J1 Visa Process New/Transfer

Start

Department
decision to host
visitor

Department contacts IC to review Visa

Decision to request DS-2019

Sends Intake Form to SSC

Department sends Department of State Letter for signature

Department sends signed DOS Letter and Attestation Form back to SSC

Department receives notification of shipment of DS-2019 and contacts EV with any further department related arrival information

IC consults with Dept and assists with Pre-DOS Letter

SSC receives Intake Form

SSC contacts EV to schedule and conduct the English Proficiency Assessment

SSC sends EV Information form and requested documents

SSC sends EV requested documents from EV and updates DS-2019 panel and Visa status in M-Pathways

SSC receives requested documents from IC and updates DS-2019

SSC prepares the Department of State Letter and Department Attestation Form

SSC prepares and sends new/transfer request packet including DS letter to IC

SSC notifies IC and EV that DS-2019 is ready and provides the UPS tracking number

SSC sends EV Department contact information and puts the case in pending status for EV arrival.

SSC receives confirmation of EV check in and closes case.

EV engages in English Proficiency Assessment

EV sends requested documents to SSC

IC receives DS-2019 in SEVIS

IC sends DS-2019, DOS Letter, incidental Letter to EV and updates SSC

IC updates SSC and put the case in pending status for EV arrival.

IC obtains DS-2019 in SEVIS

IC contacts SSC for any further department related arrival information

EV completes pre-arrival online orientation and contacts SSC if there are any delays

EV post arrival report to IC for check in

EV Checks In at IC

End