# Inviting J-1 International Visiting Scholars

Please allow from 2 to 4 months from invitation to arrival. Please submit all required forms to ISS.

<table>
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<th>Steps</th>
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| **Department Invites Visiting Scholar** | - Host Department (HD) generates Exchange Visitor’s Invitation Letter, based on ISS template, and submits it to ISS/RO for approval  
- HD completes “Hosting International Visiting Scholar at Pace” form  
- HD emails prospective scholar the ISS-approved Exchange Visitor’s Invitation Letter  
- Prospective scholar provides the required information and documentation (see checklist below)  
- HD receives the electronic version of the Exchange Visitor (EV) DS-2019 Request Form from the prospective exchange visitor via email  
- HD electronically submits completed EV DS-2019 Request Form to ISS along with supporting documents (see checklist) as attachments, no later than 60 days before the start date | 4-6 weeks |
| **Check-list** | - Scholar’s passport copy  
- Invitation letter  
- Verification of English Language proficiency (ISS completes English Proficiency form/interview)  
- Hosting International Visiting School at Pace form  
- Exchange Visitor DS-2019 Request Form completed by scholar  
- Proof of adequate financial support (original in U.S. $)  
- HD pays processing fee of $150 per scholar to ISS; an expediting fee of $50 per scholar is assessed for paperwork submitted to ISS less than 60-days before a scholar’s program start date |  |
| **ISS processes Form DS-2019** | - ISS receives the items listed on the checklist  
- ISS reviews the packet submitted by the Host  
- ISS generates DS-2019 via SEVIS  
- Prepares SEVIS fee instructions and SEVIS cover letter  
- Contacts the HD when the packet is ready | 10-14 business days from the submission of a complete packet |
| **Visiting scholar** | - Scholar receives welcoming packet  
- Pays SEVIS fee at least 3 days before visa appointment at [www.fmjfee.com](http://www.fmjfee.com)  
- Schedules visa appointment with US Embassy or Consulate at: [http://usembassy.gov](http://usembassy.gov) | 2-4 weeks depending on the season |
| **US Embassy or Consulate** | - Reviews visa application  
- Conducts background security check  
- Issues visa stamp in scholar’s passport | 1-12 weeks varies per consular post |
| **Visiting scholar arrives to U.S.** | - Receives passport admission stamp indicating J-1 D/S at the port of entry  
- Obtains his/her I-94 electronic arrival record  
- Checks-in with host department immediately upon arrival  
- Checks in with ISS and attends a new scholars orientation within 2 weeks of arrival date | Scholar may arrive up to 30 days prior to start date or one week (max) after start date listed on DS-2019 |
| **ISS** | - Verifies that scholars entry papers are correctly annotated (J-1/D/S)  
- Reports scholar’s arrival and U.S. address via SEVIS to Department of Homeland Security and Department of State  
- Verifies scholar’s mandatory health insurance coverage  
- Follows up with Host Department on the administrative matters, such as scholars access to the University facilities, obtaining UID number, etc. | Immediately upon scholar’s check in with ISS - critical for confirming scholar’s legal status in the U.S. |