# Trojan International Training for USC Department Administrators

# DS-2019 Correction & Cancelation Requests for J-1 Scholars

USCUniversity of

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 Cancelation
- 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 <u>Obtaining a USC Net ID for Trojan International Access</u> webpage.

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

The department administer 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 15<sup>th</sup> day after the DS-2019 start date.

### Accessing Trojan International

Save this link to access the <u>Trojan International</u> 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

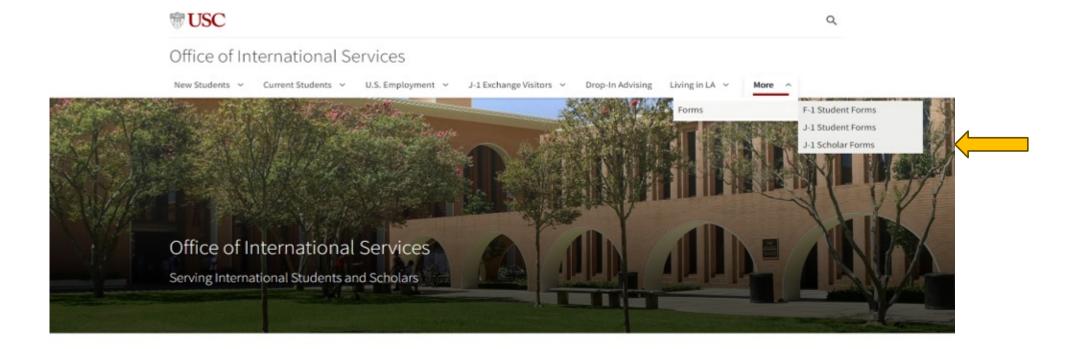
A USC NetID and password are required.

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 <u>J-1 Scholar Forms</u> under More tab



#### **News and Updates**

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	2 Update Your Contact Information	J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
J-1 Non-Degree Student DS-2019 Cancelation Request	J-1 Non-Degree Student DS-2019 Correction Request	<b>S</b> J-1 Non-Degree Student Extension Request
<b>5</b> J-1 Scholar DS-2019 (Initial and Transfer) Request	J-1 Scholar DS-2019 Cancelation Request	J-1 Scholar DS-2019 Correction Request
5 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*
MM/DD/YYYY
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

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.

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Date of Birth/mm-dif-ysys): City of Birth:	Country of Birth- Citizenship Country Code:	FEM.	ALE
Seoul		OF KOREA (SOUTH I	KOREA) J-1
Legal Permanent Residence Country Code: Legal Peru	nanent Residence Country: Position Code: Position:		
Primary Site of Activity: Institute of (	Treative Technologies	HING STAFF INCLUD.	ING K
12015 WATERFRO PLAYA VISTA, (			
2. Program Sponsor: University of Sout Participating Program Official Description:		Program Number: P-1-	
	SHORT-TERM SCHOLAR: SPECIALIST; STUDENT ASSOCIA TERN; STUDENT MASTERS; STUDENT NON-DEGREE	TE, STUDENT BACKEL	JUK3
Purpose of this form: Begin new program,	; accompanied by number (2) of immediate family	members.	
3. Form Covers Period:	4. Exchange Visitor Category: RESEARCH SCHOLAR		
From (mm-dd-)))): 02-01-2024	Subject/Field Code: Subject/Field Code Remarks:		
Te (mm-dd-9359): 02-28-2025	11.0701 Full-time research in Compute	r Science.	
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## 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 (Cancelation Request)**

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

**OIS Processing Time:** 10 business days

The processing window begins on the business day following submission.

**Submission Timeline for Cancelation 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 cancelation requests as soon as they are notified. Please note that the request must be submitted no later than the 15<sup>th</sup> 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				
Tasks					
+2	Add New Person	27	Update Your Contact Information	\$	J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
(5)	J-1 Non-Degree Student DS-2019 Cancelation Request	(5)	J-1 Non-Degree Student DS-2019 Correction Request	5	J-1 Non-Degree Student Extension Request
6	J-1 Scholar DS-2019 (Initial and Transfer) Request	Ø	J-1 Scholar DS-2019 Cancelation Request	Ţ	J-1 Scholar DS-2019 Correction Request
6	J-1 Scholar DS-2019 Extension Request	(1)	Special Programs DS- 2019 (Initial) Request	1	Special Programs Evaluation Request

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

#### J-1 Scholar DS-2019 Cancelation Request

(\*) Information Required

J-1 Scholar Information

University ID*	
Scholar First Name*	

#### Scholar Last Name\*

**Cancelation 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 Cancelation Request Submitted

Dear

The Office of International Services has RECEIVED your J-1 Scholar DS-2019 Cancelation 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 Cancelation 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: <u>J1scholar@usc.edu</u> For J-1 Students (J-1 Degree and Non-Degree): <u>J1student@usc.edu</u>

Website: <u>ois.usc.edu</u>

