J-1 Scholar and Student Intern Request Process Overview

For more information, visit <u>ISS's weblite</u>.

Estimated Timeline Department verifies the potential exchange visitor meets the eligibility Submit requests to ISS at criteria. least 3-4 months before intended start date **OESRC Reviews:** Department obtains export certification from OESRC and a conviction 1 week check from HR (these processes can take some time so start early). **HR Criminal Checks:** 2-3 weeks Department completes J-1 Request form, gathers required attachments **VT Department Process:** and signatures, and forwards to ISS (MC 0378). Depends on you! **ISS Process:** 5-10 business days from ISS creates DS-2019 and assembles welcome folder for exchange visitor. receipt of complete and ISS adds exchange visitor as a guest participant to ISS's VT Scholar Site. accurate request form ISS notifies the department the DS-2019 welcome folder is ready to be picked up. Mailing: 1-2 weeks depending on Department picks up DS-2019 welcome folder at ISS and mails to mail speed and destination exchange visitor using UPS, FedEx, or DHL. **Getting Visa Appointment:** A few days to several weeks Exchange visitor receives DS-2019 welcome folder in mail, gathers depending on the required documents, pays visa fees, and schedules visa interview Embassy/Consulate wait appointment at U.S. Embassy/Consulate. times **Visa Processing:** Up to 6 weeks if subjected Exchange visitor attends visa interview and waits for visa processing. to administrative processing **Arrival and Check-In:** Scholar should complete check-in within 10 days of Exchange visitor receives passport back with visa and makes travel arrival arrangements.

Exchange visitor arrives in U.S. and checks in online on ISS's VT Scholar Site. Exchange visitor signs up to attend next ISS J-1 Orientation meeting.