Department sends scholar an offer or invitation letter and instructs them to go to ISO website.

Scholar visits ISO website for J checklists & forms.

Scholar submits J-1 Scholar Exchange Visitor Questionnaire & documents to host department.

Department completes J-1 Department Questionnaire.

Scholar applies for J visa stamp at a U.S. consulate.

Scholar receives DS-2019 and pays SEVIS Fee.

Scholar arrives and checks in with ISO!

Incomplete applications: Email sent to department to request add’l documentation.

DS-2019 processing on hold until complete.

ISO issues and sends DS-2019 to department.

Department sends DS-2019 to scholar.

Department completes SMD Job Code Proposal form as per instructions at top of form.

ISO receives packet and sends confirming email to department.

Department submits both questionnaires, job code proposal form and other required documents to ISO.

Proposal form is reviewed and once approved, returned to department.

SMD New J-1 Scholar Process Flowchart