

## *J-1 Exchange Visitor Process*

	<b>TASKS</b>	<b>TIME TO COMPLETE</b>
Step 1 <b>Department Initiation</b>	<b>DEPARTMENT:</b> Department gathers information from Exchange Visitor and fills out UW J Visa Request, submits electronically to ISO/AHR at <a href="http://ap.washington.edu/ahr/visas/request-process/j1-request/">http://ap.washington.edu/ahr/visas/request-process/j1-request/</a> .	<b>1 week</b> to gather information and submit request to ISO/AHR
Step 2 <b>ISO &amp; AHR Review</b>	<b>ISO &amp; AHR:</b> Review J Visa Request and contact Department to resolve any errors or discrepancies. Send approved J Visa Request to Department.	<b>1 week</b> to review and approve J Visa Request
Step 3 <b>Department Submission</b>	<b>DEPARTMENT:</b> Prints out PDF of approved UW J Visa Request Form. Gathers supporting documents (if any), signatures from relevant parties in Department and school. Submits visa request packet to ISO at Campus Box 351245.	<b>1 week</b> to submit request packet to ISO
Step 4 <b>ISO Processes Form DS-2019</b>	<b>ISO:</b> Reviews supporting documents for sufficiency. Enters exchange visitor's data into SEVIS database, requests DS-2019 form from Immigration and Customs Enforcement. Sends approved DS-2019 form to Department. <b>DEPARTMENT:</b> Sends approved DS-2019 to Exchange Visitor.	<b>1 week</b> to issue DS-2019 to Department
Step 5 <b>Visa Application by Exchange Visitor</b>	<b>EXCHANGE VISITOR:</b> Receives the DS-2019 and reviews it for errors. Pays SEVIS fee online at least three days before visa appointment at <a href="https://www.fmjfee.com">https://www.fmjfee.com</a> . Schedules a visa appointment (except Canadian citizens) with US embassy or consulate at: <a href="http://www.usembassy.gov/">http://www.usembassy.gov/</a> .	<b>1-4 weeks</b> depending on the consulate
Step 6 <b>Consulate Processes Visa</b>	<b>US EMBASSY/CONSULATE:</b> Reviews visa application. Conducts background security check. Issues visa stamp in passport.	<b>1-8 weeks</b> varies with consular posts and time required to clear security
Step 7 <b>Exchange Visitor Arrives in the US</b>	<b>EXCHANGE VISITOR:</b> Presents passport and DS-2019 to border official at port of entry, receives Form I-94. Checks in with host department immediately upon arrival. Attends a J-1 Check-in Session at ISO within thirty days of start date on DS-2019.	Exchange visitor may arrive up to <b>30 days</b> before start date
Step 8 <b>ISO Validates Legal Status</b>	<b>ISO:</b> Obtains proof of insurance. Updates visitor's arrival information and address in SEVIS. Validates the exchange visitor and notifies US Department of Homeland Security through SEVIS.	<b>Immediately upon exchange visitor's arrival at the UW</b> This step is critical for maintaining the exchange visitor's legal status in the US