

# iStart

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UNIVERSITY OF CINCINNATI UC International Services

online services for international students, scholars & staff

iStart

UNIVERSITY-WIDE INTERNATIONAL STUDENT ENROLLMENT TRENDS

Introducing iStart

iStart can be accessed by international students, scholars, and staff to track current information, update records, and most importantly, request and submit important forms, using eForms.

**For Future Students**  
For F-1 & J-1 Students  
For J-1 Scholars  
For H-1B Specialty Workers  
For TN, B, E, O, & All Other Visa Statuses  
Tax Information  
Obtaining Permanent Residence  
For UC Departments  
Forms, Guides, & Handbooks  
UCIS-Blackboard  
Maps & Directions  
Video Gallery  
Calendar of Events  
World Quest 2011  
UC International  
UC International Programs  
UC International Services

**Welcome to UC International Services**

UC International Services assists international visitors in understanding the rules, regulations, and procedures that must be followed during their stay in the United States.

**Introducing iStart**

iStart can be accessed by international students, scholars, and staff to track current information, update records, and most importantly, request and submit important forms, using e-forms. Visa forms, petitions requested by students or departments, are easily submitted through this service. Both services require using your UC Central Login to setup an access account. Once approved, using e-forms is reliable, secure, and fast.

[E-Forms Instructions for Students](#) (566.0 KB)  
[E-Forms Instructions for Departments](#) (5.9 MB)

[View International Student & Scholar Statistical Reports](#)

**English Language Assistance for Prospective UC Students**

If you require full-time, intensive English preparation before entering the University, we are here to support you with a special program. [ELS-Cincinnati Language Center](#) is located on our campus, and students enrolled in this program can receive many of the great benefits available to UC students. ELS and UC's International Admissions Office work together Conditional Letters of Acceptance. The ELS website explains how to

**Important**

**Mandatory OPT Seminar**

All students must attend an Optional Practical Training (OPT) Seminar prior to applying for OPT through UC International Services.

**ISB Survey: International Student Barometer**

The ISB helps the University measure your academic and life experiences at UC and to see how well the university is doing in terms of the services that are provided to international students.

A raffle for prizes ranging in amount from \$25 to \$100 would be conducted for those who would participate in the survey. The administrators of the ISB survey (i-graduate) are also giving away a \$1,000 cash prize.

<https://office.uc.edu>

All requests for processing of benefits for international visitors (F-1 student, J-1 exchange visitor, H-1B Specialty Worker, or other immigration statuses) should be submitted to UC International Services using our iStart eForms. A breakdown of the various eForm requests and the section they fall under are detailed below.

## Limited iStart Services for Future F-1/J-1 Students

Pre-Arrival Checklist  
SEVIS Transfer-in  
Sources of Financial Support

## Limited iStart Services for Future J-1 Scholars

J-1 Applicant Information  
Employee/Visiting Scholar Check-in  
J-2 Dependent Request

## Limited iStart Services for Future H-1B Specialty Workers

H-1B Applicant Information  
Employee/Visiting Scholar Check-in

### **Biographical Information**

Add a new F-2 dependent (SEVIS Document)  
Certification of Enrollment Letter Request (for students)  
Departure Certification for Employees (H-1B, TN, E-3, etc.)  
Driver's License Letter Request  
Driver's License Letter Request for a Dependent Spouse/Child  
Employee/Visiting Scholar Check-in  
Employment Eligibility Verification/Social Security Number Request (for non-F-1 or J-1 students)  
Graduation Invitation Letter (for students)  
I-140 Application  
Letter of Invitation (visiting faculty/researchers)  
Letter of Invitation Request (for students)  
Local U.S. Address Information  
Notification of Change of Immigration Status  
Permanent Address Abroad Information  
SEVIS Transfer in Request J-1  
Update Immigration/Visa Documents  
Update Immigration/Visa Documents for Dependents

### **Full iStart Services For Current F-1/J-1 Students**

Cap-Gap I-20  
Curricular Practical Training  
Employment Eligibility Verification/Social Security Letter: Non-UC Employee  
Employment Eligibility Verification/Social Security Letter: Receiving a UC Paycheck  
I-20 Extension of Program  
In-Absentia Verification  
Notification of Change of Degree Level/Program of Study  
Reduced Course Load for Academic Reasons  
Reduced Course Load for Medical Reasons  
Replace a Lost I-20 Document  
SEVIS Transfer Out Request  
Student Departure Form  
Travel Signature Request for I-20 Document

### **Insurance and Finances**

Proof of Insurance  
Tax Analysis

### **Full iStart Services For Current J-1 Scholars**

Add a New Dependent (SEVIS Document)  
Departure Certification Form  
Extension of DS-2019 Document  
Replace a Lost DS-2019 Document  
SEVIS Transfer Out Request  
Travel Signature Request for DS-2019 Document

### **Full iStart Services For Current H-1B Specialty Workers**

H-1B Applicant Information

### **Full iStart Services For Permanent Resident Petitions**

General Information about the Employee

# Submitting eForm Requests

In order to submit an eForm request, go to <https://ioffice.uc.edu>.

-If you are a **CURRENT** student or scholar, click the “login” button on the left (under Full iStart Client Services).

-If you are a **FUTURE** student or scholar, click the “Limited Services” button on the right (under Limited Services).

