The 'Requests' tab provides several options for common requests, such as requesting a travel signature for your DS-2019 or obtaining a DS-2019 for your dependents.

If a request type is not listed here, please contact your designated OISS Adviser [1] for instructions.

Once your DS-2019 has been issued, do not update any information directly in the 'Exchange Visitor’ tab. Instead, you should use the requests listed here to make any updates.

New Scholar Check-In

Use this request to notify OISS that you have arrived in the U.S. in J-1 status so that your SEVIS record can be validated.

[2]
Adding a New Dependent

Use this request to obtain DS-2019s for your family members on the J-2 visa so that they may accompany you in the U.S. during your J-1 program period.
Incidental Activities Request

Use this request to receive permission to engage in paid or unpaid opportunities and engagements beyond what is listed on your DS-2019, such as the occasional lecture or short-term consultation.

[4]
Travel Signatures

Use this request to obtain a new travel signature from your OISS adviser on your DS-2019.

[5]