Approval Process for Bringing a J-1 scholar to PAU

Step 1: Sponsoring faculty member (herein referred to as 'Sponsor') reviews J-1 Overview, then meets with International Student Services (ISS).

Step 2:   Sponsor in consultation with prospective visitor determines: academic duties/scope of the J-1 visitor, length of stay, amount of self-funding (see requirements in J-1 overview). International Student Services (ISS) (Lisa Harris) is also available for consultation on all DS-2019 requirements such as health insurance, English proficiency, financial documentation, family member documents.

Step 3: Sponsor completes PAU J-1 Exchange Visitor Request Form, along with offer letter and submits both to the Department Chair then the Assistant Provost of Faculty Affairs, Development, and Diversity for review and adjudication. International Student Services receives a copy of approval/denial.

Step 4: If approved, sponsor completes IIE (Institute of International Education) Scholar Application form, meets with ISS and visitor to review it and the DS-2019 checklist that includes all documentation required for the DS-2019 form to be issued by the Institute of International Education.

Completing all actions on the DS-2019 form checklist is a multi-week process that mostly occurs between ISS and the J-1 visiting scholar.

Step 5: ISS reviews all documentation and submits it, with a PAU check for $1500 DS-2019 form fee, to Institute of International Education.

Step 6: Visitor receives DS-2019 form, applies for J-1 visa at U.S. Consulate.

Step 7: Sponsor completes Personnel Action Form (PAF), selecting the **Visiting Scholar** option and includes the following: scholar name, contact info, start/end dates of PAU program and which PAU systems the J-1 visiting scholar needs access to- i.e. email, canvas, etc.

Step 8: J-1 Visitor attends appropriate division and departmental orientations and meetings.

Step 9: Sponsor is responsible for informing ISS and HR of any changes or extensions in the J-1 Visiting Scholar's program.