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))

Allow two weeks for processing

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

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

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

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

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.

Along with the DS-2019, OIS will send visa instructions and other next steps.

Eff. April 27, 2023, OIS is permitted to electronically sign and send forms DS-2019. Scholars and departments will receive the DS-2019 on the day OIS issues it.

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