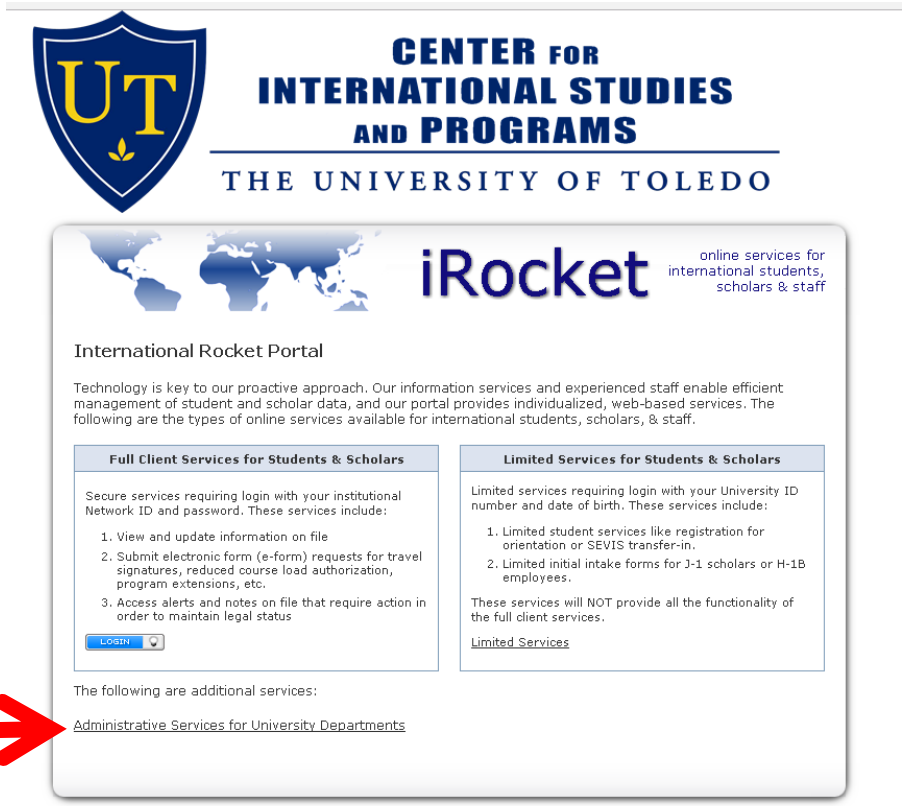
What is iRocket?

iRocket is a web browser based interface that allows users to electronically submit data to the International Students & Scholars Office's electronic database. iRocket eliminates the need for paper forms and ensures accurate, relevant information is added to the database.
iRocket allows departments to submit applications for J-1 scholars, it also provides scholars the ability to access and update their information as needed.
Using iRocket is easy and straightforward and uses your University of Toledo UTAD username and password to submit eForms for review by OISSS staff.

How to Get Started:
Requesting Department Level Access
For UT departmental users, the first step in using iRocket is to request department level access

1. Navigate to https://oisss.utoledo.edu/istart/controllers/start/start.cfm
2. Click on "Administrative Services for University Departments" (**See Figure 1**). This will bring up the familiar UTAD log-in screen.
3. Enter your UTAD username and password and select "log-in".

