J-1 Scholar Request Process (Initial) - Department Perspective
(If J-1 is transferring their J-1 from another institution see J-1 Scholar Request Process (Transfer))

Department contact is informed of the need to request a J-1 for an incoming researcher (who has earned at least a bachelor's degree. If not see J-1 Student Intern process).

Department contact logs into Sunapsis and initiates the J-1 request (see separate instructions).

Once all required e-forms in the J-1 request group are completed, the case is routed to an OIS adviser.

OIS reviews eligibility, and issues the DS-2019.

If Department provides FedEx account, OIS will ship the DS-2019 to the scholar.
If Department selected pick-up, Department will be emailed to collect the DS-2019 and will need to send it to the scholar (original document required for visa interview/entry to the U.S.)

ARRIVAL TIMELINE
J-1s may arrive up to 30 days before their program start date.
If the Scholar will be placed on UMB payroll, they will need to arrive in the U.S. at least 10 days before their start date, to ensure they can be put on payroll (SSN application requires 10 days of presence in the US before application can be made).
If the Scholar will not be able to arrive before their Program Start Date, email the OIS to have the DS-2019 Start Date pushed back.

The Scholar submits their Check-in e-forms when they arrive in the U.S. per the automated instruction emails.

The OIS reviews the check-in forms and activates the Scholar's SEVIS record: OIS sends confirmation to the Scholar and includes responsibilities of their J-1 status.

The OIS will send an email with visa instructions to the Scholar, and will CC the Department.

The Scholar will pay their SEVIS fee, make and attend their visa appointment, and make their plans to enter the U.S.

Background checks may delay the scholar significantly.

If the Scholar needs to apply for the SSN, they should do so no sooner than three days after OIS activates the SEVIS record.

If the Scholar begins their UMB activities on their DS-2019 start date, Scholars may not begin until their program start date has been reached.