

# J-1 EXCHANGE VISITOR PROCESS OVERVIEW

## Inviting J-1 Exchange Visitors: Process Overview

*CAUTION: This process could take several months time from extending an invitation to an exchange visitor to their arrival at Florida Tech*

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
Step 1  <b>INITIATE DOCUMENT REQUEST</b>	<p><b>DEPARTMENT:</b></p> <ul style="list-style-type: none"> <li>Gathers supporting documents, information, Florida Tech approvals/signatures, and completes the DS-2019 request packet.</li> <li>Submits to the Florida Tech Human Resources Office (HR will forward to ISSS):               <ul style="list-style-type: none"> <li>Completed DS-2019 request packet</li> <li>Required documentation for scholar and all dependents (if applicable)</li> </ul> </li> </ul>	<p><b>4-8 WEEKS</b></p> <p>to submit request to Florida Tech International Office</p>
Step 2  <b>PROCESS DOCUMENTS</b>	<p><b>FLORIDA TECH INTERNATIONAL OFFICE:</b></p> <ul style="list-style-type: none"> <li>Reviews and analyzes DS-2019 request packet. Contacts department if the request is incomplete or there are questions</li> <li>Analyzes and enters scholar's data into SEVIS database</li> <li>Contacts the department when the DS-2019 document and attachments are ready. Department mails to scholar</li> </ul>	<p><b>5 BUSINESS DAYS</b></p> <p>from the receipt of a complete request</p>
Step 3  <b>SCHEDULE VISA APPOINTMENT</b>	<p><b>INTERNATIONAL SCHOLAR:</b></p> <ul style="list-style-type: none"> <li>Receives the DS-2019</li> <li>Pays SEVIS fee online at least 3 days before visa appointment at <a href="http://www.fmjfee.com">www.fmjfee.com</a></li> <li>If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: <a href="http://usembassy.state.gov">http://usembassy.state.gov</a></li> </ul>	<p><b>2-4 WEEKS DEPENDING ON THE SEASON</b></p> <p>and how busy the consulates are; could be longer</p>
Step 4  <b>PROCESS VISA</b>	<p><b>U.S. EMBASSY/CONSULATE:</b></p> <ul style="list-style-type: none"> <li>Reviews visa application</li> <li>Conducts background security check</li> <li>Issues visa stamp in passport</li> </ul>	<p><b>1-12 WEEKS</b></p> <p>varies with consular posts and time required to clear security</p>
Step 5  <b>INTERNATIONAL SCHOLAR ARRIVES IN THE U.S.</b>	<p><b>INTERNATIONAL SCHOLAR:</b></p> <ul style="list-style-type: none"> <li>Receives Form I-94 at port of entry and presents passport and Form DS-2019 to the Department of Homeland Security official</li> <li>Checks in with host department immediately upon arrival</li> </ul>	<p>Scholar may arrive up to 30 days before start date or 29 days after start date listed on the Form DS-2019</p>
Step 6  <b>VALIDATE LEGAL STATUS</b>	<p><b>INTERNATIONAL SCHOLAR:</b></p> <ul style="list-style-type: none"> <li>Checks in at Florida Tech's International Student &amp; Scholar Services Office with DS-2019, passport, and I-94 card; must provide U.S. address</li> <li>Presents documentation of scholar's health insurance and that of dependents (if applicable) OR goes to Campus Services to sign up for the campus health insurance plan.</li> </ul> <p><b>FLORIDA TECH INTERNATIONAL OFFICE:</b></p> <ul style="list-style-type: none"> <li>Updates scholar's arrival information and residential address in SEVIS</li> <li>Validates the J program/notes U.S. Dept of Homeland Security through SEVIS</li> </ul>	<p><b>IMMEDIATELY UPON SCHOLAR'S ARRIVAL TO FLORIDA TECH.</b></p> <p>This step is critical for confirming the scholar's legal status in the U.S.</p>