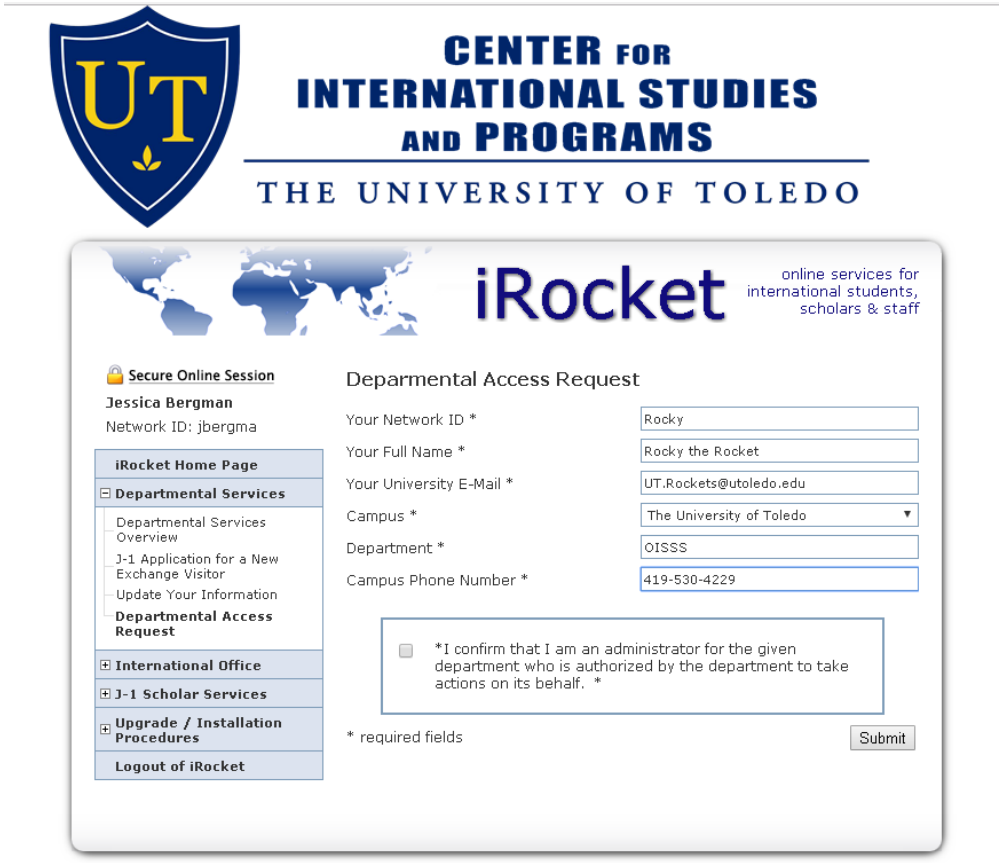
Figure 1: iRocket log-in screen



Once you have successfully logged in to iRocket you will see a page similar to **Figure 2**. This is the Access Request screen which you will need to complete in order to be granted access to iRocket.

1. Complete this request screen using your UTAD log-in information, selecting The University of Toledo or Health Science Campus as the campus, and