## Inviting J-1 Exchange Visitors (EV): Process Overview

Approximately 2-4 months time from extending an invitation to an international scholar to their arrival at WesternU

<table>
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<th>Steps to Complete</th>
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<th>Estimated Time to Complete</th>
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<td><strong>Step 1</strong></td>
<td><strong>DEPARTMENT:</strong></td>
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| Initiate Document Request | Determine if EV will be an employee of WesternU. If so, insure that position is posted in PeopleAdmin and that a PCN has been issued. (This step is not necessary for EV’s who will be “non-employees.”)  
- Gathers supporting documents (EV CV, copies of diplomas, etc.) completes the DS-2019 request, including signatures from Dean, EV, and supervisor).  
- Submits to the International Scholar Relations Office:  
  - Completed DS-2019 form  
  - Departmental offer letter  
  - Required attachments for scholar and all dependents (see pages 1-2 on DS-2019 form for complete list)  
  - EV English Proficiency documentation | 4-8 weeks  
Prior to application being ready to submit to ISR |
| **Step 2**        | **WESTERNU INTERNATIONAL SCHOLAR RELATIONS OFFICE:** | 10 business days From the receipt of a complete request |
| Process Documents | Reviews and analyzes DS-2019 request packet. Contacts departments if the request is incomplete or there are questions  
- Analyzes and enters scholar’s data into SEVIS database  
- Contacts the department when the DS-2019 documents are ready and have been mailed to the EV | |
| **Step 3**        | **INTERNATIONAL SCHOLAR:** | 2-4 Weeks Depending on the season and how busy the consulates are |
| Schedule Visa Appointment | Receives the DS-2019  
- Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com  
- If outside the U. S., schedules a visa appointment (except Canadian citizens) with U. S. embassy or consulate at: http://usembassy.state.gov/ | |
| **Step 4**        | **U. S. EMBASSY/CONSULATE:** | 1-12 weeks Varies with consular posts and time required to clear security |
| Process Visa      | Reviews visa application  
- Conducts background security check  
- Issues visa stamp in passport | |
| **Step 5**        | **INTERNATIONAL SCHOLAR:** | Scholar may arrive up to 30 days before start date of 14 days after start date listed on DS-2019 |
| International Scholar Arrives in the US | Receives I-94 (electronic copy) at port of entry and presents passport and DS-2019 to the Department of Homeland Security official  
- Checks in with host department immediately upon arrival  
- Attends ISR new scholar orientation with 10 days of arrival in the US | 2-4 Months (subject to change) |
| **Step 6**        | **INTERNATIONAL SCHOLAR RELATIONS OFFICE**  
- Conducts ISR Orientation and obtains EV’s U.S. address.  
- Collects evidence of scholar’s health insurance  
- Obtains copies of stamped VISA and DS-2019 for J-1 and all J-2s  
- Updates scholar arrival information and residential address in SEVIS  
- Validates the J program and notifies U. S. Department of Homeland Security via SEVIS  
- DEPARTMENT:  
  - Arranges HR orientation for scholar  
  - Provides language support for those who arrive with inadequate spoken language capabilities | Immediately upon scholar’s arrival to WesternU  
This step is critical for confirming the scholar’s legal status in the U. S. |