

## Exchange Visitor (J-1 Visa) Processing Overview

STEP 1: Department gathers [required documentation](#).

- Exchange visitor's passport, [Scholar: Prospective J-1 Exchange Visitor Intake Form](#), [Department: Prospective J-1 Exchange Visitor Program Worksheet](#), [Exchange Visitor Program Details](#), [English Proficiency](#), Invitation Letter ([benefits](#), [no benefits](#)), [Exchange Visitor Program Summary](#), Internal Export Control Review ([LASP](#))

**Department/Exchange Visitor Processing Time: 1-2 weeks**

STEP 2: Department [adds a POI in HCM](#) or completes the [HR Service Center \(HRSC\) Person of Interest \(POI\) Form](#)

**Department/HR Service Center Processing Time: 1-3 days**

STEP 3: Department submits [Add New Person](#) e-form (if applicable) and submits the [DS-2019 Request](#) e-forms in the [MyISSS Departmental Services portal](#).

- The Department Administrator, Host Supervisor, Department Chairperson, Exchange Visitor, and Office of Export Controls complete e-forms in the process.

**Department/HR Service Center Processing Time: 1-3 weeks**

STEP 4: The [Office of Export Controls](#) assess whether any research activities the exchange visitor will be participating in will require obtaining an export license from the U.S. government or implementing other export control measures prior to the exchange visitor engaging in the research.

**Export Controls Processing Time: 2-6 weeks**

If the Office of Export Controls denies the DS-2019 Request:

Department modifies the proposed Exchange Visitor Program and resubmits relevant *DS-2019 Request* e-forms.

**Department Processing Time: 1-3 weeks**

OR

Office of Export Controls obtains an export license.

**Office of Export Controls Processing Time: 3-6 months**

STEP 5: ISSS reviews the *DS-2019 Request*, issues a DS-2019 (immigration document used to apply for a J-1 visa), and mails the DS-2019 to the exchange visitor.

**ISSS Processing Time: 2-3 weeks** (if all documentation submitted is sufficient) / **4-5 weeks** for Student Intern Requests

STEP 6: Exchange visitor applies for J-1 visa at a U.S. embassy or consulate. If the J-1 visa is granted, the exchange visitor seeks entry to the U.S. no more than 30 days before DS-2019 start date. The U.S. Department of State will not accept inquiries regarding pending visa applications until 180 days from the date of interview/ submission.

**U.S. Embassy/Consulate Processing Time: 2 weeks – 6 months**

**IT CAN TAKE 2 MONTHS, LIKELY MORE, FOR AN EXCHANGE VISITOR TO ARRIVE IN THE U.S. AFTER A COMPLETED DS-2019 REQUEST HAS BEEN RECEIVED BY ISSS.**

- [Visa appointment wait time information](#)
- The U.S. Department of State issues visas. There are two possible outcomes: visa is issued or denied. The Department of State decides and controls outcomes.
- The exchange visitor cannot seek to enter the U.S. in J-1 status until the visa is issued (except for Canadian citizens).