



J-1 Visa Request Process

Unit Readiness Checklist

Use this checklist to
prepare for the J-1 Visa
Request Process go live
on October 17, 2016

Step 1 Get Informed

- Review J-1 Visa Request Website Materials
- Encourage staff (and faculty) to review, too
- Attend informational interchange

Step 2 Current State Assessment

- Document internal J-1 business processes
- Identify impacted people and process

Step 3 Future State Planning

- Revise internal processes to align with new
- Review / revise staff workload assignments
- Update internal documents as needed

Step 4 Communicate

- Inform faculty / staff of new process
- Meet with impacted staff re workload shift

Step 5 Staff Readiness

- Complete Get Ready for J-1 module
- Familiarize with CaseConnect
- Review eForms overview
- Review J-1 process flow diagram

Notes: _____
