

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://oiss.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

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CENTER FOR INTERNATIONAL STUDIES AND PROGRAMS
THE UNIVERSITY OF TOLEDO

iRocket online services for international students, scholars & staff

International Rocket Portal

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
Secure services requiring login with your institutional Network ID and password. These services include: <ol style="list-style-type: none">1. View and update information on file2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.3. Access alerts and notes on file that require action in order to maintain legal status <input type="button" value="LOGIN"/>	Limited services requiring login with your University ID number and date of birth. These services include: <ol style="list-style-type: none">1. Limited student services like registration for orientation or SEVIS transfer-in.2. Limited initial intake forms for J-1 scholars or H-1B employees. These services will NOT provide all the functionality of the full client services. Limited Services

The following are additional services:

[Administrative Services for University Departments](#)

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

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iRocket online services for international students, scholars & staff

Secure Online Session
Jessica Bergman
Network ID: jbergma

Departmental Access Request

Your Network ID * Rocky
Your Full Name * Rocky the Rocket
Your University E-Mail * UT.Rockets@utoledo.edu
Campus * The University of Toledo
Department * OISSS
Campus Phone Number * 419-530-4229

*I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. *

* required fields

iRocket Home Page
Departmental Services Overview
J-1 Application for a New Exchange Visitor
Update Your Information
Departmental Access Request
International Office
J-1 Scholar Services
Upgrade / Installation Procedures
Logout of iRocket

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

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Secure Online Session
Joe Bergman
Network ID: jbergma4

iRocket Home Page

- Departmental Services
 - Departmental Services Overview
 - J-1 Application for a New Exchange Visitor
 - Update Your Information
 - Departmental Access Request
- J-1 Scholar Services
 - Add New Person
- Logout of iRocket

Administrative and Departmental Services Overview

Please access a given service via the menu options on the left side panel. There are departmental services (i.e., H-1B application and renewals, J-1 scholar requests, etc.) that are available to submit to the International Office.

Current Cases	Case Information Display
Fred Flintstone Mouse Mickey	Please select a case from the list on the left to see detailed information in this box.

Past Cases

† Case has been updated in the past week
✓ Individual has filled out client accessible e-form

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

The screenshot shows the iRocket website interface. At the top left is a world map logo. The main header features the 'iRocket' logo and the text 'online services for international students, scholars & staff'. Below the header, the user is logged in as 'Jessica Bergman' with Network ID 'jbergma'. The page title is 'Administrative and Departmental Services Overview'. A message instructs users to access services via the left-side menu. The left menu includes 'iRocket Home Page', 'Departmental Services', 'International Office', 'J-1 Departmental Services' (with a red arrow pointing to 'J-1 Application for a new Exchange Visitor (UT)'), 'J-1 Scholar Services', 'Upgrade / Installation Procedures', and 'Logout of iRocket'. The 'Current Cases' section lists 'Jessica Bergman ✓', 'Santa Claus', 'Santa Claus', 'mouse mickey', and 'Rocky Rocket'. The 'Case Information Display' section shows details for 'Rocky Rocket' with Temporary ID 'TEMP760868' and date 'January 01, 2012', and a message stating 'There are no case updates from the international office.' A legend at the bottom explains the symbols: '† Case has been updated in the past week' and '✓ Individual has filled out client accessible e-form'.

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



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iRocket

online services for
international students,
scholars & staff

 **Secure Online Session**
Jessica Bergman
Network ID: jbergma

iRocket Home Page

Departmental Services

- Departmental Services Overview
- J-1 Application for a New Exchange Visitor**
- Update Your Information
- Departmental Access Request

International Office

J-1 Scholar Services

Upgrade / Installation Procedures

Logout of iRocket

09/28/2017 [592] J-1 Application for a New Exchange Visitor

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. Visitors (who must typically have training at the master's level or higher) are invited to the U.S. for a program with a specific objective and length of stay not to exceed three years. Extensions beyond this time may be possible in special circumstances.