fill in the name of your department. If your submission is successful, you will see a line declaring "Departmental Access is Pending Review" at the top of the page.
2. Select the "logout of iRocket" button. Your request is being processed by OISSS and you will receive an email when access is granted.

Figure 2: iRocket Departmental Access Request



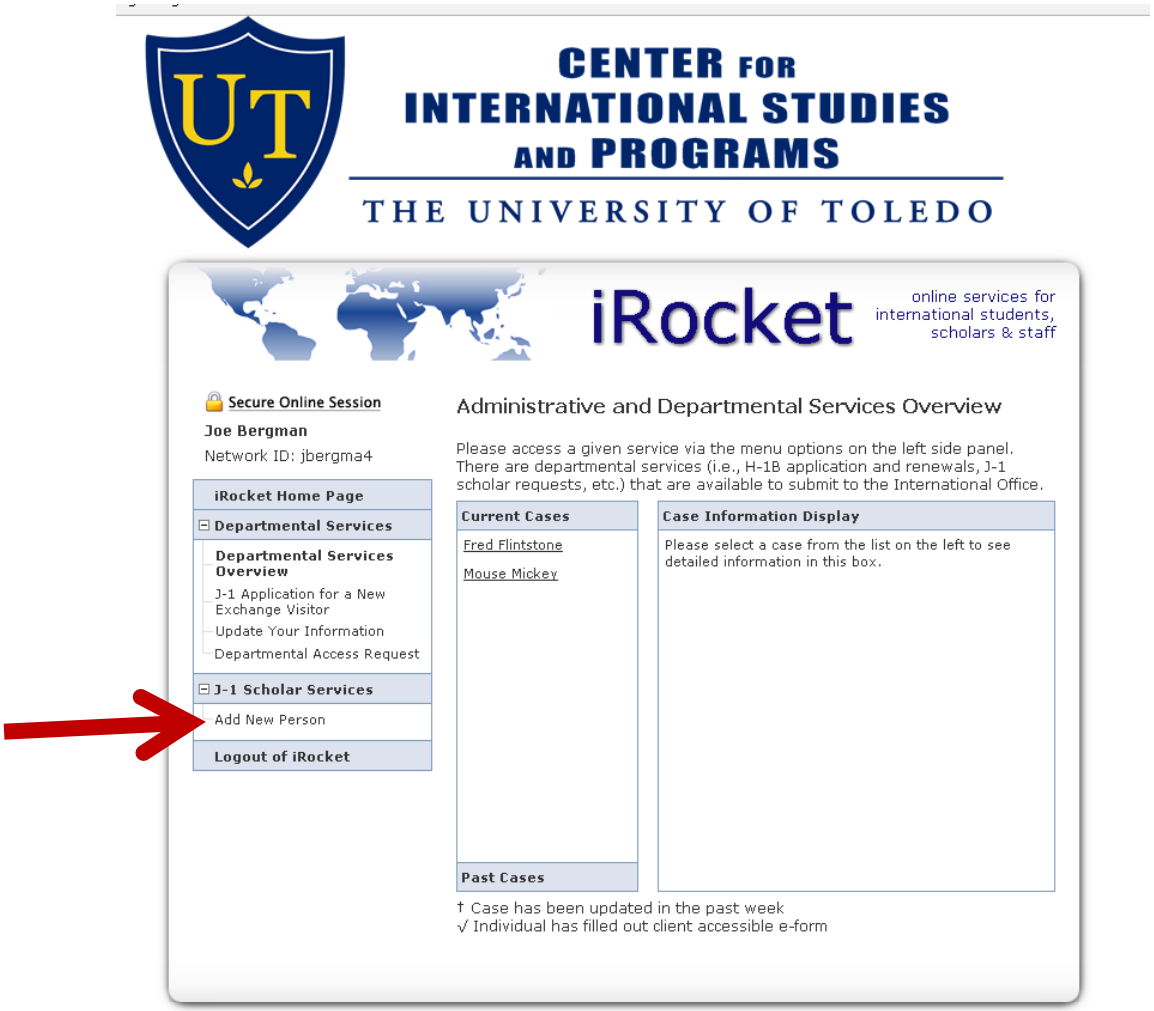
Adding a Scholar to iRocket:

