Visiting Student Process

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

Select “J-1 Visiting Student Request” eForm Group

Dept completes “Visiting Student Departmental Sponsorship Request” eForm

eForm routed to Faculty Sponsor electronically via iHopkins

Facility sponsor reviews & approves “Visiting Student Departmental Sponsorship Request” eForm

Student receives “Visiting Student Applicant” eForm

Give student access to “Visiting Student Applicant” eForm

Student submits J-2 Dependent eForm (if applicable)

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

Student receives DS-2019, pays SEVIS fee & applies for J-1 visa

Student enters the U.S.

Student checks in with dept & enrolls in course(s)

Student checks in with OIS electronically (by submitting Check-in eForm via iHopkins)

Advisor reviews documents, incl. visa/port of entry stamp, I-94 uploaded via check-in eForm

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

1/31/2020