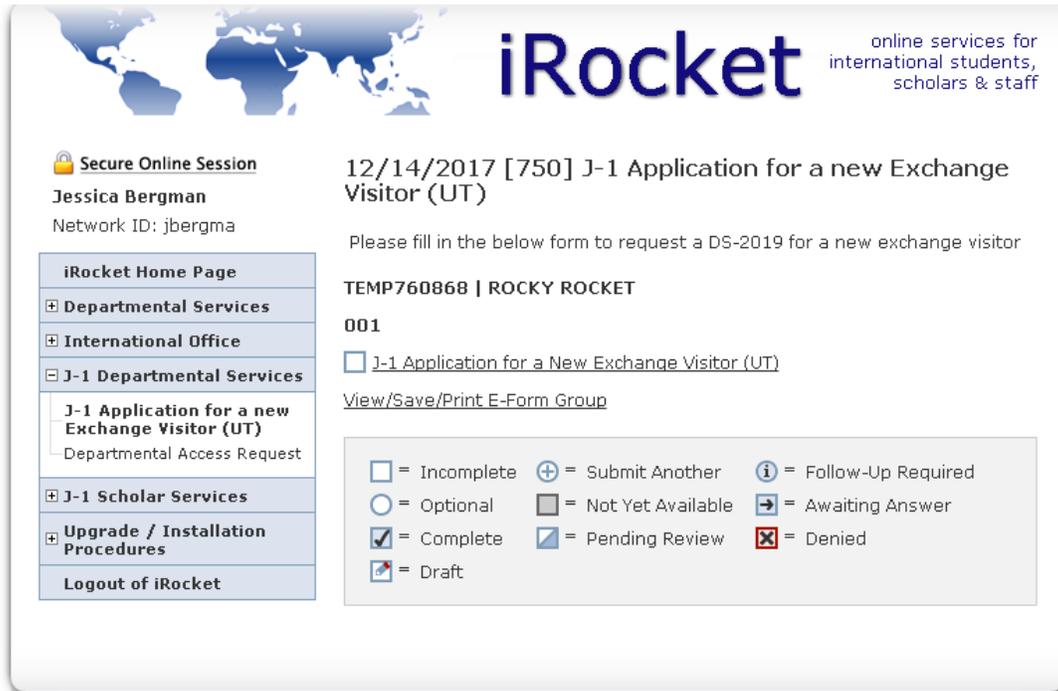
[+ Start a New Request](#) 

[09/28/2017 \[592\] J-1 Application for a New Exchange Visitor](#)

<input type="checkbox"/> = Incomplete	<input checked="" type="checkbox"/> = Submit Another	<input checked="" type="checkbox"/> = Follow-Up Required
<input type="checkbox"/> = Optional	<input type="checkbox"/> = Not Yet Available	<input checked="" type="checkbox"/> = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input checked="" type="checkbox"/> = Pending Review	<input checked="" type="checkbox"/> = Denied
<input checked="" type="checkbox"/> = Draft		

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.



The screenshot displays the iRocket web application interface. At the top left, there is a world map icon. The iRocket logo is prominently displayed in the top right, with the tagline "online services for international students, scholars & staff".

On the left side, a navigation menu is visible, including options like "iRocket Home Page", "Departmental Services", "International Office", "J-1 Departmental Services", "J-1 Application for a new Exchange Visitor (UT)", "J-1 Scholar Services", "Upgrade / Installation Procedures", and "Logout of iRocket".

The main content area shows the user's session information: "Secure Online Session", "Jessica Bergman", and "Network ID: jbergma". The current page title is "12/14/2017 [750] J-1 Application for a new Exchange Visitor (UT)". Below this, there is a prompt: "Please fill in the below form to request a DS-2019 for a new exchange visitor".

The form details include the user ID "TEMP760868 | ROCKY ROCKET" and the application number "001". A checkbox is present for "J-1 Application for a New Exchange Visitor (UT)". A link for "View/Save/Print E-Form Group" is also visible.

A legend at the bottom right explains the status icons:
□ = Incomplete
⊕ = Submit Another
i = Follow-Up Required
○ = Optional
■ = Not Yet Available
➔ = Awaiting Answer
☑ = Complete
☑ = Pending Review
✗ = Denied
✎ = Draft

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.