## Inviting J-1 Exchange Visitors
Takes approximately 2-4 months from extending an invitation to an international scholar to their arrival at UC Berkeley.

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| **Step 1**<br>Department Invites the Visitor | DEPARTMENT:  
- 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**<br>BIO Processes Form DS-2019 | BERKELEY INTERNATIONAL OFFICE:  
- 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**<br>Visa Application by Visitor | INTERNATIONAL VISITOR:  
- 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**<br>U.S. Embassy or Consulate Processes Visa | U.S. EMBASSY/CONSULATE:  
- 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**<br>Visitor Arrives in the U.S. | INTERNATIONAL SCHOLAR:  
- 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)**<br> 2-4 months
Department decides to invite visitor

Dean approves appointment (time frame varies by dept.)

Dept. submits complete ISD record to BIO

Dept. sends Form DS-2019 to Scholar

BIO process Form DS-2019 (10 business days)

Visitor applies for visa*

Visitor receives Form DS-2019, makes visa appointment with U.S. Consulate/Embassy, and pays SEVIS fee at least 3 days before visa appointment

Visitor receives visa stamp in passport and makes travel plans

Visitor arrives in the U.S.

Visitor adheres to the federal regulations of the J-1 program during the entire duration of the appointment

Visitor may arrive up to 30 days before, and 9 days after DS-2019 start date

Dept. submits J Scholar Status Report Form, paper I-94 card/print-out of I-94 record/passport admission stamp to BIO

BIO must report visitor arrival info to Dept. of Homeland Security through SEVIS

July 1st Appointment/DS-2019 start date

Estimated Time (subject to change) between inviting a J-1 Exchange Visitor and their arrival at UC Berkeley:
approximately 2-4 months

*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.