



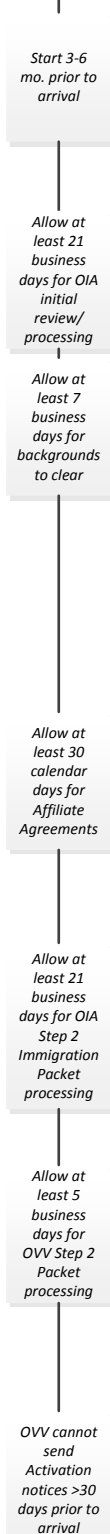
J-1 International Unescorted Visitor & Volunteer* Onboarding Process Flow Outline

*excludes episodic volunteers

Legend

■ Manager/Dept ■ Visitor/Volunteer ■ Office of Visitors and Volunteers ■ Office of International Affairs ■ Provost Operations

Timeline Notes



Step 1

- ▶ Dept: Complete and submit the following to OVV and OIA:
 - Visitor Information Form (VIF)
 - Draft invitation letter
 - OIA Step 1 Immigration Packet
- ▶ OVV: Accept application in Volgistics and review VIF
- ▶ OIA: After initial approval by OVV, accept and conduct initial review/processing of Step 1 J-1 Immigration Packet

Step 2

- ▶ Dept: Send finalized invitation letter
- ▶ Dept: Instruct visitor to complete OVV online reg form
- ▶ Visitor: Complete OVV online registration form

Step 3

- ▶ OVV: Upon approval from OIA, initiate background check
- ▶ Visitor: Complete background check questionnaire

Step 4

- ▶ OVV: Notify OIA background has cleared
- ▶ OIA: Send OIA Step 2 Immigration Packet to visitor and e-mail department to begin affiliate agreement
- ▶ Provost Ops: If required, upon OIA approval, begin affiliate agreement process for J-1 applications and individuals receiving credit

Step 5

- ▶ Provost Ops: If Affiliate Agreement is required:
 - Obtain approval from Executive Vice Provost
 - Negotiate and sign finalized Affiliate Agreement
 - Notify OIA & OVV
- ▶ Visitor: Complete OIA Step 2 Immigration Packet and return to OIA

Step 6

- ▶ OVV: Send OVV Step 2 Registration Packet to visitor upon Affiliate Agreement being finalized
- ▶ OIA: Begin processing the returned OIA Step 2 Immigration Packet
- ▶ Dept: Request applicable items/resources/access and advise on additional duty-specific training

Step 7

- ▶ Visitor: Complete OVV step 2 registration packet (and obtain medical clearance if required)
- ▶ OIA: Ensure immigration process complete:
 - Mail Immigration status paperwork
 - Send signed VIF to OVV
- ▶ OVV: Review step 2 packet and ensure immigration process is complete

Step 8

- ▶ OVV: Activation notification sent
- ▶ Visitor: Complete activation by:
 - Obtain immigration status paperwork and obtain visa at US consulate
 - Visit OIA upon arrival to OHSU
 - Obtain ID badge upon arrival to OHSU
- ▶ Dept: Begin training and assigning tasks