J-1 Exchange Visitor.



Preliminary Application Steps

Requirements for submission

1. USC NET ID/ USC ID Number

The department administrator must obtain a USC Net ID through Workday or the iVip process for their applicant. For additional information, visit the [Obtaining a USC Net ID for Trojan International Access](#) webpage.

2. ISD (application fee for Correction Request – no fee for Cancellations)

The department administrator must submit the ISD for \$150 through Workday. The ISD memo must identify the name of exchange visitor and request type (Correction Request).

Please factor in additional time for the preliminary steps *prior to application submission.*

Application Requirements (Correction Request)

1. DS-2019 Correction Request form
2. Updated USC Invitation letter indicating the new start & end date

OIS Processing Time: 10 business days

The processing window begins on the business day following submission.

Submission Timeline for Correction Requests:

If the exchange visitor is unable to arrive and complete Immigration Status Verification ([ISV](#)) within 15 days from the start date listed on the DS-2019, the department administrator is responsible for notifying OIS of the delayed arrival by submitting a correction request via Trojan International. Please note that the request must be submitted no later than the 15th day after the DS-2019 start date.

Accessing Trojan International

Save this link to access the [Trojan International](#) portal. For reference, the login screen is below:

UNIVERSITY OF SOUTHERN CALIFORNIA

Trojan International

Welcome to the Trojan International Login Page

Trojan International provides a variety of online services for USC's international students, scholars 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, Scholars or Staff with a valid USC NetID

For full access to your Trojan International account, please log in.

If you have just activated your USC NetID, please wait at least 24 hours before logging into Trojan International.

Login

A USC NetID and password are required.

Don't Have a USC NetID?

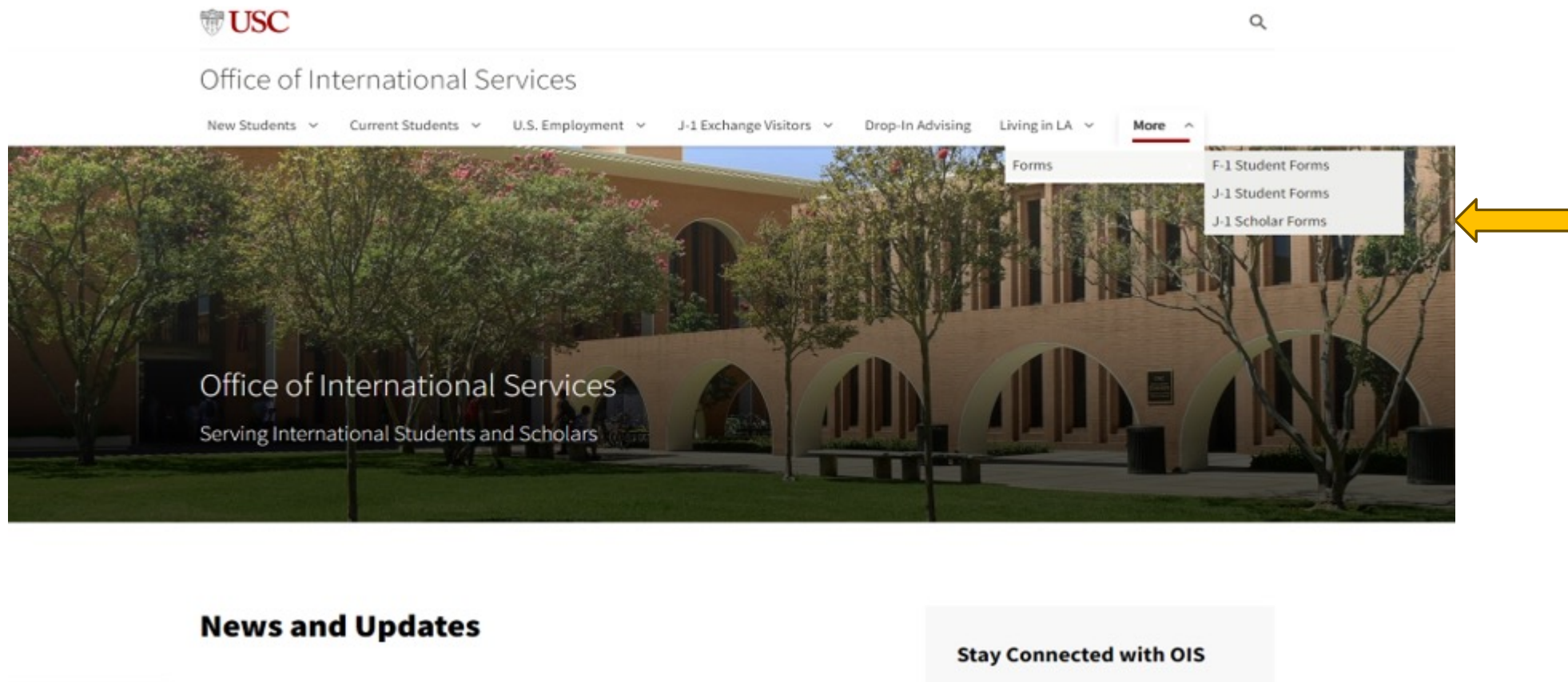
Students and scholars who do not have a USC NetID can log in with their USC ID, PIN, and date of birth.

