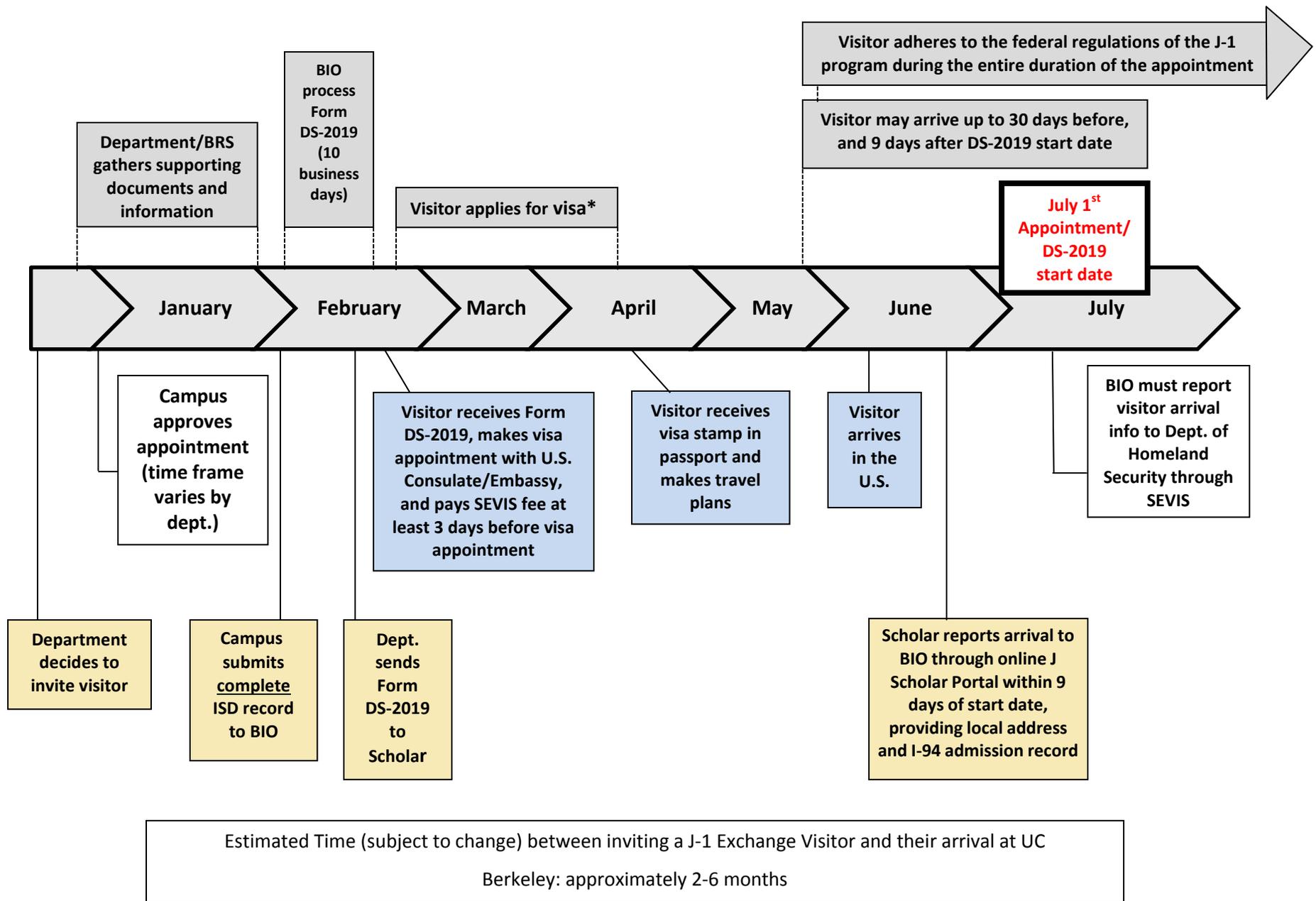# Berkeley
INTERNATIONAL OFFICE

Inviting J-1 Exchange Visitors

Takes approximately 2-6 months from extending an invitation to an international scholar to their arrival at UC Berkeley.