The screenshot shows the iStart Services Login Page. At the top left is a world map icon. To its right is the 'iStart' logo in blue. Further right is the text 'online services for international students, scholars & staff'. Below this is the heading 'Welcome to the iStart Services Login Page' and a paragraph of introductory text. Two main service boxes are present: 'Full Client Services for Students & Scholars' on the left and 'Limited Services for Students & Scholars' on the right. A red oval with an arrow points to the 'LOGIN' button in the Full Client Services box, labeled 'CURRENT students/scholars'. Another red oval with an arrow points to the 'Limited Services' link in the Limited Services box, labeled 'FUTURE students/scholars'. Below these boxes are links for 'International Student & Scholar Statistical Reports', 'Anonymous Feedback (surveys, evaluations, etc)', and 'Administrative Services for University Departments'.

**Full Client Services for Students & Scholars**

Secure services requiring login with your institutional Network ID and password. These services include:

1. View and update information on file
2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.
3. Access alerts and notes on file that require action in order to maintain legal status

[LOGIN](#)

**Limited Services for Students & Scholars**

Limited services requiring login with your University ID number and date of birth. These services include:

1. Limited student services like registration for orientation or SEVIS transfer-in.
2. Limited initial intake forms for J-1 scholars or H-1B employees.

These services will NOT provide all the functionality of the full client services.

[Limited Services](#)

The following are additional services:

- [International Student & Scholar Statistical Reports](#)
- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)

If you are a current student, using Full iStart Client Services, you will be brought to UC's Central Login Service. Here you will enter your UC Central Login Service username and password.

**FOR CURRENT STUDENTS OR SCHOLARS:**

The screenshot shows the UC Cincinnati Central Login Service authentication interface. At the top left is the University of Cincinnati logo, and at the top right is the text "Central Login Service". The main content area features a red heading "Authentication Required" followed by instructions: "You are connecting to a UC website that requires authentication. Please enter your UC Central Login Service Username and Password to continue. [Login Help](#)". Below this is a link to "Set up your [Password Self Service](#) profile now!". To the right is a login form with fields for "Username (6 + 2)" and "Password", each with a "Get My Username" and "Change My Password" link respectively. A "submit" button is located below the password field. Below the form are links for "Forgot your password?", "Use [Password Self Service](#) or call 513-556-HELP", and "Login Help". At the bottom center, a disclaimer states: "By using this service you agree to adhere to [UC computing policies and guidelines](#)".

If you are a future student or scholar, using “Limited Services”, you will need to enter:

- 1) your UC ID number;
- 2) date of birth;
- 3) limited access PIN number.

If you don't know your PIN number you can click the link to have it sent to you.

## FOR FUTURE STUDENTS OR SCHOLARS:

**iStart**  
online services for  
international students,  
scholars & staff

**Secure Online Session**

**Login to iStart - Limited Services**

[» LOG-IN WITH A NETWORK ID TO GAIN FULL ACCESS <](#)

This access will provided limited services. If you have an institutional network ID and password then you can log into the full services.

Use your University ID number, date of birth, and limited access PIN in order to log into services for incoming international students and scholars, or some limited services for students after graduation (i.e. OPT F-1 students). These are services that allow incoming students and scholars to update information and make electronic requests with the international office.

1 University Identification Number \*

2 Date of Birth \*

3 Limited Access PIN \*

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

\* required fields

[E-mail me my Limited Access PIN](#)

Once you enter your account information you will be brought to the iStart home page. Here you will see an overview of your iStart record including any alerts that may need to be addressed, SEVIS program information and any notes that have been put on your record by a UC International Services Advisor.

**iStart** online services for international students, scholars & staff

**Secure Online Session**  
**Joseph Bearcat**  
 Campus: UC Main Campus  
 Network ID: cushinrb

**iStart Services Home Page**  
 Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

iStart Home Page	SEVIS Status Information	Options
<ul style="list-style-type: none"> <li><b>+</b> Admission and Orientation</li> <li><b>+</b> Biographical Information               <ul style="list-style-type: none"> <li>Biographical Information</li> <li>Emergency Contacts</li> <li>Your Contact Information</li> <li>Add SEVIS Dependent</li> <li>Certification of Enrollment (for students)</li> <li>Driver's License Letter Request</li> <li>Driver's License Letter Request for a Dependent Spouse/Child</li> <li>Graduation Invitation Letter (for students)</li> <li>I-140 application</li> <li>Letter of Invitation (for students)</li> <li>Letter of Invitation (visiting faculty/researchers)</li> <li>Local U.S. Address</li> <li>Notification of Change of Immigration Status</li> <li>Permanent Address Abroad</li> <li>Update Immigration/Visa Documents</li> <li>Update Visa/Immigration Documents for Dependents</li> </ul> </li> <li><b>+</b> F-1 Student Services</li> <li><b>+</b> Insurance and Finances</li> <li><b>+</b> J-1 Scholar Services</li> <li><b>+</b> J-1 Student Services</li> <li>Logout of iStart</li> </ul>	SEVIS ID: N0000000002 Status: Cancelled Level: Master's Program Start: 09/01/2009 Program End: 08/31/2012 <a href="#">Click for Full Details</a>	<input type="checkbox"/> View cases closed before today <input type="checkbox"/> View correspondence and notes older than 60 days <a href="#">Cases, Alerts, and Correspondence</a>

University of Cincinnati

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 Undergraduate Admission: 513-556-1100 | Graduate Admission: 513-556-4335  
 University Information: 513-556-6000 | Copyright Information © 2006

To submit an eForm request, click on the appropriate section. Full iStart Client Services eForms will be under F-1, J-1 or H-1B services. Limited Services eForms will be under the “Admission and Orientation” or the “Biographical Information” link. Click the “+” icon and select the eForm you wish to submit. Follow the instructions for the specific eForm.

### Scanning Documents

Do not submit a request until you have uploaded the required documents in PDF format.