iStart Department Access: Visa Sponsorship Requests

This is an instruction guide for the access and use of the new ISSIS visa sponsorship request portal, **iStart**. Department users should use this system to request sponsorships J-1 scholars, and international employees being sponsored for U.S. Permanent Residency. In the future, department representatives will also use iStart to request sponsorships for J-1 student – interns, and H-1B employees.

If you have questions about accessing this portal, please contact our office at 706 542-2900, or by email at issis@uga.edu.

Through the iStart portal, department representatives can request sponsorships, update their department contact information, and add a new international person to our case management system. Screenshots from the system are included in this document.

**REQUESTING ACCESS TO iSTART**

1. Navigate your browser to [https://istart.uga.edu](https://istart.uga.edu)
2. Click on “Administrative Services for University Departments” in the lower left corner of the screen (red arrow)
3. Click on “Departmental Services” in the left-hand menu (red arrow).
4. Click on “Departmental Access Request” in the sub-menu (green arrow).
5. Fill out all the fields on the request form (blue arrow), mark the checkbox after reading the statement, and then click “Request Access” at the bottom of the screen (orange arrow).

Once your access is approved by ISSIS, you will receive an email confirming your user approval.
LOGIN INFORMATION

Once you are an approved user, you may login to the iStart portal to request new sponsorships, and manage current in-process cases. To do this, follow these steps:

1. Open your web browser and go to https://istart.uga.edu.
2. Click on “Administrative Services for University Departments”, in the lower left-hand corner of the screen.
3. When the next screen opens click on “Departmental Services”, in the left-hand menu.

4. A sub-menu of items will open in the left-hand menu.
When logged in, this home screen will show any active cases you have in the middle box, entitled “Current Cases” (green arrow). When you click on a name, it will display details of that person’s case in the right-hand box. This is where you will see the temporary ID number, if you had added a new person and did NOT have the University ID # (red arrow). If you are returning to an application you have already begun, click on the link “J-1 Application for a New EV Scholar” (orange arrow).

In addition to the sponsorship requests, there are two administrative functions in the sub-menu: “Update Your Information”, and “Add a New Person” (blue arrows).

**UPDATE YOUR INFORMATION:**

Complete all these fields as appropriate, and update as needed.
**ADD A NEW PERSON:**

This is the first step in requesting a sponsorship for an international New to UGA (red arrow). Do not request to Add a New Person if the international is already at UGA, or was here previously and has a valid UGA ID #. Note that a network ID at UGA is usually the part of the UGA email address in front of the @ sign. ie: rcatmur@uga.edu; network id is rcatmur. The name fields here are not case sensitive, but please be as accurate as possible when entering the name. Please enter it exactly as it is shown on the passport.

**SPONSORSHIP REQUESTS**

There are currently three types of visa sponsorship requests that departmental users can request. These are all listed in the left-hand menu (yellow arrow, above):

1. J-1 Scholar Application
2. J-1 Scholar Extension
3. U.S permanent residency

We will be adding addition requests for H-1B sponsorships and J-1 student intern sponsorships later in 2014.