

Inviting J-1 Exchange Visitors

Process takes approximately 3-6 months from time a *complete* SRS ticket is submitted to HR, to time scholar arrives in US.

This timeline is meant to demystify the visa application process, and *does not replace UCSF's academic appointment timeline*. To review UCSF's academic appointment timeline, please refer to <http://tinyurl.com/UCSF-HR-Timing-Considerations>.

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1 Department Invites the Visitor	DEPARTMENT: <ul style="list-style-type: none"> Gathers supporting documents, info, UCSF campus approvals/signatures, recharge fee Submits SRS ticket to HR 	Not Applicable
Step 2 HR Completes Appointment Information	<ul style="list-style-type: none"> "Adds Visitor" in ISD (International Scholar Dossier) Invites scholar to input information (or HR enters scholar data) in ISD HR reviews and edits ISD record, completes data entry, uploads documents HR adds a note indicating special circumstances (i.e. transfer or change of status request) HR "Submits" visitor information and supporting documents to ISSO via ISD	4-8 weeks to submit request in ISD
Step 3 ISSO Processes and Issues DS-2019 form	INTERNATIONAL STUDENTS & SCHOLARS OFFICE: <ul style="list-style-type: none"> Reviews and analyzes ISD visitor record. Contacts HR Generalist if record is incomplete Enters regulatory information required by SEVIS database Generates DS-2019 via SEVIS FedExes DS-2019 to scholar, Cc'ing HR Generalist Sends welcome email to scholar, Cc'ing HR Generalist *If request is incomplete, 10 business day clock begins when missing information submitted to ISSO	*10 business days from submission of a <i>complete</i> ISD request
Step 4 Int'l Visitor Applies for Visa Abroad	INTERNATIONAL VISITOR: <ul style="list-style-type: none"> Receives DS-2019 form 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 US embassy or consulate at: http://usembassy.state.gov 	3-4 weeks depending on season / how busy consulates are
Step 5 U.S. Embassy or Consulate Processes Visa	U.S. EMBASSY/CONSULATE: <ul style="list-style-type: none"> Reviews visa application Conducts background security check Issues visa stamp in passport *Please note that there can be extended visa delays due to consular background checks	*3-12 weeks varies with consular posts and time required to clear security
Step 6 Int'l Visitor Arrives in the U.S.	INTERNATIONAL SCHOLAR: <ul style="list-style-type: none"> Receives passport admission stamp indicating "J-1 D/S" Checks in with HR Generalist immediately upon arrival Attends a Mandatory ISSO Orientation within 2 weeks of arrival date 	Scholar may arrive up to 30 days before start date or up to 20 days after start date listed on the DS-2019
Estimated Time (subject to change)		3 - 6 months
Step 7 ISSO Reports Arrival Information to Dept. of Homeland Security(DHS)	HR GENERALIST: <ul style="list-style-type: none"> Electronically submits local phone number, address, email and check-in documents to http://tinyurl.com/J-1-Check-In. Check-in documents include visa, passport admission stamp, electronic I-94, emergency contact form, insurance attestation form, dependent documents, if applicable. INTERNATIONAL STUDENTS & SCHOLARS OFFICE: <ul style="list-style-type: none"> Verifies that documents are correctly marked (J-1, D/S) Reports scholar's arrival and U.S. address to DHS in SEVIS, validating the J record Invites scholar to Mandatory J-1 Orientation via email Adds scholar's email to ISSO listserv 	Upon scholar's arrival to San Francisco. This step is critical for confirming the scholar's legal status in the U.S.