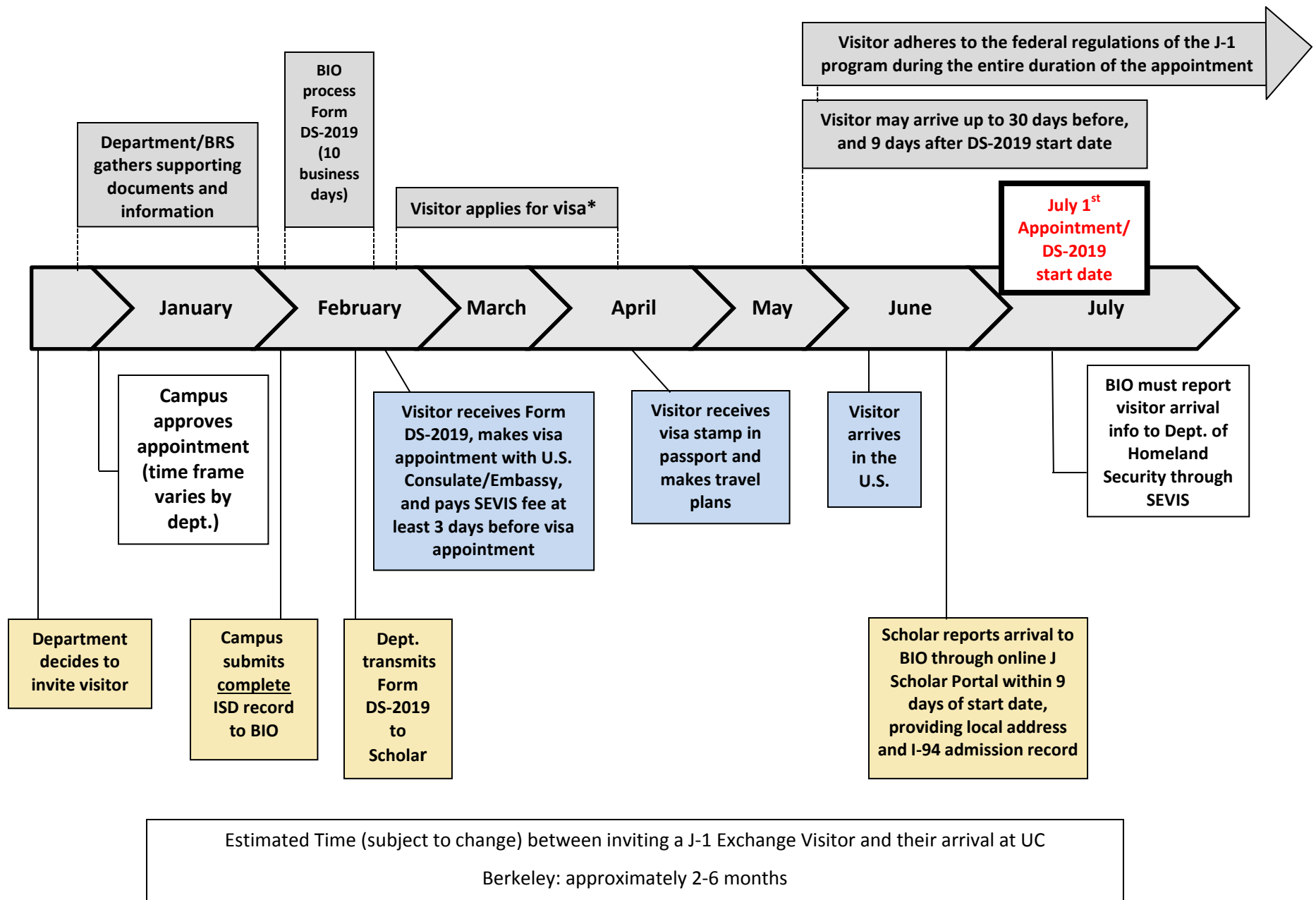


## Inviting J-1 Exchange Visitors

Takes approximately 2-6 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
<b>Step 1</b>  <b>Department Invites the Visitor</b>	<b>DEPARTMENT/BRS:</b> <ul style="list-style-type: none"> <li>▪ Gathers supporting documents, info, UC Berkeley campus approvals/signatures, processing fee</li> <li>▪ “Adds Visitor” in ISD (International Scholar Dossier)</li> <li>▪ Invites scholar to input information (or department enters scholar data) in ISD</li> <li>▪ Department reviews and edits ISD record, completes data entry, uploads documents</li> <li>▪ Department adds a note indicating type of request and confirmed scholar email for DocuSign transmission</li> <li>▪ Department “Submits” visitor information and supporting documents to the Berkeley International Office via ISD</li> </ul>	<b>2-8 weeks</b> to submit request to Berkeley International Office* <i>*Time frame may vary by appointment and unit. Consult with HR for more information.</i>
<b>Step 2</b>  <b>BIO Processes Form DS-2019</b>	<b>BERKELEY INTERNATIONAL OFFICE:</b> <ul style="list-style-type: none"> <li>▪ Reviews and analyzes ISD visitor record. Contacts department if the record is incomplete or there are questions</li> <li>▪ Sends data from ISD to Berkeley International Office database (ISSM)</li> <li>▪ Enters visitor’s data into SEVIS database</li> <li>▪ Generates Form DS-2019 via SEVIS</li> <li>▪ Form DS-2019 and packet is sent to the scholar via DocuSign</li> </ul>	<b>10 business days</b> from the submission of a complete ISD record
<b>Step 3</b>  <b>Visa Application by Visitor</b>	<b>INTERNATIONAL VISITOR:</b> <ul style="list-style-type: none"> <li>▪ Receives the Form DS-2019</li> <li>▪ Pays SEVIS fee online at least 3 days before visa appointment at <a href="http://www.fmjfee.com">www.fmjfee.com</a></li> <li>▪ If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: <a href="http://usembassy.state.gov">http://usembassy.state.gov</a></li> </ul>	<b>2-4 weeks</b> depending on the season and how busy the consulates are