[Students and Scholar \(No USC NetID\) Login](#)

 Secure Online Session

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To access specific e-forms, please click [J-1 Scholar Forms](#) under More tab



The screenshot displays the USC Office of International Services website. At the top left is the USC logo. Below it, the text "Office of International Services" is centered. A navigation bar contains several menu items: "New Students", "Current Students", "U.S. Employment", "J-1 Exchange Visitors", "Drop-In Advising", "Living in LA", and "More". The "More" menu is expanded, showing a sub-menu with "Forms", "F-1 Student Forms", "J-1 Student Forms", and "J-1 Scholar Forms". A yellow arrow points to the "J-1 Scholar Forms" option. Below the navigation bar is a large banner image of a USC building with arches. Overlaid on the banner is the text "Office of International Services" and "Serving International Students and Scholars". At the bottom left, there is a "News and Updates" section. At the bottom right, there is a button labeled "Stay Connected with OIS".





Department Administrator Selects Request Type

Departmental Services













UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

Tasks

 Add New Person	 Update Your Contact Information	 J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
 J-1 Non-Degree Student DS-2019 Cancellation Request	 J-1 Non-Degree Student DS-2019 Correction Request	 J-1 Non-Degree Student Extension Request
 J-1 Scholar DS-2019 (Initial and Transfer) Request	 J-1 Scholar DS-2019 Cancellation Request	 J-1 Scholar DS-2019 Correction Request
 J-1 Scholar DS-2019 Extension Request	 Special Programs DS-2019 (Initial) Request	 Special Programs Evaluation Request



Please note the following items are required to start the request:

- Application Fee – ISD #
- USC ID Number

This section requires the department administrator to upload the revised USC invitation letter issued to the applicant.

J-1 Scholar DS-2019 Correction Request

(*) Information Required

University ID*

Application Fee: ISD # (ISD-XXXXXX)*

ISD-

J-1 Scholar Information

Scholar First Name*

Scholar Last Name*

Request Information

Amended Start Date*

Amended End Date*

Please upload an invitation letter or an addendum which specifies the amended start and end date. *

Select File

I confirm that the amended dates for the same duration of the initial DS-2019 are reflected in the attached invitation letter or addendum. *

I confirm that the amended dates are reflected in the attached invitation letter or addendum. *

Do not click on Submit twice.

Submit

Department Administrator Receives Email Confirmation for Final Submission to OIS

Processing window begins – 10 business days

Office of International Services

J-1 Scholar DS-2019 Correction Request Submitted

Dear [REDACTED]

The Office of International Services has received your J-1 Scholar DS-2019 Correction Request. Please allow OIS 10 business days to review your submission. This does not include weekends, holidays, or the date you submitted the request.

If you have questions, please email us, or speak with a J-1 Advisor Tuesday through Thursday via [OIS Live \(Zoom\)](#).

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
<https://ois.usc.edu>
Email: j1scholar@usc.edu

DS-2019 Issuance

- The DS-2019 for the applicant and their dependents will be emailed directly to the applicant and department administrator.
- The applicant *prints* and signs their DS-2019 (exchange visitors are not permitted to use digital signatures).

Note:

- It is important that the applicant reviews the DS-2019(s) for accuracy.



