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).
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:
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:
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.

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.