Once you receive departmental access to iRocket you are ready to fill out the request Form DS-2019 to invite a J-1 scholar. If the visitor has never been to UT before, you first add the scholar/applicant that you wish to invite into the iRocket database.

1. Expand the J-1 Scholar Services menu.
2. Select "Add New Person" (**See Figure 3**).
3. Complete the information.
    a. The email address does not have to be an official university address.

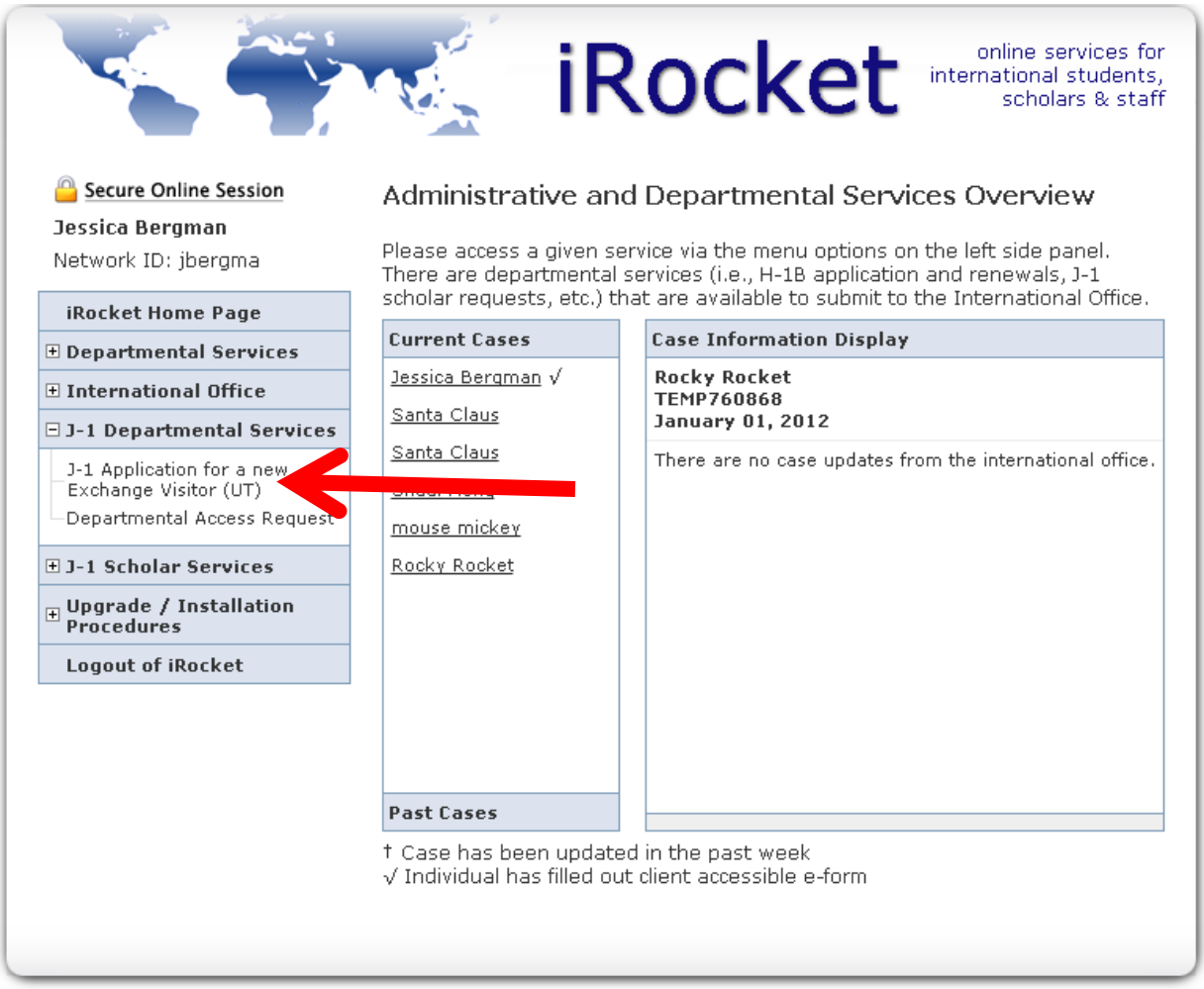
4. The “institutional university ID” refers to a Rocket number. If the individual has been issued one, you will be asked to enter that number. If you select “no”, iRocket will assign a temporary ID number starting with “TEMP” to the record.
    a. The “network ID” refers to the Rocket Number.
5. Select “Add New Person”.

