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](http://tinyurl.com/UCSF-HR-Timing-Considerations).

<table>
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<tr>
<th>Steps to Complete</th>
<th>Tasks to Be Completed</th>
<th>Estimated Time to Complete</th>
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</table>
| **Step 1**        | **Department Invites the Visitor**  
DEPARTMENT:  
- Gathers supporting documents, info, UCSF campus approvals/signatures, recharge fee  
- Submits SRS ticket to HR | Not Applicable |
| **Step 2**        | **HR Completes Appointment Information**  
- “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:  
- 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 complete ISD request* |
| **Step 4**        | **Int’l Visitor Applies for Visa Abroad**  
INTERNATIONAL VISITOR:  
- 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](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:  
- Reviews visa application  
- Conducts background security check  
- Issues visa stamp in passport | *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:  
- 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 |
| **Step 7**        | **ISSO Reports Arrival Information to Dept. of Homeland Security(DHS)**  
HR GENERALIST:  
- Electronically submits local phone number, address, email and check-in documents to [http://tinyurl.com/J-1-Check-In](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:  
- 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. |

Estimated Time (subject to change): 3 - 6 months