



# INTERNATIONAL STUDENTS & SCHOLARS

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## 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
<b>Department Invites Visiting Scholar</b>	<ul style="list-style-type: none"> <li>• Host Department (HD) generates Exchange Visitor's Invitation Letter, based on ISS template, and submits it to ISS/RO for approval</li> <li>• HD completes "Hosting International Visiting Scholar at Pace" form</li> <li>• HD emails prospective scholar the ISS-approved Exchange Visitor's Invitation Letter</li> <li>• Prospective scholar provides the required information and documentation (see checklist below)</li> <li>• HD receives the electronic version of the Exchange Visitor (EV) DS-2019 Request Form from the prospective exchange visitor via email</li> <li>• HD electronically submits completed EV DS-2019 Request Form to ISS along with supporting documents (see checklist) as attachments, <b>no later than 60 days before the start date</b></li> </ul>	4-6 weeks
<b>Check-list</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scholar's passport copy</li> <li><input type="checkbox"/> Invitation letter</li> <li><input type="checkbox"/> Verification of English Language proficiency (ISS completes English Proficiency form/interview)</li> <li><input type="checkbox"/> Hosting International Visiting School at Pace form</li> <li><input type="checkbox"/> Exchange Visitor DS-2019 Request Form completed by scholar</li> <li><input type="checkbox"/> Proof of adequate financial support (original in U.S. \$)</li> <li><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</li> </ul>	
<b>ISS processes Form DS-2019</b>	<ul style="list-style-type: none"> <li>• ISS receives the items listed on the checklist</li> <li>• ISS reviews the packet submitted by the Host</li> <li>• ISS generates DS-2019 via SEVIS</li> <li>• Prepares SEVIS fee instructions and SEVIS cover letter</li> <li>• Contacts the HD when the packet is ready</li> </ul>	10-14 business days from the submission of a complete packet
<b>Visiting scholar</b>	<ul style="list-style-type: none"> <li>• Scholar receives welcoming packet</li> <li>• Pays SEVIS fee at least 3 days before visa appointment at <a href="http://www.fmjfee.com">www.fmjfee.com</a></li> <li>• Schedules visa appointment with US Embassy or Consulate at: <a href="http://usembassy.gov">http://usembassy.gov</a></li> </ul>	2-4 weeks depending on the season
<b>US Embassy or Consulate</b>	<ul style="list-style-type: none"> <li>• Reviews visa application</li> <li>• Conducts background security check</li> <li>• Issues visa stamp in scholar's passport</li> </ul>	1-12 weeks varies per consular post
<b>Visiting scholar arrives to U.S.</b>	<ul style="list-style-type: none"> <li>• Receives passport admission stamp indicating J-1 D/S at the port of entry</li> <li>• Obtains his/her I-94 electronic arrival record</li> <li>• Checks-in with host department immediately upon arrival</li> <li>• Checks in with ISS and attends a new scholars orientation within 2 weeks of arrival date</li> </ul>	Scholar may arrive up to 30 days prior to start date or one week (max) after start date listed on DS-2019
<b>ISS</b>	<ul style="list-style-type: none"> <li>• Verifies that scholars entry papers are correctly annotated (J-1/D/S)</li> <li>• Reports scholar's arrival and U.S. address via SEVIS to Department of Homeland Security and Department of State</li> <li>• Verifies scholar's mandatory health insurance coverage</li> <li>• Follows up with Host Department on the administrative matters, such as scholars access to the University facilities, obtaining UID number, etc.</li> </ul>	Immediately upon scholar's check in with ISS - critical for confirming scholar's legal status in the U.S.