



Department completes J-1 Exchange Visitor (EV) e-form training & requests iHopkins Access (if needed)

Dept. performs "search" in iHopkins to find out if J-1 EV applicant has a record in iHopkins

NO

YES

Dept. creates a record for J-1 EV applicant in iHopkins (TEMP ID will be created)

J-1 EV record already exists in iHopkins

Dept. grants J-1 EV iHopkins access to complete e-forms



Caution! Ask yourself "Does this person have a University ID?" to avoid creating a duplicate record

Dept. completes J-1 Program Information e-form

Dept. waits for Health Pledge Form to be submitted by J-1 EV (Dept. gets notified by email)

Health Pledge Form has to be submitted by J-1 EV before proceeding

J-1 EV completes required e-forms: J-1 Applicant Information & Health Pledge

J-1 EV submits J-2 Dependent Form (if applicable)

J-1 EV creates account with eShipGlobal for OIS to send visa document

Dept. submits J-1 Departmental Agreement Form

Departmental Agreement Form is routed to sponsoring faculty to sign electronically

OIS reviews documents received & assigns the case to an advisor

Advisor completes in-depth review & communicates with Dept./J-1 EV if needed

Advisor produces visa document (DS-2019) within 10 business days

OIS packages DS-2019 & J-1 brochure to J-1 EV

OIS prints eShipGlobal shipping label & mails DS-2019

OIS sends Welcome email w/ SEVIS#, tracking# etc. to J-1 EV & copy dept. contact

J-1 EV receives DS-2019, pays SEVIS fee, obtains visa

J-1 EV enters the U.S.

J-1 EV checks in at OIS w/ visa/port of entry stamp, I-94 & DS-2019 check-in form

SOM: I-9 completed at OIS if necessary

OIS advisor activates J-1 EV after document review & sends orientation email

J-1 EV attends orientation

End of process

**Color Index**

Department – Grey

OIS – Blue

J-1 Exchange Visitor Applicant – Yellow

Faculty – Orange