Department invites FN to UMCP

**Step 1:** Faculty Affairs and ORAA Foreign Visitor Screening

- If required, Complete Export Control Clearance Request
  - DOB, COB, Citizenship
  - Research Activity
  - Foreign Institution
  - Faculty Host/Contact

- ORAA emails clearance to department

- Generate Offer Letter

**Step 2:** PHR

- PHR Record is created
  - ORAA Clearance
  - Employee Info
  - Education
  - Appointment

- PHR feed to iTerp

- Departments routes appointment for approval

**Step 3:** iTerp

- Dept submits Position Info Form and prepares Dept Forms

- ISSS reviews data from Dept forms, Scholar forms

- ISSS processes J-1 DS-2019 and prepares packet

- Dept sends J-1 DS-2019 and packet to FN

- FN submits:
  - Biographical Forms
  - Immigration Status & History
  - Dependent Forms
  - Health Insurance Req
  - Notify My Dept of Completion

**Step 4:** Visa and Check-in

- Upon receipt of J-1 DS-2019, FN will pay SEVIS fee

- FN schedules visa interview

- After 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 PHR APPT.

- FN will attend orientation and begin program

**J-1 Process**

**UnPaid position**