**J-1 Visa Process February 25, 2022**

ISSS Flowchart: <https://isss.illinois.edu/download_forms/scholars/j1flow.pdf>

ISSS Department Procedure: <https://isss.illinois.edu/departments/j1/j1dept.html>

1. Human Resources initiates email to scholar with copy to supervisor after being notified of desired visa.
2. The scholar completes information in iStart (timeline based on scholar).
3. Human Resources adds departmental info after scholar completes their part ->
   * submits request to faculty host to submit the English assessment ->
   * asks Business Office to process a JV for payment and submits to ISSS ->
   * assuming all perfect est. 2 weeks from ISSS receipt for the visa package to be prepared, sent to department.

NOTE: When to start process - depends on when coming, 2-3 months before desired start unless coming from a country restricted by US government then start asap beyond 2-3 months

* + Interns, (undergraduates), require additional paperwork that comes back to Linda from ISSS for signature for scholar and faculty that then goes back to ISSS for additional processing.
* Scholars should not make an appointment at the embassy or travel arrangements until DS-2019 in hand and official offer made.
* Due to COVID things are taking longer given the constant changes.