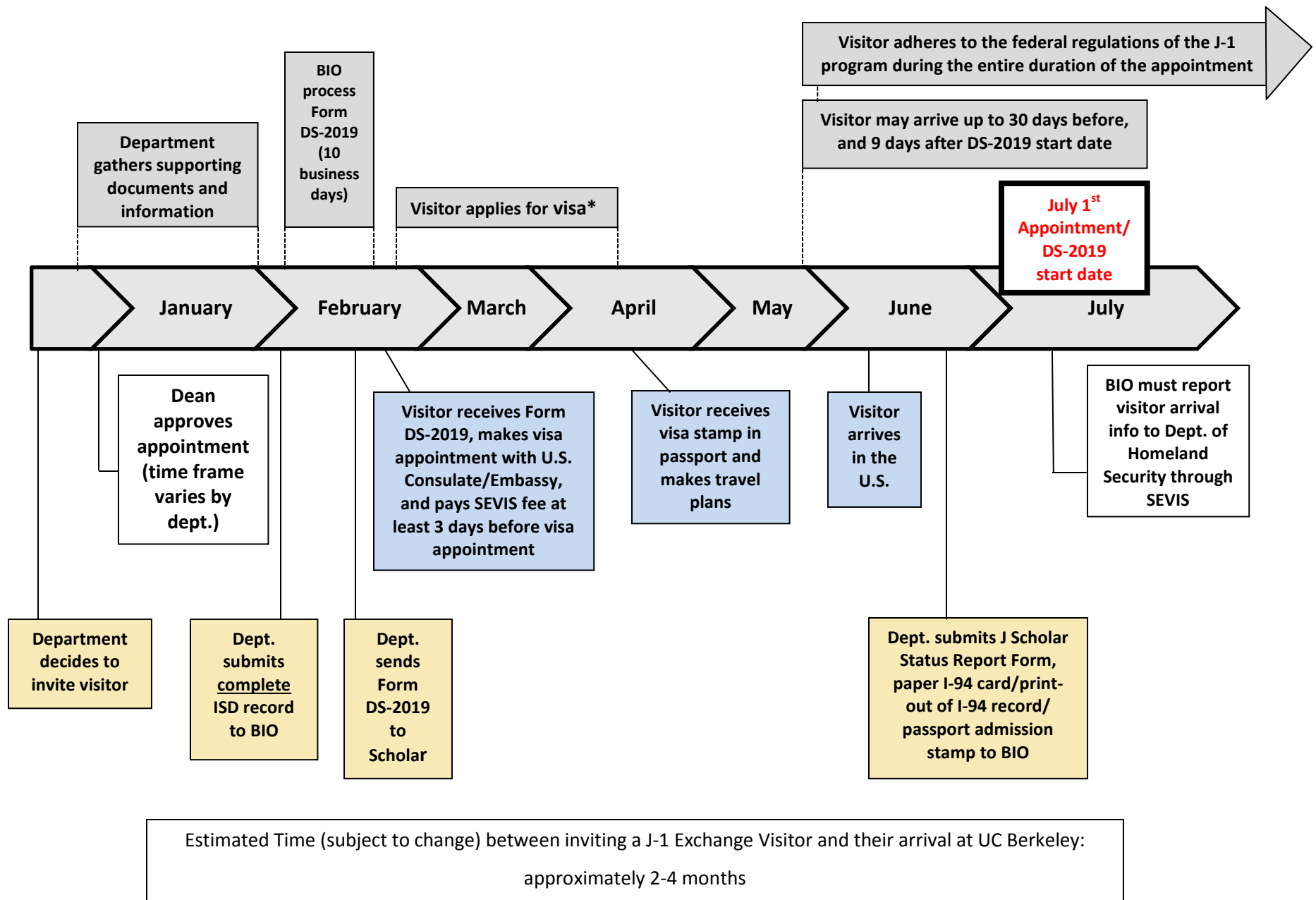


Inviting J-1 Exchange Visitors

Takes approximately 2-4 months from extending an invitation to an international scholar to their arrival at UC Berkeley.

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1 Department Invites the Visitor	DEPARTMENT/CSS: <ul style="list-style-type: none"> ▪ Gathers supporting documents, info, UC Berkeley campus approvals/signatures, processing fee ▪ "Adds Visitor" in ISD (International Scholar Dossier) ▪ Invites scholar to input information (or department enters scholar data) in ISD ▪ Department reviews and edits ISD record, completes data entry, uploads documents ▪ Department adds a note indicating type of request and method of delivery ▪ Department "Submits" visitor information and supporting documents to the Berkeley International Office via ISD 	4-8 weeks to submit request to Berkeley International Office
Step 2 BIO Processes Form DS-2019	BERKELEY INTERNATIONAL OFFICE: <ul style="list-style-type: none"> ▪ Reviews and analyzes ISD visitor record. Contacts department if the record is incomplete or there are questions ▪ Sends data from ISD to Berkeley International Office database (ISSM) ▪ Enters visitor's data into SEVIS database ▪ Generates Form DS-2019 via SEVIS ▪ Contacts the department when the Form DS-2019 and packet is ready 	10 business days from the submission of a complete ISD record
Step 3 Visa Application by Visitor	INTERNATIONAL VISITOR: <ul style="list-style-type: none"> ▪ Receives the Form DS-2019 ▪ Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com ▪ If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://usembassy.state.gov 	2-4 weeks depending on the season and how busy the consulates are
Step 4 U.S. Embassy or Consulate Processes Visa	U.S. EMBASSY/CONSULATE: <ul style="list-style-type: none"> ▪ Reviews visa application ▪ Conducts background security check ▪ Issues visa stamp in passport 	1-12 weeks varies with consular posts and time required to clear security
Step 5 Visitor Arrives in the U.S.	INTERNATIONAL SCHOLAR: <ul style="list-style-type: none"> ▪ Receives passport admission stamp indicating "J-1 D/S" or paper I-94 card at port of entry ▪ Checks in with host department immediately upon arrival ▪ Attends a Scholar Information Meeting (SIM) sponsored by Berkeley International Office within 2 weeks of arrival date 	Scholar may arrive up to 30 days before start date or 9 days after start date listed on the Form DS-2019
Estimated Time (subject to change)		2- 4 months
Step 6 BIO Reports Arrival Information to Dept. of Homeland Security(DHS)	DEPARTMENT/CSS: <ul style="list-style-type: none"> ▪ Reviews print-out of I-94 electronic record, passport admission stamp, or copy of paper I-94 card and notifies BIO of discrepancies ▪ Email jscholar@berkeley.edu with scholar's arrival information and U.S. address using the J Scholar Status Report Form and print-out of I-94 electronic record, passport admission stamp, or copy of paper I-94 card (within 9 days of the scholar's program start date) ▪ Verifies scholar's health insurance ▪ Send scholar to the Scholar Information Meeting (SIM) BERKELEY INTERNATIONAL OFFICE: <ul style="list-style-type: none"> ▪ Verifies that documents are correctly marked (J-1, D/S) ▪ Reports scholar's arrival and U.S. address to DHS in SEVIS, validating the J record 	Immediately upon scholar's arrival to Berkeley. This step is critical for confirming the scholar's legal status in the U.S.



*The length of time between making a visa appt. with the US Consulate/Embassy and obtaining the visa stamp can vary significantly based on a number of factors such as the field of study and the country of citizenship.