Workflow - Sponsoring a J-1 Scholar

Department offers a position/ sponsorship to scholar

Department prepares/gathers required immigration documents (see document checklist below) from scholar and submits it to ISC

ISC adds scholar in PeopleSoft and issues a DS-2019 in SEVIS

Department picks-up DS-2019 and other relative documents from ISC

Scholar arrives by the DS-2019 start date

YES

Department ensures scholar reports to ISC upon arrival. Appointments are required.

ISC gathers documents from scholar and his/her dependents (passport, visa, DS-2019, I-94, proof of valid health insurance, foreign address, emergency contact, and local address (even if temporary)). ISC also validates scholar in SEVIS and provides orientation.

If scholar receives wages from UCF, ISC will process payroll sign-in

NO

Is scholar arriving on time?

Scholar pays $180 SEVIS fee and applies for a J-1 visa (additional $131 fee) at a U.S. Consulate

Department mails original DS-2019 and other relative documents to scholar

Department ensures scholar receives needed access to university resources

If scholar is arriving on time?

YES

NO

Department immediately contacts ISC if scholar cannot arrive by the DS-2019 start date.