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

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

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)

7. 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

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