1. Surname/Primary Name: [REDACTED]		Given Name: [REDACTED]		Gender: FEMALE	
Date of Birth (mm-dd-yyyy): [REDACTED]		City of Birth: Seoul		Country of Birth: REPUBLIC OF KOREA (SOUTH KOREA)	
Legal Permanent Residence Country Code: ES		Legal Permanent Residence Country: REPUBLIC OF KOREA (SOUTH KOREA)		Citizenship Country Code: ES	
Citizenship Country: REPUBLIC OF KOREA (SOUTH KOREA)		Position Code: 213		Position: UNIVERSITY TEACHING STAFF INCLUDING R	
Primary Site of Activity: INSTITUTE OF CREATIVE TECHNOLOGIES 12015 WATERFRONT DR PLAYA VISTA, CA 90094-2536					
2. Program Sponsor: University of Southern California				Program Number: P-1-00322	
Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DEGREE					
Purpose of this form: Begin new program; accompanied by number (2) of immediate family members.					
3. Form Covers Period: From (mm-dd-yyyy): 02-01-2024 To (mm-dd-yyyy): 02-28-2025			4. Exchange Visitor Category: RESEARCH SCHOLAR Subject/Field Code: 11.0701 Subject/Field Code Remark: Full-time Research in Computer Science.		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by: Gachon University : \$65,000.00 Total : \$65,000.00					
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTESTATION: I attest that prior to issuing this Form DS-2019, the Program Sponsor organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, has verified, in accordance with the requirements of 22 CFR 62.12(b), that each prospective exchange visitor: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (iii) possesses adequate financial resources to support an accompanying spouse and dependents, if any. I also attest that upon printing and signing this form, I am physically present in the United States or in a U.S. territory. A notification copy of this form has been provided to the U.S. Department of State.			7. Alexis Arellanes Name of Official Preparing Form: UNIVERSITY PARK LOS ANGELES, CA 90089 Address of Responsible Officer or Alternate Responsible Officer: [REDACTED] Signature of Responsible Officer or Alternate Responsible Officer: Alexis Arellanes		Alternate Responsible Officer Title: [REDACTED] Telephone Number: 213-740-2666 Date (mm-dd-yyyy): 11-29-2023
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): [REDACTED]. Transfer of this exchange visitor from program number [REDACTED] sponsored by [REDACTED] to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED]			Date (mm-dd-yyyy) of Signature: [REDACTED]		
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended. Name: [REDACTED] Title: [REDACTED] Signature of Consular or Immigration Officer: [REDACTED] Date (mm-dd-yyyy): [REDACTED]				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): [REDACTED] Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED] (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy): [REDACTED] Signature of Responsible Officer or Alternate Responsible Officer: [REDACTED]	
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).					
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant: [REDACTED] Place: [REDACTED] Date (mm-dd-yyyy): [REDACTED]					

E-form Workflow for DS-2019 Correction Requests for Scholars

1. The request is initiated by the USC department administrator (includes uploading supporting documentation).
2. Department administrator receives an email confirmation for final submission to OIS. 10-business day processing window begins.
3. Department administrator and the applicant are emailed the revised DS-2019.

Application Requirements (Cancellation Request)

1. DS-2019 Cancellation Request form (no application fee)

OIS Processing Time: 10 business days

The processing window begins on the business day following submission.

Submission Timeline for Cancellation Requests: If the exchange visitor is no longer able to fulfill their USC J-1 appointment (change of plans/ visa denial), OIS requires sponsoring departments to submit cancellation requests as soon as they are notified. Please note that the request must be submitted no later than the 15th day after the DS-2019 start date.





Department Administrator Selects Request Type

Departmental Services













UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

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 J-1 Non-Degree Student DS-2019 Cancellation Request	 J-1 Non-Degree Student DS-2019 Correction Request	 J-1 Non-Degree Student Extension Request
 J-1 Scholar DS-2019 (Initial and Transfer) Request	 J-1 Scholar DS-2019 Cancellation Request	 J-1 Scholar DS-2019 Correction Request
 J-1 Scholar DS-2019 Extension Request	 Special Programs DS-2019 (Initial) Request	 Special Programs Evaluation Request

Please note that a USC ID Number is required to start the request.

J-1 Scholar DS-2019 Cancellation Request

(*) Information Required

J-1 Scholar Information

University ID*

Scholar First Name*

Scholar Last Name*

Cancellation Information

I confirm that the Exchange Visitor indicated above will no longer attend USC.*

I understand that once OIS cancels the SEVIS record, the Exchange Visitor will not be eligible for a Correction Request to amend the start date.*

Do not click on Submit twice.

Submit

Department Administrator Receives Email Confirmation for Final Submission to OIS. OIS will email department administrator once SEVIS record has been canceled.

Office of International Services

J-1 Scholar DS-2019 Cancellation Request Submitted

Dear [REDACTED]

The Office of International Services has RECEIVED your J-1 Scholar DS-2019 Cancellation Request. Please allow OIS 10 business days to review your submission. This does not include weekends, holidays, or the date you submitted the request.

If you have questions, please email us, or speak with a J-1 Advisor Tuesday through Thursday via [OIS Live \(Zoom\)](#).

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
<https://ois.usc.edu>
Email: j1scholar@usc.edu

E-form Workflow for DS-2019 Cancellation Requests for Scholars

1. The request is initiated by the USC department administrator.
2. The department administrator receives an email confirmation for final submission to OIS. 10-business day processing window begins.
3. OIS will email the department administrator once the SEVIS record has been canceled. A DS-2019 will not be issued.

Thank you for your attendance

Questions? Contact Us

[OIS Live](#): Speak with a J-1 Advisor on Zoom

Email:

For J-1 Scholars: J1scholar@usc.edu

For J-1 Students (J-1 Degree and Non-Degree): J1student@usc.edu

Website: ois.usc.edu

