**Steps for sponsoring an Exchange Visitor (J-1)**

**J-1 visas take 4 months to process.**

1. Department decides it would like to host a J-1 exchange visitor. HR collects information and documentation necessary for processing academic appointment request and issuing visa. HR submits request through ORAA, and if approved, through ARS.

2. OIS reviews the request as it appears in ARS, including funding, immigration history, academic credentials, research program plan, etc.

3. OIS produces DS-2019 and gives it to HR with the introductory information packet.

4. HR sends DS-2019 and packet to J-1 scholar in home country (or wherever he/she is).

5. J-1 pays the SEVIS fee ($180) online and makes an appointment at the US embassy/consulate in home country for a visa interview.

6. J-1 appears in person at embassy/consulate for visa interview and then waits to get a visa. This could take from one day to several months.

7. J-1 travels to the U.S. He/she may enter up to 30 days before the program start date, but may not work until program start date.

8. J-1 checks in with HR to complete required forms and to provide documentation like copy of I-94 (arrival record). J-1 checks in with OIS within 30 days of the program start date. Proof of Health/Repatriation Insurance is required. OIS reports to ICE via SEVIS database that the visitor has arrived and begun his/her program.