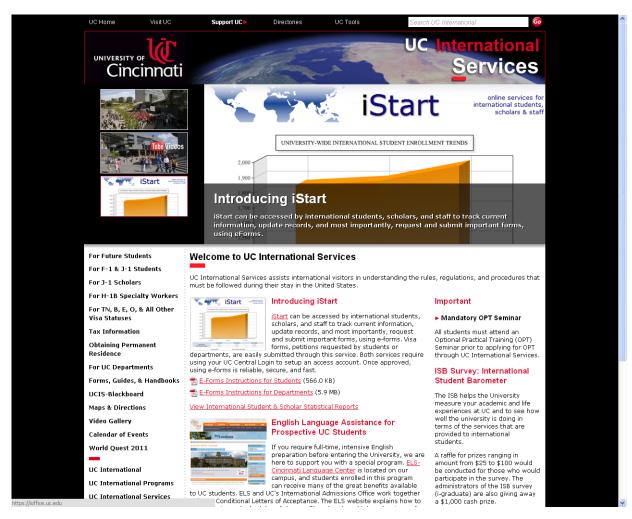# iStart

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
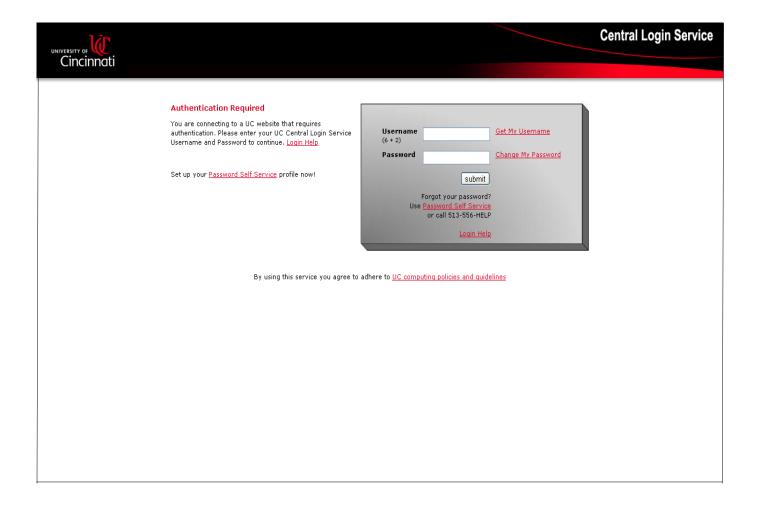General Information about the Employee

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:

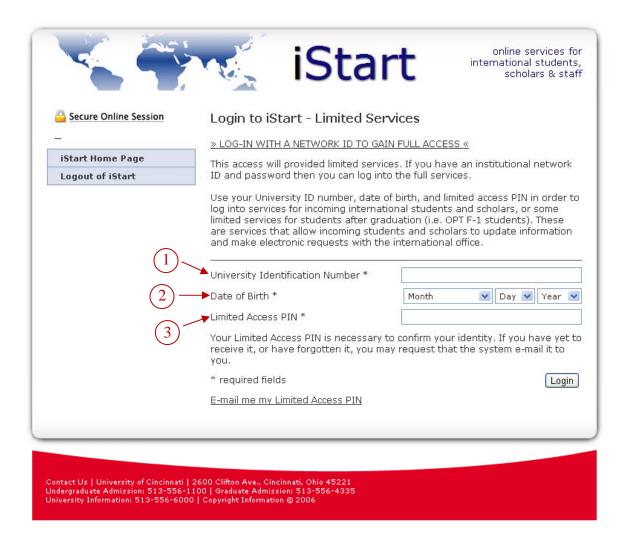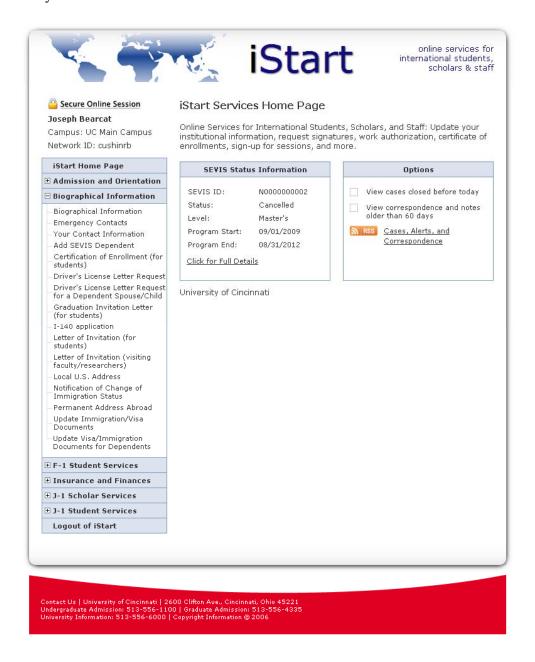If you are a future student or scholar, using "Limited Services", you will need to enter:

    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.