J-1 Scholar and Student Intern Request Process Overview
For more information, visit ISS’s website.

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**Estimated Timeline**
Submit requests to ISS at least 3-4 months before intended start date

- **OESRC Reviews:**
  - 1 week
- **HR Criminal Checks:**
  - 2-3 weeks

- **VT Department Process:**
  - Depends on you!

- **ISS Process:**
  - 5-10 business days from receipt of complete and accurate request form

- **Mailing:**
  - 1-2 weeks depending on mail speed and destination

- **Getting Visa Appointment:**
  - A few days to several weeks depending on the Embassy/Consulate wait times

- **Visa Processing:**
  - Up to 6 weeks if subjected to administrative processing

- **Arrival and Check-In:**
  - Scholar should complete check-in within 10 days of arrival

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Department verifies the potential exchange visitor meets the eligibility criteria.

Department obtains export certification from OESRC and a conviction check from HR (these processes can take some time so start early).

Department completes J-1 Request form, gathers required attachments and signatures, and forwards to ISS (MC 0378).

ISS creates DS-2019 and assembles welcome folder for exchange visitor. ISS adds exchange visitor as a guest participant to ISS's VT Scholar Site.

ISS notifies the department the DS-2019 welcome folder is ready to be picked up.

Department picks up DS-2019 welcome folder at ISS and mails to exchange visitor using UPS, FedEx, or DHL.

Exchange visitor receives DS-2019 welcome folder in mail, gathers required documents, pays visa fees, and schedules visa interview appointment at U.S. Embassy/Consulate.

Exchange visitor attends visa interview and waits for visa processing.

Exchange visitor receives passport back with visa and makes travel arrangements.

Exchange visitor arrives in U.S. and checks in online on ISS’s VT Scholar Site. Exchange visitor signs up to attend next ISS J-1 Orientation meeting.