J-1 Scholar Process

1. Contact between Prospective Scholar & UI Department/Professor
2. Approval to hire/invite Scholar (through AAC)
3. Offer position/invite Scholar on temporary basis (up to 5 years)
4. J-1 Sponsor Request Form completed and signed by Dept. Chair & Dean, then submitted to IPO

- Export Control Review by Office of Sponsored Programs; If not approved - process stops
- IPO issues DS-2019 and requests V-Number; Department arranges DS-2019/pre-arrival packet to be sent to the Scholar
- SEVIS I-901 fee ($180) is paid (by Scholar or Dept); Scholar schedules and attends visa appt. with US Consulate
- If visa is granted, scholar arrives; If not, scholar can re-apply

- Scholar arrives in Moscow within 30 days of begin date on DS-2019; Dept. arranges airport pickup and housing
- **Required** check-in with IPO upon arrival for welcome/immigration orientation; If not checked in - scholar will be out of status
- If paid, Scholar attends New Employee Orientation with HR; Scholar providing own funding must sign Waiver of Liability form with Risk Management
- Scholar obtains UI Vandal Card and Email Address; If paid, applies for SSN 10 days after entering U.S.; May begin research/work upon arrival