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1 **Department Invites the Visitor**	**DEPARTMENT/BRS:** ▪ Gathers supporting documents, info, UC Berkeley campus approvals/signatures, processing fee ▪ "Adds Visitor" in ISD (International Scholar Dossier) ▪ Invites scholar to input information (or department enters scholar data) in ISD ▪ Department reviews and edits ISD record, completes data entry, uploads documents ▪ Department adds a note indicating type of request and method of delivery ▪ Department "Submits" visitor information and supporting documents to the Berkeley International Office via ISD	**2-8 weeks** to submit request to Berkeley International Office* *Time frame may vary by appointment and unit. Consult with HR for more information.*
Step 2 **BIO Processes Form DS-2019**	**BERKELEY INTERNATIONAL OFFICE:** ▪ Reviews and analyzes ISD visitor record. Contacts department if the record is incomplete or there are questions ▪ Sends data from ISD to Berkeley International Office database (ISSM) ▪ Enters visitor's data into SEVIS database ▪ Generates Form DS-2019 via SEVIS ▪ Contacts the department when the Form DS-2019 and packet is ready	**10 business days** from the submission of a complete ISD record
Step 3 **Visa Application by Visitor**	**INTERNATIONAL VISITOR:** ▪ Receives the Form DS-2019 ▪ Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com ▪ If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://usembassy.state.gov	**2-4 weeks** depending on the season and how busy the consulates are
Step 4 **U.S. Embassy or Consulate Processes Visa**	**U.S. EMBASSY/CONSULATE:** ▪ Reviews visa application ▪ Conducts background security check ▪ Issues visa stamp in passport	**1-12 weeks** varies with consular posts and time required to clear security
Step 5 **Visitor Arrives in the U.S.**	**INTERNATIONAL SCHOLAR:** ▪ Receives passport admission stamp indicating "J-1 D/S" or paper I-94 card at port of entry ▪ Checks in with host department immediately upon arrival ▪ Participates in a mandatory Scholar Information Meeting/Webinar within 9 days of start date ▪ Reports arrival to the Berkeley International Office through online J Scholar Portal within 9 days of start date, providing local US address and I-94 admission record ▪ If there are delays in scholar's arrival reporting, assistance may be requested from departmental/BRS contact in securing arrival information	Scholar may arrive up to **30 days** before start date or **9 days** after start date listed on the Form DS-2019
Estimated Time (subject to change)		**2- 6 months**
Step 6 **BIO Reports Arrival Information to Dept. of Homeland Security(DHS)**	**DEPARTMENT/BRS:** ▪ Verifies scholar's health insurance ▪ Reminds scholar to participate in the Scholar Information Meeting/Webinar **BERKELEY INTERNATIONAL OFFICE:** ▪ Verifies that documents are correctly marked (J-1, D/S) ▪ Reports scholar's arrival and U.S. address to DHS in SEVIS, validating the J record	**Immediately upon scholar's arrival to Berkeley**. This step is critical for confirming the scholar's legal status in the U.S.

Visitor adheres to the federal regulations of the J-1 program during the entire duration of the appointment

Visitor may arrive up to 30 days before, and 9 days after DS-2019 start date

BIO process Form DS-2019 (10 business days)

Department/BRS gathers supporting documents and information

Visitor applies for visa*

July 1st Appointment/ DS-2019 start date

January **February** **March** **April** **May** **June** **July**

Campus approves appointment (time frame varies by dept.)

Visitor receives Form DS-2019, makes visa appointment with U.S. Consulate/Embassy, and pays SEVIS fee at least 3 days before visa appointment

Visitor receives visa stamp in passport and makes travel plans

Visitor arrives in the U.S.

BIO must report visitor arrival info to Dept. of Homeland Security through SEVIS

Department decides to invite visitor

Campus submits complete ISD record to BIO

Dept. sends Form DS-2019 to Scholar

Scholar reports arrival to BIO through online J Scholar Portal within 9 days of start date, providing local address and I-94 admission record

Estimated Time (subject to change) between inviting a J-1 Exchange Visitor and their arrival at UC Berkeley: approximately 2-6 months

*The length of time between making a visa appt. with the US Consulate/Embassy and obtaining the visa stamp can vary significantly based on a number of factors such as the field of study and the country of citizenship.