J-1 International Exchange Visitor & Volunteer*
Registration Process Flow Outline
*excludes episodic volunteers, J-1 Postdoctoral Fellows, and J-1 OHSU degree seeking students

**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
- Allow at least 11 business days for OIA initial review/processing
- Allow at least 7 business days for background to clear
- Allow at least 30 calendar days for Affiliation Agreements
- Allow at least 21 business days for OIA J1 Exchange Visitor Application Packet processing
- Allow at least 5 business days for OVV Step 2 Packet processing

**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: Reviews VIF and draft invitation letter
- OIA: After initial approval by OVV, accept and conduct initial review/processing of OIA Hosting Site J-1 Application Packet

**2**
- 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: 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

**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

**8**
- OVV cannot send Activation notices >30 days prior to arrival