

DS-2019 REQUEST PORTAL -INSTRUCTIONS-

AFFILIATION INFORMATION

Before initiating a DS-2019 request, the incoming J-1 Exchange Visitor must have an active UF affiliation and GatorLink account. When the UF host departments creates the affiliation for the incoming Exchange Visitor, the department must include the visitor's **gender**. The gender is a mandatory field to create a SEVIS record and issue a DS-2019. The incoming Exchange Visitor's record will be created in the DS-2019 request portal through their UFID. Once the UF host department submits the DS-2019 request, the Exchange Visitor will sign in to the request portal with their GatorLink login credentials to complete the request. The Exchange Visitor does not need an active UF email as long as there is a valid email address within their GatorLink account credentials.

Step 1: Search for Incoming J-1 Exchange Visitor

Type in the Exchange Visitor's UFID, and then click "Search"

Search

Use these search fields to find the user. Keywords can be a first/last name or email address.

Keywords:

UFID:

Enter the UFID for the person you wish to add. Note that the UFID may not be the login username of the person. This installation uses user_id as the key column.

Directory to Search: SIS HR

Step 2: Add the DS-2019 Request to the J-1 Exchange Visitor's Profile

Scroll down the page to "Search Results". Click "Register" next to the Exchange Visitor's name.

Search Results

Click the Register button corresponding to the user you wish to create a new record/application

Last Name	First Name	Email	Action
Weisman	Alexis	aweisman@ufic.ufl.edu	<input checked="" type="button" value="Register"/>

Step 3: Upload ALL Supporting Documents and Complete ALL Questionnaires

Please upload only two PDFs. One PDF must include all required supporting documents, and the second PDF must only include the waybill. Once all questionnaires are complete and free of errors, click "Update" at the bottom of the page to submit your portion of the DS-2019 request. Once submitted, the J-1 Exchange Visitor will receive an email with instructions on how to login and complete the DS-2019 request.

4000 characters left

* Required

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