



# J-1 New Scholar Request

2021-2022

## 1. **Collect required documents**

- a. Refer to page 5 document checklist for a full list of documents.
- b. Ensure the scholar has completed their Visa Request Form and submitted it to you.

## 2. **Request Access to the ISO Gateway** (if you already have access to the ISO Gateway, skip this step)

## 3. **Add a new person to the ISO Gateway** (see further explanation on page 3).

## 4. **Complete the "J-1 New Scholar/Professor" Request**

### a. **Section 1 - Department Host Information**

- i. Department Name & Address
- ii. Departmental Contact - Most often person completing the request.
- iii. Supervisor Information

### b. **Section 2 - Scholar Information**

- i. Scholar biographic & academic information
- ii. Upload proof of English proficiency

### c. **Section 3 - Program (GW Appointment) Information**

- i. J-1 category requested
- ii. Program start and end date
- iii. Details about the program

### d. **Section 4 - Document Uploads & Department Certifications**

**Once the form is completed, submit hit submit. ISO will now review the request and email the departmental contact if any documents are missing. ISO has a standard 10 business day processing time.**

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## **Accessing the ISO Gateway**

Each departmental contact will need to access to the ISO Gateway. To gain access, please complete the below steps:

1. Visit [isogateway.gwu.edu](http://isogateway.gwu.edu)
2. Login with your NETID and password.
3. On the left-hand side click on Departmental Services. There, you will click on the link: "Departmental Access Request".
4. Fill out the form and click submit. If it asks you which campus, select "Main Campus".

ISO will receive notification of your request and approve it promptly. You will receive an email when your request is approved.

*Please note: You are only required to request access to the ISO Gateway once.*



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# Adding A New Person

You will need to add a new person to the ISO Gateway system before you are able to submit a request:

1. Visit [isogateway.gwu.edu](http://isogateway.gwu.edu)
2. Select Departmental Services
3. Select Add a New Person and enter the scholar's name and date of birth.

If the person was successfully added, you will receive an email with their credentials. Once you receive this, you can proceed with submitting the request.

*Please note: If the scholar is found in the system, and you do not know the TEMPID, email [iso@gwu.edu](mailto:iso@gwu.edu).*

The screenshot shows the top of the ISOGateWay website. At the top left is the GW logo and the text 'THE GEORGE WASHINGTON UNIVERSITY'. Below this is the 'ISOGateWay' header. The main content area is titled 'Welcome to ISOGateWay!' and includes the following information: 'ISOGateWay Status: Online', a description of the International Services Office (ISO) as the primary administrative, programming, and advising office for the international community, a note that requests are processed within 10 business days or less, and contact information for the ISO (email: [iso@gwu.edu](mailto:iso@gwu.edu) or [make an appointment](#)). There are two login options: 'Full Services for Students, Scholars & Staff' with a 'Login' button and a note that GW Email and password are required, and 'Limited Access Services' with a 'Limited Services Login' link.



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## Submitting Additional Documents

If you receive an email from the ISO stating a new document is needed or is missing for a scholar, please follow the below instructions to submit the additional information via ISO Gateway.

1. Visit [isogateway.gwu.edu](http://isogateway.gwu.edu)
2. Login with your NETID and password.
3. Under Departmental Services tab on the left, select "New J-1 Scholar/Professor Request "
4. Select the E-Form named: J-1 Scholar/Professor Request - Additional Documents & Information Follow-Up".
5. Enter the scholar's TEMPID & birthdate; click submit.
6. Upload the new document(s) and/or check the appropriate fields.
7. Click Submit at the bottom of the screen.

*Please note: Additional docs. will not be accepted if they are submitted via email. ISO has a standard 10 business day processing time once the additional documents have been submitted.*



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