J-1 Scholar and Student Intern Request Process Overview

For more information, visit ISS’s website.

**Estimated Timeline**

*Submit requests to ISS at least 3-4 months before intended start date*

**OESRC Reviews:**
1 week

**HR Criminal Checks:**
2-3 weeks

**VT Department Process:**
Depends on you!

**ISS Process:**
5-10 business days from receipt of complete and accurate request form

**Mailing:**
1-2 weeks depending on mail speed and destination

**Getting Visa Appointment:**
A few days to several weeks depending on the Embassy/Consulate wait times

**Visa Processing:**
Up to 6 weeks if subjected to administrative processing

**Arrival and Check-In:**
Scholar should complete check-in within 10 days of arrival

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**Department verifies the potential exchange visitor meets the eligibility criteria.**

**Department obtains export certification from OESRC and a conviction check from HR (these processes can take some time so start early).**

**Department completes J-1 Request form, gathers required attachments and signatures, and forwards to ISS (MC 0378).**

**ISS creates DS-2019 and assembles welcome folder for exchange visitor. ISS adds exchange visitor as a guest participant to ISS’s VT Scholar Site.**

**ISS notifies the department the DS-2019 welcome folder is ready to be picked up.**

**Department picks up DS-2019 welcome folder at ISS and mails to exchange visitor using UPS, FedEx, or DHL.**

**Exchange visitor receives DS-2019 welcome folder in mail, gathers required documents, pays visa fees, and schedules visa interview appointment at U.S. Embassy/Consulate.**

**Exchange visitor attends visa interview and waits for visa processing.**

**Exchange visitor receives passport back with visa and makes travel arrangements.**

**Exchange visitor arrives in U.S. and checks in online on ISS’s VT Scholar Site. Exchange visitor signs up to attend next ISS J-1 Orientation meeting.**