

Instructions for requesting DS 2019

1. Download the [Part B Fillable PDF Form](#) so you can gather the required information and signatures. Information in the Part B Fillable PDF form is required in other parts of the process. The Part B Fillable PDF needs to be signed by the department faculty sponsor AND the department chair. A signature from a RF or a Human Resources representative is also required if the scholar will be receiving funding from the Research Foundation or University.

The completed Part B Fillable PDF Form is needed to complete the online Departmental Request for Form DS-2019 eform.

2. Login to Access ISSS at <https://accessiss.albany.edu>. Use your UAlbany Net ID and password.

UNIVERSITY AT ALBANY TEST

TSTAccessI

UAlbany's International Student & Scholar Online Portal

Welcome to AccessISSS, the online portal for University at Albany international students, scholars, faculty and staff. AccessISSS supports the electronic submission of immigration and other related requests to the International Student and Scholar Services (ISSS) office. The portal also serves as a venue for communication and notifications.

International Student & Scholar AccessISSS Log-in

To log on and fill in an e-form, click the **LOGIN** button below and use your University at Albany NetID and password to log-in. UAlbany students and scholars can submit electronic forms (e-forms) and information through this secure service.

Contact ISSS@albany.edu or 518-591-8172 for more information.



Login

A UAlbanyNetwork ID and password are required.

Limited Services for other Clients

This service is unavailable at this time.

Current students, scholars, faculty and staff should click the **LOGIN** button in the box to the left, then use your University at Albany NetID and password to log-in.

Limited Services Login

IMPORTANT NOTE: If the following appears, then you must contact Tara Evans at tevens3@albany.edu for permission to use the AccessISSS database. You will not be able to continue the application process until you receive this permission.

[Launch Application](#)
[Departmental Services](#)
[International Office](#)
[Server Administration](#)
[Tech Support](#)

sunapsis®: International Office Module Launch Page

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AccessISSS is an application used for management of international student data and requests at the University at Albany, SUNY.

The University IT Policy Office has established a Policy on Access to Institutional Data. Users will be expected to access institutional data only in their conduct of university business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to the data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.

[Download the Windows launcher 1.0.2 for sunapsis®: International Office Module](#)

[Download the Mac launcher 1.0.2 for sunapsis®: International Office Module](#)

Secure Online Session

3. If the Scholar does not already have a University at Albany ID, then you must will need to add him/her to the data base. If they Scholar has a UAlbany ID, you can skip the following tasks and move to number 5. If the Scholar does not have a UAlbany ID, complete a-c here:
 - a Click on Add New Person
 - b Provide information about the Scholar you are inviting to come to UAlbany
 - c Click the Add New Person button at the bottom of the form

[My Current Cases](#)
[Departmental Services](#)

Departmental Services

Lists

My Current Cases

My Closed Cases

My Department's Current Cases

My Department's Employees & Scholars

Tasks

Add New Person

Update Your Information

Departmental Request for Form DS-2019

Secure Online Session

4. If you have done Add New Personal, make note of the temporary ID as you will use it on the next eform. Otherwise, you will use the Scholar's existing University ID

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Tesstable Testing

My Current Cases

Departmental Services

Work on an Application

Name: test2, test2
University ID: TEMP196641
Date of Birth: 02/02/2002

You may click on an application e-form group to work on for this individual.

---New Applications---

[H-1B Application for a New Employee](#)

[H-1B Extension for an Employee](#)

---Continue an Application in Progress---

There are no previously submitted applications.

Secure Online Session

5. Click on **Departmental Services** to return to the menu screen

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My Current Cases

Departmental Services

Work on an Application

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---New Applications---

[H-1B Application for a New Employee](#)

[H-1B Extension for an Employee](#)

---Continue an Application in Progress---

There are no previously submitted applications.

Secure Online Session

6. Click on Departmental Request for Form DS-2019

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TSTAccess Testable Testing ▾

My Current Cases
Departmental Services

Departmental Services

Lists

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Departmental Request for Form DS-2019

Secure Online Session



7. Complete the Department Request for Form DS-2019 eform

- a Answer the questions in Part A of the online form.
- b Upload the required documents in Part C of the online form. This will include
 - i The Part B Fillable PDF,
 - ii Evidence of English language proficiency,
 - iii a copy of the scholar's passport bio page
 - iv proof of funding or proof of current status if the scholar is in the U.S., if applicable
- c Click Submit. Please allow 5-7 business days for processing once all required information is received.

TSTAccess Testable Testing ▾

My Current Cases
Departmental Services

Departmental Request for Form DS-2019

(*) Information Required

Request for Form DS-2019 – Certificate of Eligibility for Exchange Visitor (J-1) Status

Welcome to the International Student and Scholar Services (ISSS) DS-2019 request form. The DS-2019 certificate of eligibility is an immigration document issued by ISSS

