J-1 Exchange Visitor Process

STEP	TASKS	ESTIMATED TIME TO COMPLETE
Step 1 **Academic Unit Initiation**	**Unit:** Gathers supporting documents and information from Exchange Visitor and submits J Visa Request.	
Step 2 **ISO & AHR Review**	**ISO & AHR:** Review J Visa Request and contact unit to resolve any errors or discrepancies. E-mail approved J Visa Request to unit.	
Step 3 **Academic Unit Submission**	**Unit:** Gathers signatures from relevant parties in unit and school/college/campus. Submits visa request packet to ISO by campus mail, email, or the Manage Files page of the visa request.	
Step 4 **ISO Processes Form DS-2019**	**ISO:** Reviews supporting documents for sufficiency. Issues DS-2019 form by entering information into Student and Exchange Visitor Information System (SEVIS). Sends approved DS-2019 form to unit. **Unit:** Sends approved DS-2019 to Exchange Visitor with attached documents.	
Step 5 **Visa Application by Exchange Visitor**	**Exchange Visitor:** Receives the DS-2019 and reviews it for errors. Pays SEVIS fee online **at least three days before** visa appointment at https://www.fmjfee.com . Schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://www.usembassy.gov/.	**1-4 weeks** depending on the consulate; see Visa Appointment Wait Times for more information
Step 6 **Consulate Processes Visa**	**U.S. Embassy/Consulate:** Reviews visa application. Conducts background security check. Issues visa stamp in passport.	**1-8 weeks** for consulate to issue J visa stamp; varies with consular posts and time required to clear security
Step 7 **Exchange Visitor Arrives in the U.S.**	**Exchange Visitor:** Presents passport and original DS-2019 to border official at port of entry. Checks in with unit immediately upon arrival. Obtains required insurance. Completes the Mandatory J-1 Check-in Requirement with ISO **within twenty days** of start date on DS-2019.	
Step 8 **ISO Validates Legal Status**	**ISO:** Provides check-in and orientation information. Collects check-in documents, including insurance Statement of Compliance. Updates visitor's arrival information and address in SEVIS. Validates the exchange visitor and notifies U.S. Department of Homeland Security through SEVIS.	