Non-SMD New J-1 Scholar Process Flowchart

1. In consultation with ISO (as needed), the decision is made to sponsor a scholar on the UR’s J program.

2. Department notifies scholar they’ve been hired or invited to visit.

3. Scholar visits ISO website for checklist(s) & forms.

4. Scholar submits J-1 Scholar Exchange Visitor Questionnaire and documents to their UR host department.

5. ISO receives packet and sends confirmation email to department.

6. Department submits both questionnaires to ISO with other required documents.

7. ISO issues and sends DS-2019 to department.

8. Incomplete applications: Email sent to department to request add’l documentation. DS-2019 processing on hold until complete.


10. Scholar submits J-1 Department Questionnaire.

11. Department completes J-1 Department Questionnaire.

12. Department sends both questionnaires to ISO with other required documents.


14. Scholar arrives and checks in with ISO!