Support Determined
1. The Sponsoring Department (SD) reaches out to the Office of International Students and Scholars Services (ISSS) for sponsorship OR
2. As per SD offer/invitation letter the Foreign National (FN) contacts ISSS

Sponsorship Assessment
ISSS Case Manager communicates with SD, FN to determine that J-1 sponsorship is the best case strategy

Petition Process Commences
ISSS Case Manager directs the SD/FN to ISSS website where a detailed step-by-step process on “inviting a J-1 scholar” is published

SD Documentation
SD sends the required documents to ISSS Case Manager and the Export Control Office (ECO)
(In certain cases the ISSS Case Manager will get in contact with the FN to request supporting documentation)

Deemed Export Analysis
ECO reviews and completes deemed export process (2 weeks)

J-1 Request Review by ISSS & DS-2019 Issuance
ISSS Case Manager reviews the J-1 application package and notifies appropriate parties if additional information is needed
After All the required documentation has been received, the ISSS Case Manager will issue a DS-2019 form within 7 business days
The DS-2019 is then mailed to the J-1 Scholar for J-1 visa application abroad via courier services paid by the SD

Acquiring J-1 Visa/Status
The prospective J-1 scholar applies for a visa at the U.S. Embassy/Consulate abroad (approximately 1 month)

Arrival Requirements
a) FN enters in J-1 status (after having obtained J-1 visa at U.S. Embassy/Consulate abroad - if applicable)
b) FN reports to ISSS for SEVIS validation and J-1 orientation
c) FN meets with Tax Services for processing of I-9 verification/courtesy appointment

Oversight Committee for the Employment of Foreign Nationals
Any issues that might impact the normal process will be presented to the Immigration Committee for review and determination