

# Guide to Statuses of the Online DS-2019 Request Program

Date	Processing Status	From
11/13	Awaiting Visitor Input	
11/13	DS-2019 document envelope	06/07
11/13	DS-2019 document envelope	07/07
11/13	CIFSS Eligibility Review	06/07
11/13	Awaiting Visitor Input	
11/13	CIFSS Eligibility Review	05/07
11/13	CIFSS Ins. & Fee Review	05/07
11/13	Initiated	09/07
11/13	Awaiting Visitor Input	
11/13	Initiated	09/07
11/13	Awaiting Visitor Input	



Status	Meaning
Awaiting Visitor Input	Email has been sent to visitor by Primary Preparer or Alternate Preparer; Preparer CANNOT save data in required fields; visitor has not completed his or her information, uploaded required documents, and clicked "Submit"
Initiated	Visitor has submitted his or her information; Primary Preparer or Alternate Preparer receives email; can now enter data and save, or submit if all required fields are completed; if Primary Preparer does not submit within 4 days, another email will be sent to the Primary Preparer AND Alternate Preparer, signaling that the Alternate Preparer is now able to submit
Sent to Department Chair	Primary Preparer or Alternate Preparer has submitted online DS-2019 request to department chair level; Primary Department Chair level Approver will receive an email with instructions for logging in; if Primary Department Chair Approver does not approve within 4 days, another email will be sent to the Primary Department Chair Approver AND Alternate Department Chair Approver, signaling that the Alternate Chair Approver is now able to approve
Returned to Department	Request not approved; sent to Primary Preparer
Sent to Dean's Office	Department Chair Approver has approved online DS-2019 request; Primary Dean level Approver will receive an email with instructions for logging in; if Primary Dean Approver does not approve within 4 days, another email will be sent to Primary Dean Approver AND Alternate Dean Approver, signaling that the Alternate Dean Approver is now able to approve
Sent to Director's Office	Primary or Alternate Approver has submitted online DS-2019 request; Primary Director level Approver will receive an email with instructions for logging in; if Primary Director Approver does not approve within 4 days, another email will be sent to Primary Director Approver AND Alternate Director Approver, signaling that the Alternate Director Approver is now able to approve
Submitted to CIFSS	Dean Approver or Director Approver has approved request; CIFSS has received the request
CIFSS Insurance & Fee Review	CIFSS' Health Insurance and Accounting Coordinator has received the request and is reviewing the health insurance and fee portion
CIFSS Eligibility Review	Health insurance and fee portion is approved; CIFSS' International Scholar Advisor has received the request and is reviewing the eligibility portion
Approved by CIFSS	Eligibility portion approved; information sent to Department of State
DS-2019 Document Envelope	Form DS-2019 has been issued; depending on processing instructions, the DS-2019 has been mailed to the visitor with copies to the department via campus mail OR an email has been sent to the indicated email address(es) for pickup of the DS-2019 and related documents at our center