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**
- Start 3-6 mo. prior to arrival
- Allow at least 21 business days for OIA initial review/processing
- Allow at least 7 business days for backgrounds to clear
- Allow at least 30 calendar days for Affiliate Agreements
- Allow at least 22 business days for OIA Step 2 Immigration Packet processing
- Allow at least 5 business days for OVV Step 2 Packet processing
- OVV cannot send Activation notices >30 days prior to arrival

**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 an 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