International Scholar Relations (ISR) at WesternU
Process Overview for J-1 Exchange Visitors

Dept. decides to invite scholar

Jan

- Dept. gathers necessary information and documentation
- Dean approves appointment

Feb

- Employee? PT or FT? PeopleAdmin PCN WesternU Ins.
- Non-Emp EV provides Ins.

Mar

- ISR processes departmental request for DS-2019; if complete, generates DS-2019 for EV in SEVIS
- Scholar takes necessary steps to receive visa*
- Scholar receives DS-2019, makes Visa appt. with US Consulate and pays SEVIS fee at least 3 days before visa appt.
- Scholar receives J visa stamp and makes travel plans

Apr

- Scholar arrives in the US
- ISR orders Beta Ins.

May

- DS-2019 program start date
- Scholar may arrive up to 30 days before, and 14 days after DS-2019 program start date

June

- ISR validates EV’s status in SEVIS; schedules ISR orientation

July

- Department & scholar maintain contact with ISR about important changes throughout the scholar’s stay at WesternU

Approx. 10 business days at ISR

Dept. submits complete request to ISR

ISR mails DS-2019 packet via FedEx to EV; notifies Dept.

Scholar takes necessary steps to receive visa*

Approx. 10 business days at ISR

Dept. sends HR a hiring proposal with hire date and references, copying ISR

Dept. lets ISR know when scholar arrives

Dept. alerts HR to EV’s arrival and schedules HR orientation

Estimated time (subject to change) between inviting a J-1 Exchange Visitor and their arrival at WesternU: approximately 2-4 months.

* The length of time between making a visa apt. with the US Consulate/Embassy and obtaining the visa stamp can vary significantly based on a number of factors such as the field of study and the country of citizenship.