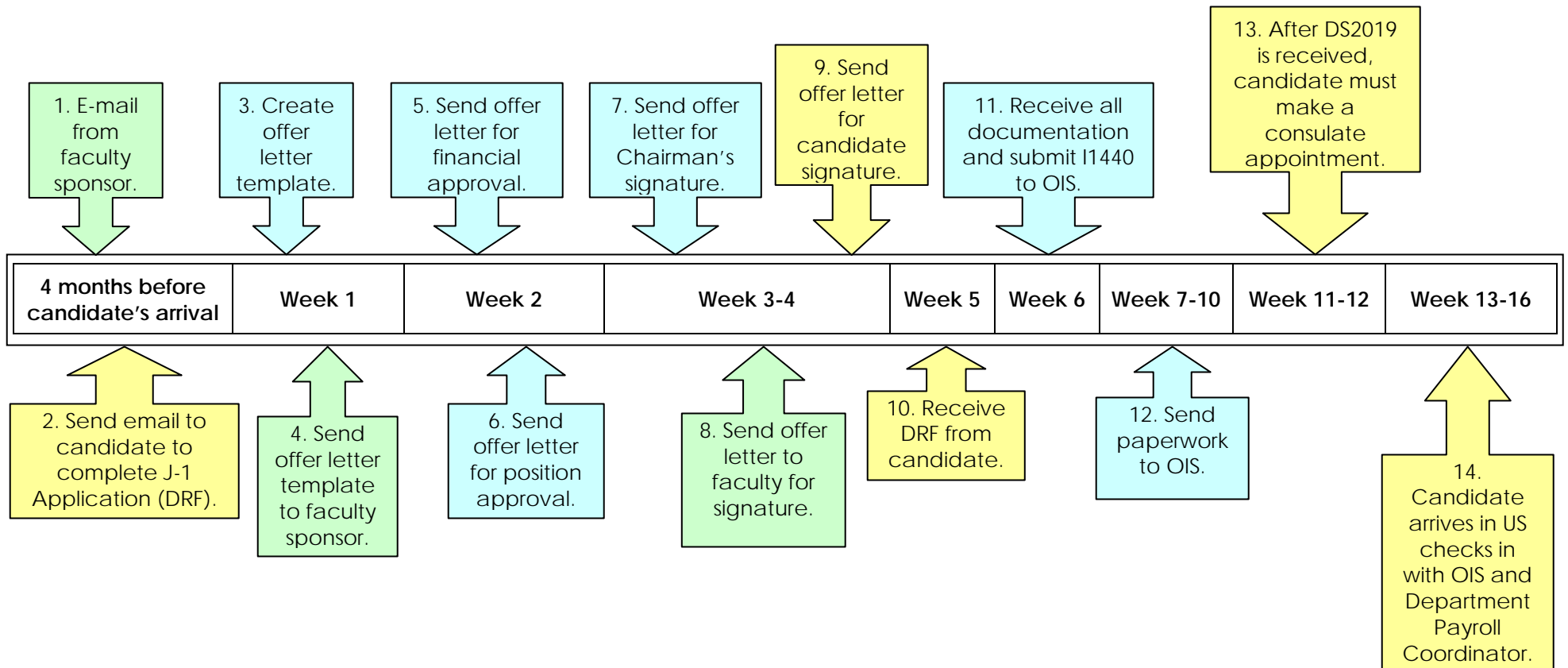
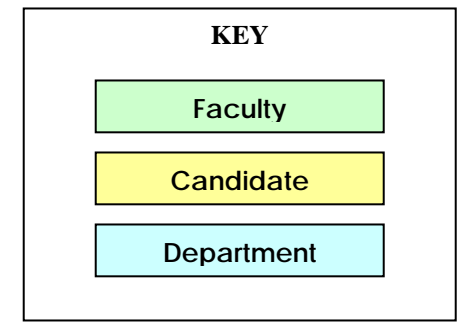


J-1 VISA TIMELINE, NEW TO PITT



** The above timeline is based on a hypothetical application. Applications are reviewed and approved on a case by case basis. Each application is different and thus the actual time for processing and approval of individual applications may vary.*

NEW J-1 Application Process:

1. Receive Initial e-mail from faculty sponsor to inform Department of Pathology of new candidate
 - o Sponsor should include a copy off the new candidate's CV
2. Send email to candidate to complete J-1 Exchange Visitor (Scholar): On-line Department Request Form (DRF)
3. Create offer letter template
4. Send template to sponsor for additional information
 - o Dates and length of appointment
 - o Salary source
 - o Laboratory location
 - o Description of duties
5. Send template to Accounting for financial approval
6. Send template to Office of Academic Career Development for position approval
7. Print out letter on University of Pittsburgh Letterhead and send to Chairman's Office for signature
8. Send to faculty sponsor for signature
9. Send to candidate for signature
10. After all approvals are complete, the offer letter is fully executed and DRF is complete
 - o The Department will complete the I1440 form
11. The following items must be completed and sent to the Office of International Services for processing:
 - o Completely executed offer letter
 - o Completed DRF
 - With any previous DS2019s if necessary
 - o Update CV
 - o Copy of completed I1440 form
12. OIS will process DS2019, which will take approximately 3 weeks
13. The candidate will take offer letter and DS2019 to consulate appointment
 - o Processing of visa stamp from consulate appointment varies from country to country with an average timeframe of 2 weeks
14. Candidate arrives in US* checks in with OIS and Department Payroll Coordinator
 - *Candidate must arrive within 30 days of start date issued on DS2019