# 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 4-6 mo. prior to arrival*

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

*Allow at least 21 business days for OIA initial review/ processing*

**2**
- Dept: Send finalized invitation letter upon OVV approval
- Dept: Instruct visitor to complete OVV online reg form
- Visitor: Complete OVV online registration form

*Allow at least 7 business days for backgrounds to clear*

**3**
- OVV: Upon approval from OIA, initiate background check
- Visitor: Complete background check questionnaire

**4**
- OVV: Notify OIA background has cleared
- OIA: Send *OIA J1 Exchange Visitor Application Packet* to visitor and e-mail department to begin *Affiliation Agreement* with Provost Ops
- Provost Ops: If required, upon OIA approval, begin *Affiliation Agreement* process for J-1 applications and individuals receiving credit

*Allow at least 30 calendar days for Affiliation Agreements*

**5**
- Provost Ops: If *Affiliation Agreement* is required:
  - Obtain approval from Executive Vice Provost
  - Negotiate and sign finalized *Affiliation Agreement*
  - Notify OIA & OVV
- Visitor: Complete *OIA J1 Exchange Visitor Application Packet* and return to OIA

*Allow at least 21 business days for OIA Step 2 Immigration Packet processing*

**6**
- OVV: Send *OVV Step 2 Registration Packet* to visitor upon *Affiliation Agreement* being finalized
- OIA: Begin processing the returned *OIA J1 Exchange Visitor Application Packet*
- Dept: Request applicable items/resources/access and advise on additional duty-specific training

*Allow at least 5 business days for OVV Step 2 Packet processing*

**7**
- Visitor: Complete *OVV Step 2 Registration Packet* (and medical clearance if required)
- OIA: Ensure immigration process complete:
  - Mail Immigration status paperwork
  - Send signed *VIF* to OVV
- OVV: Review *OVV Step 2 Registration Packet* and verify immigration process is complete

*OVV cannot send Activation notices >30 days prior to arrival*

**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

Updated 6/13/18