

Exchange Visitor (J-1 Visa) Processing Times 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](#), [Exchange Visitor Program Summary](#), [Internal Export Control Review \(LASP, CIRES\)](#)

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: 5-6 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: 5-6 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 emails 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. [Visa appointment wait times](#). 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 or submission.

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

IT CAN TAKE 3 MONTHS, LIKELY MORE, FOR AN EXCHANGE VISITOR TO ARRIVE IN THE UNITED STATES AFTER A COMPLETED DS-2019 REQUEST HAS BEEN RECEIVED BY ISSS. PLEASE PLAN ACCORDINGLY.

- Exchange visitors can inquire about visa appointment wait times; processing times vary.
- The U.S. Department of State issues all visas. There are two possible outcomes: visa is issued or denied. The Department of State decides and controls those outcomes.
- Exchange visitors cannot seek to enter the U.S. in J-1 status until the visa is issued (except for Canadian citizens).