J-1 Application and Arrival Process

1. Secure Funding
   - Funded by Penn/PennGrant
   - Externally-Funded

2. Submit J-1 Eform to iPenn
   - Queue and Review Eform
   - Test Scores
   - Arrange for Department Interview
   - Arrange for ELP Interview

3. Collect DS-2019 from ISSS; Send to Exchange Visitor
   - Materials Complete
   - Materials Not Complete
   - Follow Up, then Issue DS-2019
   - Notify Department that DS-2019 is Ready

4. Apply for Visa at Consulate
   - Arrive at Penn by Program Start Date and Check-in at ISSS

5. Verify Information (See "Verification Process")
   - Daily Supervision and Mentoring
   - Onboard and Enter into Payroll, PennCard, Library, Insurance, Other Admin. Intake

Out of US
- In US

Key:
- ISSS
- Host Dept. BA
- Host Dept. Faculty Mentor
- Exchange Visitor

Additional Details:
- English Proficiency Documentation Required
- Exception Met
- Test Scores
- Verify Information (See "Verification Process")
- Other Support (Housing, Schools, Banks, etc.)
- Daily Supervision and Mentoring
- Onboard and Enter into Payroll, PennCard, Library, Insurance, Other Admin. Intake
- Apply for Health Insurance (Entirety of Stay)
**J-1 Verification Process**

**KEY:**
- ISSS
- Host Dept. BA
- Host Dept. Faculty Mentor
- Exchange Visitor

**Arrive at Penn by Transfer Date and Check-in at ISSS**
- Send Verification Request to Host Dept. BA (Automatic Email)
  - Within 1 Month of Arrival

**Send DAILY Reminder Emails to BA**
- After 1 Week

**DIRECT Follow Up with BA**
- Follow up until Verification submitted

**Submit Changes Directly on Form**
- Review Changes and Follow Up with BA
  - If Changes are ok, then update info in iPenn.

**Correct Information**
- Confirm as Correct and Approve Verification
  - Every 6 Months

**Incorrect Information**
- Send New Verification Request to Host Dept. BA (Automatic Email)

**Verification Overdue**
- Send DAILY Reminder Emails to BA
- After 1 Week
- DIRECT Follow Up with BA
- Follow up until Verification submitted

- If Changes are ok, then update info in iPenn.

- Review Changes and Follow Up with BA
  - If Changes are ok, then update info in iPenn.
J-1 Departure Process

**KEY:**
- ISSS
- Host Dept. BA
- Host Dept. Faculty Mentor
- Exchange Visitor

**Exchange Visitor Separates at End of Program**

| Automatic Completion in SEVIS |

**Exchange Visitor Separates Prior to End of Program**

| Notify ISSS That Exchange Visitor Has Left (Affirmatively or via Verification) |
| **Shorten Record** |

**Exchange Visitor Transfers to New Host**

| Submit Transfer Form to Host Dept. BA |
| **Approve Transfer Form** |
| **Release Record to New Host** |