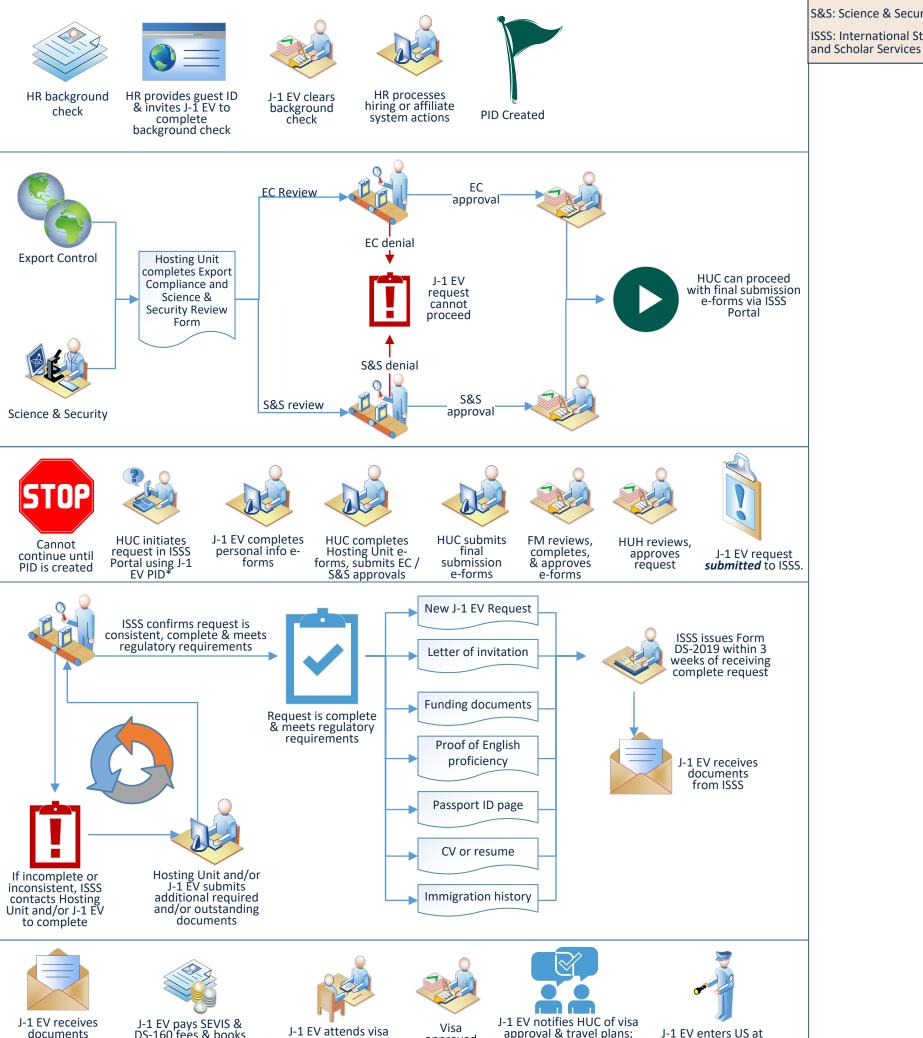
## **New J-1 Exchange Visitor Request Process** A complete J-1 request must be submitted to ISSS at least 3 months prior to the proposed start date. The J-1 Exchange Visitor process involves reviews and clearances from multiple University offices (Human Resources, Export Control, and Science & Security) prior to submission to ISSS. Hosting Units should include additional lead time for these offices to complete the necessary clearances. **Hosting Unit identifies HUH & HR confirm** Confirm position Confirm-Faculty Post position to Select & screen need & capacity to host position duties requires at least a position & pay candidate(s) mentor PeopleAdmin bachelor's degree & activities J-1 EV 2. Background Check PID Creation



## Orientation

Application 6. Visa

and

Additional Screening

4. J-1 EV Request via ISSS Portal

**ISSS Review** 



documents

from ISSS



DS-160 fees & books

visa interview



check-in with ISSS



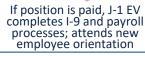


interview at US consulate





approved





J-1 EV attends ISSS **Exchange Visitor** orientation



J-1 EV enters US at

J-1 EV: Exchange Visitor HR: Human Resources **HUH: Hosting Unit Head HUC: Hosting Unit Contact** 

FM: Faculty Mentor

EC: Export Control S&S: Science & Security

ISSS: International Student

J-1 EV starts program; Hosting Unit monitors & reports updates to ISSS to maintain compliance

## **Notes**

- \*J-1 EV requests can be initiated in the ISSS Portal while waiting for EC & S&S clearances
- \*\*HUC must notify ISSS immediately of any changes to J-1 EV's program dates