

Sample Timeline for Non-Regular Faculty Appointments with J-1 Visas

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	Example:
Department Manager	Dean of the Faculty Office	Department Manager	Dean of the Faculty Office	Office of International Students & Scholars Services	Appointed Faculty Member and U.S. Consulate	Appointed Faculty Member/ Exchange Visitor (EV)	Appointment Start Date
<ul style="list-style-type: none"> ◆Prepare FAF and DS-2019 Application Forms (J-1 request form for department and J-1 request form for scholar) ◆Include English Proficiency Verification form ◆Attach copy of CV and passport(s) ◆Submit to Chair for review and signature ◆Forward FAF paperwork to Dean of the Faculty Office 	<ul style="list-style-type: none"> ◆Review FAF paperwork and visa documents for accuracy and follow up with department as needed ◆Prepare and send appointment letter to department manager 	<ul style="list-style-type: none"> ◆Send appointment letter to faculty member for signature ◆Facilitate quick turnaround time to expedite visa process ◆Forward signed appointment letter to Dean of the Faculty Office as soon as it becomes available 	<ul style="list-style-type: none"> ◆Send copy of signed appointment letter, DS-2019 Application Forms, English Proficiency Verification form, passport copy and CV to Office of International Students & Scholars Services 	<ul style="list-style-type: none"> ◆Review J-1 request for eligibility, completion of SEVIS information and sufficient funding ◆Issue immigration Form DS-2019 petition on behalf of Exchange Visitor (EV)* ◆Original immigration document DS-2019 is either picked up or sent to Department for mailing to EV with instructions on how to obtain appropriate visa stamp at U.S. Consulate (if applicable) 	<ul style="list-style-type: none"> ◆EV is in receipt of DS-2019 document ◆EV arranges appointment with the U.S. Consulate for J-1 visa application ◆Following administrative processing and security check, visa for entry to the U.S. is approved ◆EV receives J-1 visa stamp in passport 	<ul style="list-style-type: none"> ◆EV in receipt of DS-2019 and J-1 visa stamp ◆After visa is approved, faculty member arranges travel plans ◆Faculty member arrives on campus no earlier than 30 days prior to program begin date, visits OISSS and if paid, visits Brown Business Center 	July 1, 20XX
<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">16+ weeks in advance of appointment start date (March)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">13-16 weeks in advance of appointment start date (March-April)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">12+ weeks in advance of appointment start date (March-April)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">12+ weeks in advance of appointment start date (March-April)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">9+ weeks in advance of appointment start date (April)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">6+ weeks in advance of appointment start date (April-May)</p>	<p style="text-align: center;">DEADLINE:</p> <p style="text-align: center;">2+ weeks in advance of appointment start date (June)</p>	If appointed faculty member does not visit OISSS within 30 days of DS-2019 start date, his/her J-1 visa and DS-2019 will be canceled. An updated appointment letter will be required.
Processing time will vary by academic unit	DOF processing time may vary from 2-3 weeks	Processing time will vary by academic unit	DOF will submit visa documents to OISSS within 1-2 business days of receiving signed appointment letter	OISSS processing time may vary from 4-5 weeks pending completion of submitted information and incl. of document mailing to EV abroad	U.S. Consulate administrative processing times will vary. This process may take 4-8 weeks.		

Please note: the average processing time for appointments requiring J-1 visas is 16 weeks
 *Exchange Visitor (EV) and Appointed Faculty Member are interchangeable