**J-1 Process**

**Paid position**

1. **Step 1: ORAA**
   - Foreign Visitor Screening
   - ORAA emails clearance to department

2. **Step 2: Faculty Affairs**
   - Non-Tenure Faculty Agreement/Contract and Review of Academic Credentials

3. **Step 3: PHR**
   - PHR Record is created
   - Department routes appointment for approval
   - ISSS Holds appointment until the FN arrives

4. **Step 4: iTerp**
   - Dept submits Position Info Form and prepares Dept Forms
   - ISSS reviews data from Dept forms, Scholar forms and PHR feed
   - ISSS processes J-1 DS-2019 and prepares packet
   - Dept sends J-1 DS-2019 and packet to FN

5. **Step 5: Dept emails iTerp Applicant Access to FN**
   - FN submits:
     - Biographical Forms
     - Immigration Status & History
     - Dependent Forms
     - Health Insurance Req
     - Notify My Dept of Completion

6. **Step 6: Visa and Check-in**
   - Upon receipt of J-1 DS-2019, FN will pay SEVIS fee
   - FN schedules visa interview
   - If visa is granted, FN will schedule flight and enter US.
   - FN will check-in online with ISSS and ISSS will “validate” record in SEVIS and approve APTU.
   - FN will attend orientation