

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

STEP 1 Department Manager	STEP 2 Dean of the Faculty Office	STEP 3 Department Manager	STEP 4 Dean of the Faculty Office	STEP 5 International Students & Scholars Services	STEP 6 Appointed Faculty Member and U.S. Consulate	STEP 7 Appointed Faculty Member/ Exchange Visitor (EV)	Example: Appointment Start Date
<ul style="list-style-type: none"> ◆Prepare/submit FAF in Workday; attach: <ul style="list-style-type: none"> ▶ DS-2019 Application Forms (J-1 request form for department and J-1 request form for scholar) ▶ English Proficiency Verification form ▶ Biographical page of EV's passport ▶ Copy of CV ◆Confirm Chair has reviewed/approved appointment request in Workday 	<ul style="list-style-type: none"> ◆Review appointment request 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 counter signature ◆Facilitate quick turnaround time to expedite visa process ◆Forward counter signed appointment letter to: faculty-personnel@brown.edu as soon as it becomes available ◆Forward completed/signed Export Control and Sanctions Regulations Review Form for Foreign Scholars and Visitors to the Export Control Officer in the Office of Research Integrity at exportcontrol.brown.edu 	<ul style="list-style-type: none"> ◆Send copy of signed appointment letter, DS-2019 Application Forms, English Proficiency Verification form, copy of passport and CV to 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)* ◆Immigration document, Form DS-2019, is emailed to EV with instructions on next steps. 	<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 ISSS and if paid, visits HR Service Center to complete the I-9 process. 	<p style="text-align: center;">July 1, 20XX</p>
<p>DEADLINE:</p> <p>16+ weeks in advance of appointment start date (March)</p>	<p>DEADLINE:</p> <p>13-16 weeks in advance of appointment start date (March-April)</p>	<p>DEADLINE:</p> <p>12+ weeks in advance of appointment start date (March-April)</p>	<p>DEADLINE:</p> <p>12+ weeks in advance of appointment start date (March-April)</p>	<p>DEADLINE:</p> <p>9+ weeks in advance of appointment start date (April)</p>	<p>DEADLINE:</p> <p>6+ weeks in advance of appointment start date (April-May)</p>	<p>DEADLINE:</p> <p>2+ weeks in advance of appointment start date (June)</p>	<p>If appointed faculty member does not visit ISSS within 30 days of DS-2019 start date, their J-1 visa and DS-2019 will be canceled. An updated appointment letter will be required.</p>
<p>Processing time will vary by academic unit</p>	<p>DOF processing time may vary from 2-3 weeks</p>	<p>Processing time will vary by academic unit</p>	<p>DOF will submit visa documents to OISSS within 1-2 business days of receiving signed appointment letter</p>	<p>ISSS processing time may vary from 4-5 weeks pending completion of submitted information and incl. of document mailing to EV abroad</p>	<p>U.S. Consulate administrative processing times will vary. This process may take 4-8 weeks.</p>		

Please note: the average processing time for appointments requiring J-1 visas is 16 weeks

*Exchange Visitor (EV) and Appointed Faculty Member are interchangeable

Updated on 8/12/2025