Faculty drafts invitation letter incorporating template items

Student receives invitation from JHU faculty

Student admitted by school

Student Admission updated in Student Information System (SIS)

Student record is imported from SIS to iHopkins through nightly data feed

Dept Looks up record in iHopkins

Dept “Add New Person” in iHopkins

Select “J-1 Visiting Student Request” eForm Group

Give student access to “Visiting Student Applicant” eForm

Dept completes “Visiting Student Departmental Sponsorship Request” eForm

Give student access to “Visiting Student Applicant” eForm

eForm routed to the Office of International Services (OIS) electronically via iHopkins

Case assigned to OIS advisor

Advisor completes in-depth review & communicates with Dept/Student if needed

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

OIS prints eShipGlobal shipping label & mails DS-2019 to student

Advisor activates student’s J-1 record

End of process

Color Index
Department – Grey
OIS – Blue
J-1 Visiting Student - Yellow
Faculty – Green
Admissions - orange

3/26/2019