

Inviting J-1 Exchange Visitors: Process Overview

CAUTION: This process could take several month's time from extending an invitation to an exchange visitor to their arrival at Florida Tech

Steps to Complete	Tasks to be Completed	Estimated Time to Complete
<p>Step 1</p> <p>INITIATE DOCUMENT REQUEST</p>	<p>DEPARTMENT:</p> <ul style="list-style-type: none"> Gathers supporting documents, information, Florida Tech approvals/signatures, and completes the DS-2019 request packet. Submits to the Florida Tech Human Resources Office (HR will forward to ISSS): <ul style="list-style-type: none"> Completed DS-2019 request packet Required documentation for scholar and all dependents (if applicable) 	<p>4-8 WEEKS</p> <p>to submit request to Florida Tech International Office</p>
<p>Step 2</p> <p>PROCESS DOCUMENTS</p>	<p>FLORIDA TECH INTERNATIONAL OFFICE:</p> <ul style="list-style-type: none"> Reviews and analyzes DS-2019 request packet. Contacts department if the request is incomplete or there are questions Analyzes and enters scholar's data into SEVIS database Contacts the department when the DS-2019 document and attachments are ready. Department mails to scholar 	<p>5 BUSINESS DAYS</p> <p>from the receipt of a complete request</p>
<p>Step 3</p> <p>SCHEDULE VISA APPOINTMENT</p>	<p>INTERNATIONAL SCHOLAR:</p> <ul style="list-style-type: none"> Receives the DS-2019 Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://usembassy.state.gov 	<p>2-4 WEEKS DEPENDING ON THE SEASON</p> <p>and how busy the consulates are; could be longer</p>
<p>Step 4</p> <p>PROCESS VISA</p>	<p>U.S. EMBASSY/CONSULATE:</p> <ul style="list-style-type: none"> Reviews visa application Conducts background security check Issues visa stamp in passport 	<p>1-12 WEEKS</p> <p>varies with consular posts and time required to clear security</p>
<p>Step 5</p> <p>INTERNATIONAL SCHOLAR ARRIVES IN THE U.S.</p>	<p>INTERNATIONAL SCHOLAR:</p> <ul style="list-style-type: none"> Receives Form I-94 at port of entry and presents passport and Form DS-2019 to the Department of Homeland Security official Checks in with host department immediately upon arrival 	<p>Scholar may arrive up to 30 days before start date or 29 days after start date listed on the Form DS-2019</p>
<p>Step 6</p> <p>VALIDATE LEGAL STATUS</p>	<p>INTERNATIONAL SCHOLAR:</p> <ul style="list-style-type: none"> Checks in at Florida Tech's International Student & Scholar Services Office with DS-2019, passport, and I-94 card; must provide U.S. address Presents documentation of scholar's health insurance and that of dependents (if applicable) OR goes to Campus Services to sign up for the campus health insurance plan. <p>FLORIDA TECH INTERNATIONAL OFFICE:</p> <ul style="list-style-type: none"> Updates scholar's arrival information and residential address in SEVIS Validates the J program/notifies U.S. Dept of Homeland Security through SEVIS 	<p>IMMEDIATELY UPON SCHOLAR'S ARRIVAL TO FLORIDA TECH.</p> <p>This step is critical for confirming the scholar's legal status in the U.S.</p>