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.

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

IMPORTANT NOTE: If the following appears, then you must contact Tara Evans at **tevans3@albany.edu** for permission to use the AccessISSS database. You will not be able to continue the application process until you receive this permission.
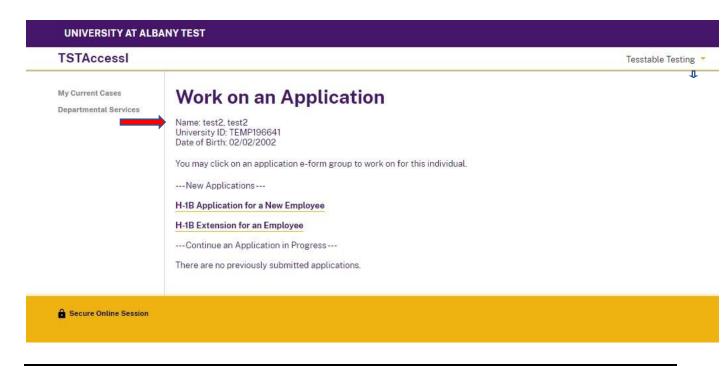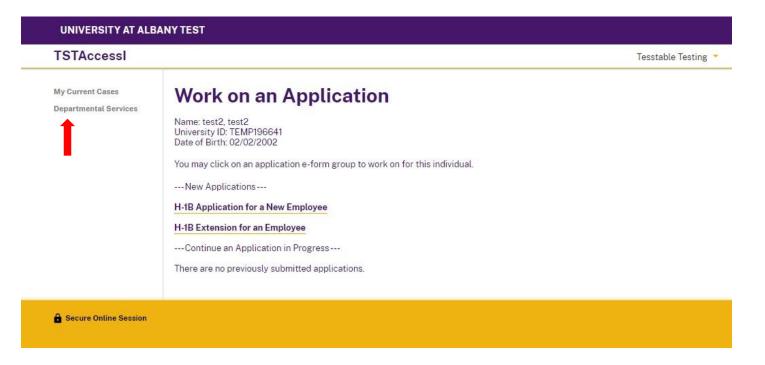

3. If the Scholar does not already have a University at Albany ID, then you must will need to add him/her to the data base. If they Scholar has a UAlbany ID, you can skip the following tasks and move to number 5. If the Scholar does not have a UAlbany ID, complete a-c here:
   a   Click on Add New Person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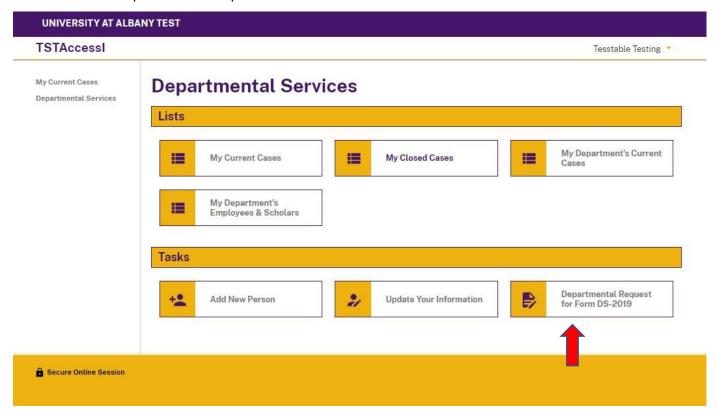   c   Click the Add New Person button at the bottom of the form

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

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

6. Click on Departmental Request for Form DS-2019

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.