What information is needed to request a sponsored guest account for a Non-US Citizen or Permanent Resident?

Tell Me

Non-US Citizen Requests: Depending on the Visa type, documentation from the International Student and Scholar Office (ISSO) may be required to submit the request. Requests for guests with B1, B2 and Visa Waiver status are exempt from this requirement.

Vendor Requests: Review the contract with the appropriate business officer prior to submitting the request.

1. Guests who hold E, F, G, H, J, L, O, TN, and Other visa types need to get approval from ISSO PRIOR to requesting the Sponsored Guest account: Please allow 48 hours for processing.

2. J Visa holders will receive a notification email similar to below from ISSO once all paperwork is complete. This email must be attached to the Sponsored Guest Account Request form.

Subject: Ready for Pick-up at ISSO

The DS-2019 and cover letter of instruction for your exchange visitor (scholar) is ready and will be held in the ISSO pick-up box under the scholar’s last name.

Please mail it to the scholar so that he/she can pay the required SEVIS fee and schedule a visa interview.

If he/she will require on-campus housing, please use the link at: http://housing.uncc.edu/conference-housing/guest-housing and submit it according to the directions on the form.

It is your responsibility to request a Sponsored Guest User Account so they will have a UNC Charlotte ID# and email address prior to arrival.

Once you know your scholar’s arrival plans, please contact me to schedule a mandatory check-in and orientation.

Kind regards,


4. Resources available through ISSO
   a. International Programs Invite a Guest Lecturer
   b. B1/B2 and Visa Waiver guests must receive Export Control Certification prior to sponsored account approvals, click here for the Export Control Form.
   c. Guest visitor: J-1 Exchange Visitor Form

5. For additional resources or questions contact ISSO
   a. Phone: 704-687-7781
   b. Email: intlsso@uncc.edu

Related FAQs

- How do I submit a Sponsored Guest Account form?
- What information is needed to request a sponsored guest account?
- How do I activate my NinerNET account with Duo?
- How do I activate my NinerNET account?
- How often does my NinerNET password expire?