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

Department completes and submits SMD Job Code Proposal form to Sharon McCullough.

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

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

ISO receives packet and sends confirming email to department.

ISO issues and sends DS-2019 to department.

Department sends DS-2019 to scholar.

Scholar receives DS-2019 and pays SEVIS Fee.

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

Scholar submits SMD Job Code Proposal form to Sharon McCullough.

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.

Scholar arrives and checks in with ISO!

SMD New J-1 Scholar Process Flowchart