Steps in the Process for J-1 Visa

Step 1 - Department Invites Scholar
**DEPARTMENT**
- Gathers supporting documents, information, verify funding source obtain campus approvals/signatures etc.
- Adds Scholar in ISC Online and send invitation to scholar
- Department submits completed invitation to the International Scholar Center (ISC) for approval

**SCHOLAR:**
- Scholar will receive his/her login and password to input information to complete his/her information in ISC Online.
- Upload documents to ISC online (see the attached list)

Step 2 - ISC Reviews & add Service Fees
**INTERNATIONAL SCHOLAR CENTER:**
- Reviews and analyzes invitation, contacts department if clarification is needed
- Add service fee for department of approval

**DEPARTMENT/ SCHOLAR:**
- Pay ISC processing fees of $400
- Pay FedEx Shipping Fees of $50
- Orientation Fee $20 (For new Scholars)

Step 3 - ISC Processes Forms and documents
**INTERNATIONAL SCHOLAR CENTER:**
- Completes DS 2019 forms (J1 visa)
- Sends DS 2019 via FedEx

**SCHOLAR:**
- Reviews draft of DS 2019 for accuracy
- Confirms DS 2019 is correct and
- Confirms Mailing address for shipping
- Pays SEVIS fee online at [www.fmjfee.com](http://www.fmjfee.com)

Step 4 – Visa Application by Scholar – If outside the U.S.
**SCHOLAR:**
• DS 2019 Forms
• Schedules a visa appointment with U. S. Embassy or consulate at [http://usembassy.state.gov/](http://usembassy.state.gov/) (Canadian Nationals do not need a visa stamp)

Step 5 – Embassy/Consulate Processes Visa

**U.S. EMBASSY/CONSULATE:**
- Reviews visa application
- Conducts background security check
- Issues visa stamp in passport (Canadian Nationals do not need a visa stamp)

Step 6 – Scholar Arrives at UCR

**SCHOLAR:**
- Checks in with host department upon arrival
- Checks in with ISC to with visa documents (I-94 card, passport with visa stamp etc.)
- Attends J1 Orientation

**DEPARTMENT:**
- Completes I-9 form with work authorization
- Records visa dates in PPS

Step 7 – ISC Validates Legal Status

**INTERNATIONAL SCHOLAR CENTER:**
- Update scholars arrival information and US address
- Validates the J program/notifies U.S. Dept. of Homeland Security through SEVIS
- Updates scholars visa dates in ISC online