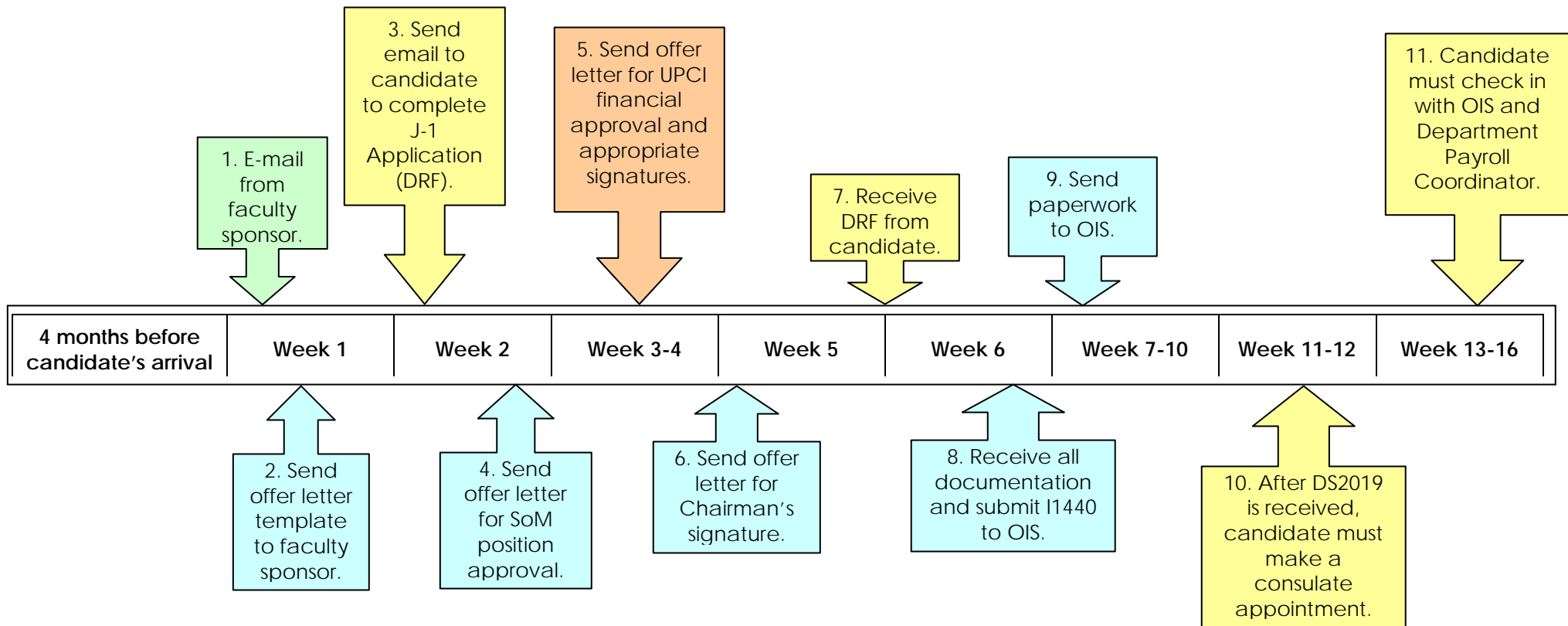
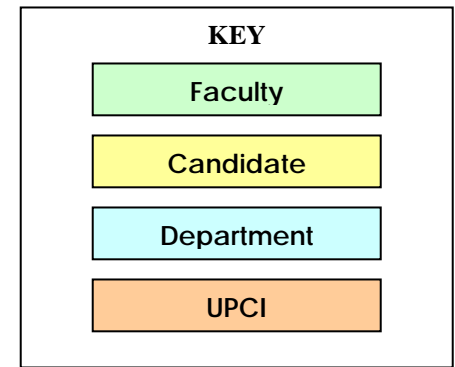


J-1 VISA UPCI TIMELINE, NEW TO PITT



* 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.

UPCI J-1, New to Pitt Application Process:

1. Receive Initial e-mail from faculty sponsor to inform Department of Pathology of the appointment of candidate
 2. Send template for additional information
 - o All emails will be copied to UPCI Administrative Department for review
 - o Offer letter should include:
 - Dates and length of appointment
 - Salary source
 - Laboratory location
 - Description of duties
 3. Send email to candidate to complete J-1 Exchange Visitor (Scholar): On-line Department Request Form (DRF)
 4. Send template to the Office of Academic Career Development for position approval
 5. Send template to UPCI for financial approval and appropriate signatures
 - o Signatures Required
 - Director of UPCI
 - Faculty Sponsor
 - Candidate
 - Department of Pathology Chairman
 6. Obtain letter from UPCI to get the Department of Pathology Chairman's signature
 7. Receive completed DRF from candidate
 8. After executed offer letter and DRF are complete, the Department will complete the I1440 form
 9. 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
- OIS will process DS2019, which will take approximately 3 weeks
10. 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
 11. Candidate arrives in US* checks in with OIS and Department Payroll Coordinator

**Candidate must arrive within 30 days of start date issued on DS2019*