

Inviting J-1 International Visiting Scholars

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

Steps	Tasks To Complete	Estimated Time
Department Invites Visiting Scholar	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Scholar's passport copy <input type="checkbox"/> Invitation letter <input type="checkbox"/> Verification of English Language proficiency (ISS completes English Proficiency form/interview) <input type="checkbox"/> Hosting International Visiting School at Pace form <input type="checkbox"/> Exchange Visitor DS-2019 Request Form completed by scholar <input type="checkbox"/> Proof of adequate financial support (original in U.S. \$) <input type="checkbox"/> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Scholar receives welcoming packet Pays SEVIS fee at least 3 days before visa appointment Schedules visa appointment with US Embassy or Consulate. 	2-4 weeks depending on the season
US Embassy or Consulate	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.