<b>Step 4</b>  <b>U.S. Embassy or Consulate Processes Visa</b>	<b>U.S. EMBASSY/CONSULATE:</b> <ul style="list-style-type: none"> <li>▪ Reviews visa application</li> <li>▪ Conducts background security check</li> <li>▪ Issues visa stamp in passport</li> </ul>	<b>1-12 weeks</b> varies with consular posts and time required to clear security
<b>Step 5</b>  <b>Visitor Arrives in the U.S.</b>	<b>INTERNATIONAL SCHOLAR:</b> <ul style="list-style-type: none"> <li>▪ Receives passport admission stamp indicating “J-1 D/S” or paper I-94 card at port of entry</li> <li>▪ Checks in with host department immediately upon arrival</li> <li>▪ Participates in a mandatory Scholar Information Meeting/Webinar within 9 days of start date</li> <li>▪ Reports arrival to the Berkeley International Office through online J Scholar Portal within 9 days of start date, providing local US address and I-94 admission record</li> <li>▪ If there are delays in scholar’s arrival reporting, assistance may be requested from departmental/ BRS contact in securing arrival information</li> </ul>	Scholar may arrive up to <b>30 days</b> before start date or <b>9 days</b> after start date listed on the Form DS-2019
<b>Estimated Time (subject to change)</b>		<b>2- 6 months</b>
<b>Step 6</b>  <b>BIO Reports Arrival Information to Dept. of Homeland Security(DHS)</b>	<b>DEPARTMENT/BRS:</b> <ul style="list-style-type: none"> <li>▪ Verifies scholar’s health insurance</li> <li>▪ Reminds scholar to participate in the Scholar Information Meeting/Webinar</li> </ul> <b>BERKELEY INTERNATIONAL OFFICE:</b> <ul style="list-style-type: none"> <li>▪ Verifies that documents are correctly marked (J-1, D/S)</li> <li>▪ Reports scholar’s arrival and U.S. address to DHS in SEVIS, validating the J record</li> </ul>	<b>Immediately upon scholar's arrival to Berkeley.</b> 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.