## Inviting J-1 Exchange Visitors: Process Overview

**CAUTION:** This process could take several months' time from extending an invitation to an exchange visitor to their arrival at Florida Tech

<table>
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<th>Steps to Complete</th>
<th>Tasks to be Completed</th>
<th>Estimated Time to Complete</th>
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| **Step 1** INITIATE DOCUMENT REQUEST | DEPARTMENT:  
- Gathers supporting documents, information, Florida Tech approvals/signatures, and completes the DS-2019 request packet.  
- Submits to the Florida Tech Human Resources Office (HR will forward to ISSS):  
  - Completed DS-2019 request packet  
  - Required documentation for scholar and all dependents (if applicable) | 4–8 WEEKS to submit request to Florida Tech International Office |
| **Step 2** PROCESS DOCUMENTS | FLORIDA TECH INTERNATIONAL OFFICE:  
- Reviews and analyzes DS-2019 request packet. Contacts department if the request is incomplete or there are questions  
- Analyzes and enters scholar's data into SEVIS database  
- Contacts the department when the DS-2019 document and attachments are ready. Department mails to scholar | 5 BUSINESS DAYS from the receipt of a complete request |
| **Step 3** SCHEDULE VISA APPOINTMENT | INTERNATIONAL SCHOLAR:  
- Receives the DS-2019  
- Pays SEVIS fee online at least 3 days before visa appointment at www.fmjfee.com  
- If outside the U.S., schedules a visa appointment (except Canadian citizens) with U.S. embassy or consulate at: http://usembassy.state.gov | 2–4 WEEKS DEPENDING ON THE SEASON and how busy the consulates are; could be longer |
| **Step 4** PROCESS VISA | U.S. EMBASSY/CONSULATE:  
- Reviews visa application  
- Conducts background security check  
- Issues visa stamp in passport | 1–12 WEEKS varies with consular posts and time required to clear security |
| **Step 5** INTERNATIONAL SCHOLAR ARRIVES IN THE U.S. | INTERNATIONAL SCHOLAR:  
- Receives Form I-94 at port of entry and presents passport and Form DS-2019 to the Department of Homeland Security official  
- Checks in with host department immediately upon arrival | Scholar may arrive up to 30 days before start date or 29 days after start date listed on the Form DS-2019 |
| **Step 6** VALIDATE LEGAL STATUS | INTERNATIONAL SCHOLAR:  
- Checks in at Florida Tech's International Student & Scholar Services Office with DS-2019, passport, and I-94 card; must provide U.S. address  
- Presents documentation of scholar’s health insurance and that of dependents (if applicable) OR goes to Campus Services to sign up for the campus health insurance plan.  

**FLORIDA TECH INTERNATIONAL OFFICE:**  
- Updates scholar's arrival information and residential address in SEVIS  
- Validates the J program/notifies U.S. Dept of Homeland Security through SEVIS | IMMEDIATELY UPON SCHOLAR'S ARRIVAL TO FLORIDA TECH.  
This step is critical for confirming the scholar's legal status in the U.S. |