

# J-1 Exchange Visitor Request & Arrival Timeline

## Johns Hopkins University

Johns Hopkins Department

~1-3 Months (Steps 1-4)

Office of International Services (OIS)

10 Business Days (Steps 5-6)

J-1 Exchange Visitor (EV)

~1-3 Months (Steps 7-8)

EV  
Arrival  
to JHU

**1** The hosting supervisor/PI invites the Exchange Visitor (EV) to JHU. Department Administrator grants EV access to iHopkins database via email.

**3** Once all EV eForms are complete, the Department Admin submits the following eForms: Program Information, Funding Information, Department Information (\*the credentialing process must be completed by department **BEFORE** eForm Submission)

**4** After the Department Admin submits their portion of eForms, the hosting supervisor/PI must sign off on the Departmental Agreement eform **\*BEFORE the request can be sent to OIS in iHopkins\***.

**5** OIS reviews the request to verify EV:

- Eligibility
- Immigration history
- Funding
- Academic credentials
- Research program plan

**6** OIS produces form DS-2019 and mails it using eShipGlobal label created by EV.

Contact [J1-Advising@jhu.edu](mailto:J1-Advising@jhu.edu) with questions for OIS

**2** The EV completes required eForms in iHopkins including:

- J-1 Applicant eForm
- eShipGlobal Shipping Label & Confirmation eForms
- Health Insurance Pledge eForm

(\*must complete e-Ship eForm to access Insurance Pledge\*)

**7** EV makes a visa appointment at the US embassy/consulate in their home country. On the scheduled date of appointment, EV attends their visa interview and then waits to get a visa. Visa wait times vary from a few days to a few months.

Tips to prepare for visa interview:  
[https://ois.jhu.edu/Students/New\\_Students/Applying\\_for\\_US\\_Visa\\_Stamp/](https://ois.jhu.edu/Students/New_Students/Applying_for_US_Visa_Stamp/)

**8** EV travels to the US. Entry must be within 30 days of program start date indicated on the DS-2019 form. Individuals may not begin their intended activity at Hopkins until the DS-2019 start date.

**Don't forget!**

J-1 visitors must complete e-check in with OIS within a week of arrival to the U.S.!