Figure 3: Adding a New Person



After adding a new person to the iRocket database, the system will display your “Administrative and Departmental Services Overview” menu that lists the names of all the individuals for whom you have previously submitted cases to the OISSS. You can access your Departmental Services Overview every time you log-in to iRocket. To request a DS-2019, select the name of the individual and then select “J-1 Application for a New Exchange Visitor” (**See Figure 4**). The “Current Cases” menu contains applications submitted in the last 90 days. Click on the “Past Cases” bar to display older applications. The “Case Information Display” shows the person you have just added.

Figure 4: Departmental Services Overview



J-1 Application for a New Exchange Visitor DS-2019

At this point you will be on the main page for the J-1 application, similar to the one in **Figure 4**. Make sure to write down their Temporary ID as you will need it to finish creating the request. Click on J-1 Departmental Services and then J-1 Application for a New Exchange Visitor. You will then need to enter in their Temporary ID and birthdate. Click on "Start New Request" (**Figure 5**).

Figure 5: Start a New Request

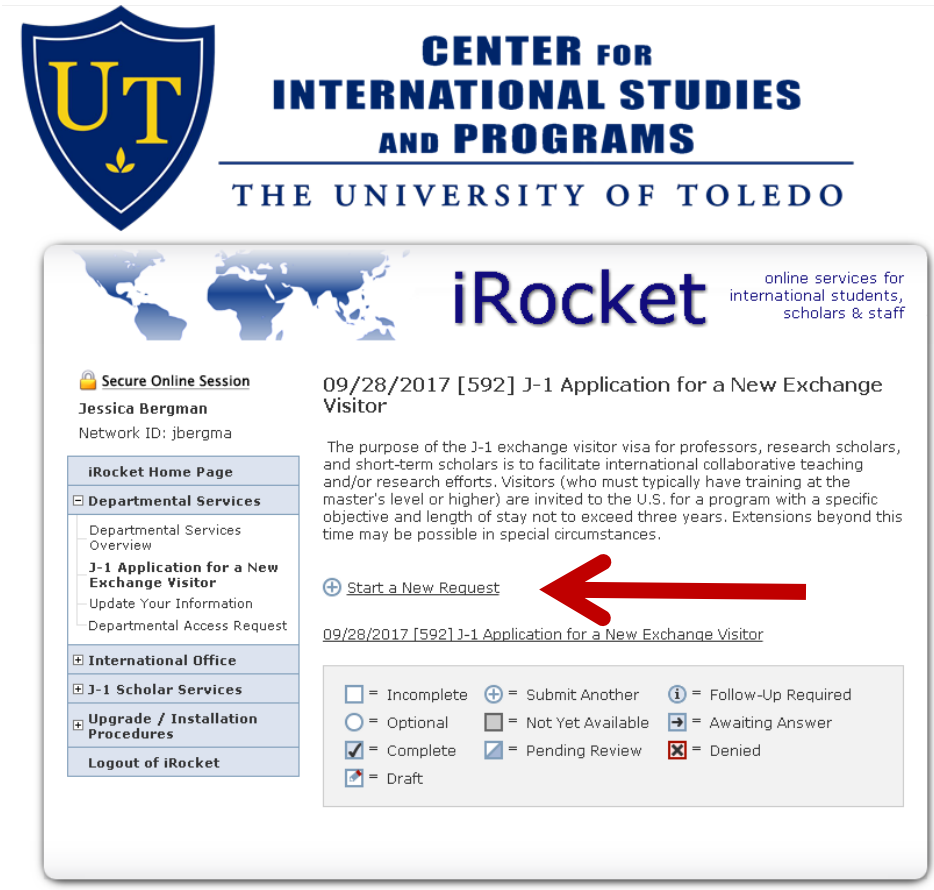
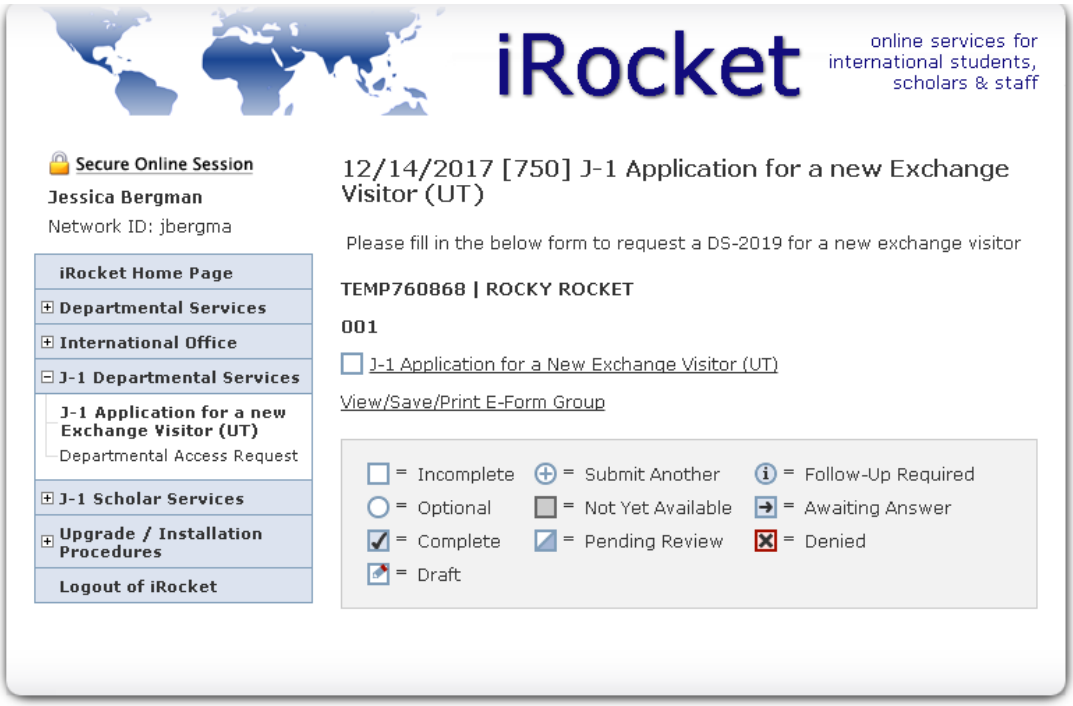


Figure 6: Starting the Application

Click on J-1 Application for a New Exchange Visitor this will walk you through the DS-2019 application process. Proceed through each section, providing the information as prompted.



Completing the Application

Once the J-1 Application for a New Exchange Visitor has been submitted you will receive a confirmation email. OISSS' processing time is approximately 3-5 business days (this time could be longer during peak times and pending J-1 Processing Fee). You will receive another email once the request has been approved and the DS-2019 has been processed.