J-1 Visa Initial Request
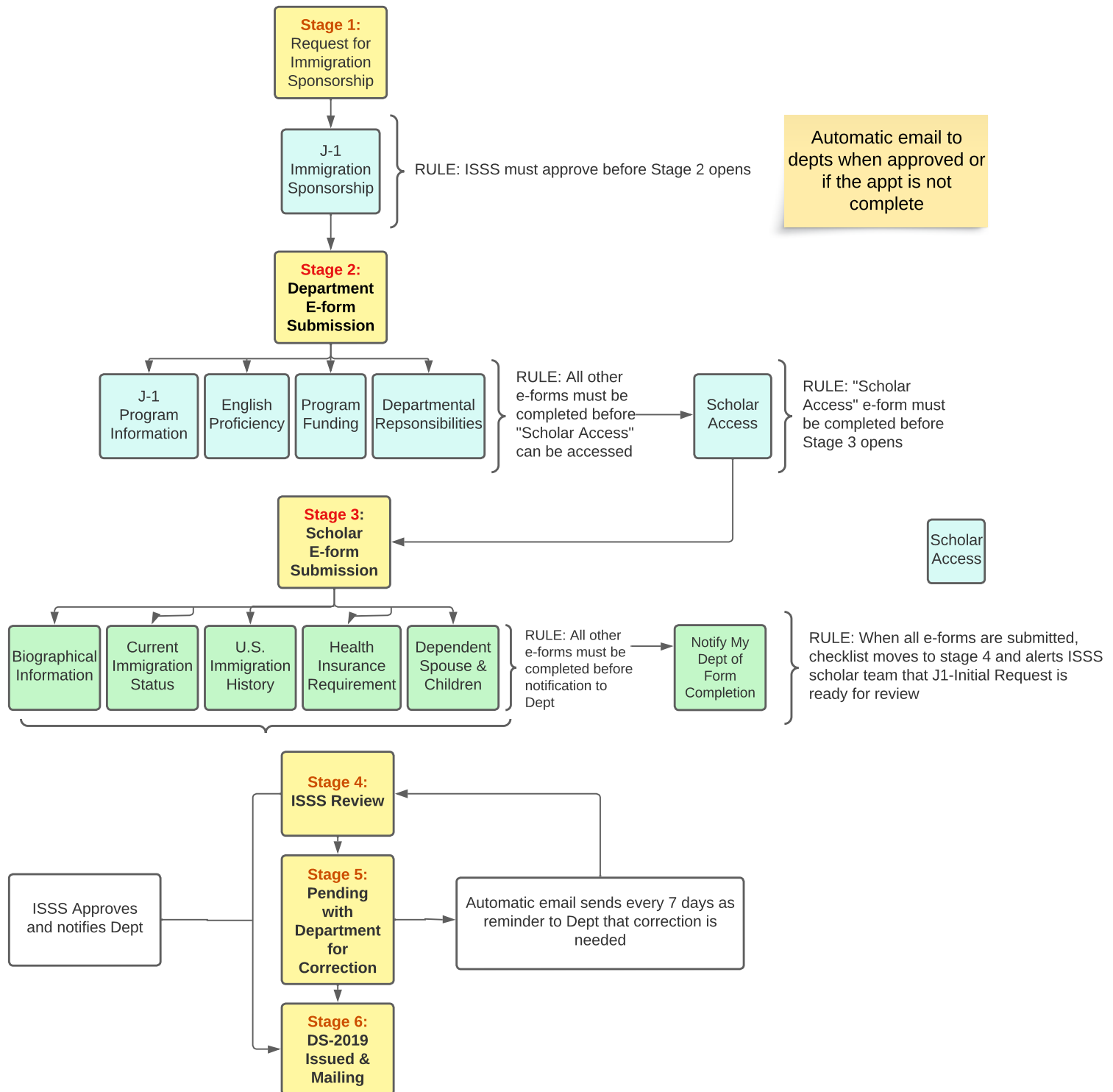
Key:

| Stage | Departmental Eform | J-1 Visitor Eform |

Stage 1: Request for Immigration Sponsorship

↓

J-1 Immigration Sponsorship

RULE: ISSS must approve before Stage 2 opens

Automatic email to depts when approved or if the appt is not complete

↓

Stage 2: Department E-form Submission

- J-1 Program Information
- English Proficiency
- Program Funding
- Departmental Repsonsibilities

RULE: All other e-forms must be completed before "Scholar Access" can be accessed

Scholar Access

RULE: "Scholar Access" e-form must be completed before Stage 3 opens

Stage 3: Scholar E-form Submission

Scholar Access

- Biographical Information
- Current Immigration Status
- U.S. Immigration History
- Health Insurance Requirement
- Dependent Spouse & Children

RULE: All other e-forms must be completed before notification to Dept

Notify My Dept of Form Completion

RULE: When all e-forms are submitted, checklist moves to stage 4 and alerts ISSS scholar team that J1-Initial Request is ready for review

Stage 4: ISSS Review

ISSS Approves and notifies Dept

↓

Stage 5: Pending with Department for Correction

Automatic email sends every 7 days as reminder to Dept that correction is needed

↓

Stage 6: DS-2019 Issued & Mailing