### Legend

<table>
<thead>
<tr>
<th>Manager/Dept</th>
<th>Visitor/Volunteer</th>
<th>Office of Visitors and Volunteers</th>
<th>Office of International Affairs</th>
<th>Provost Operations</th>
</tr>
</thead>
</table>

### Timeline Notes

1. **Start 4-6 mo. prior to arrival**
   - Dept: Complete and submit the following to OVV and OIA:
     - Visitor Information Form (VIF)
     - Draft invitation letter
     - OIA Hosting Site J-1 Application Packet
   - OIA: 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

2. **OVV: Upon approval from OIA, initiate background check**
   - Dept: Send finalized invitation letter upon OVV approval
   - Dept: Instruct visitor to complete OVV online reg form
   - Visitor: Complete OVV online registration form

3. **OVV: Complete 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

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

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
   - 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

7. **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

---

*excludes episodic volunteers*