

# Procedure for Inviting a Foreign Visitor to IPST

## Step I:

The foreign visitor screening process must be completed **before sending an invitation, submitting an unpaid or paid appointment to the Academic Resource System (ARS) and before OIS applies for a visa.** It is the responsibility of the inviting faculty member to provide this information as they would best know what the visitor will be doing once arrived.

## Step II:

Once the foreign visitor screening process has been completed you may now provide your visitor an invitation to work here at IPST whether this is a paid or non-paid appointment. If the new visitor will be here under a non-paid appointment the new faculty contract system provides a template for non-paid faculty appointments. All individuals who are non-paid must receive a contact through this system. For visiting faculty with non-paid appointments who are **foreign**, the University requires that the Dean and Provost sign each contract after it is signed by the individual's home institution.

## Step III:

A DS-2019 Collection Form will be sent to the J1 visitor requesting a copy of their CV, proof of degrees and passport page with personal information. The department will use the collected information to prepare and complete the J1 request in ARS.

## Step IV:

All paperwork and documentation will be submitted to OIS (Office of International Services) thru iTerp and PHR (Payroll-Human Resources). **An appointment letter or offer letter must be provided prior to this step.**

## Step V:

The approval process takes approximately 3 months from the moment the information is submitted to OIS. Once the J1 is approved the foreign visitor will need to review the DS-2019 for errors, pay SEVIS fee, complete the DS-160 visa application and schedule and appear at visa appointment at the US Embassy/Consulate.

The US embassy will issue a visa stamp in foreign visitor's passport. Visa wait times vary from country to country. ISSS estimates an average of one month for a scholar to book a visa appointment, receive the visa, and make travel and housing arrangements for his or her stay in the U.S.

## Step VI:

When the scholar arrives, they must complete the check in process within 30 days of their program start date as listed below:

1. J-1 Exchange Visitors are required to report directly to ISSS for check-in with their immigration documents, including:

- Passport
- Visa
- I-94 Card
- DS-2019 form
- [Health insurance](#), if available
- If applicable, dependent's passport, visa, I-94 card and DS-2019 form

2. Report to the hosting department for human resources and payroll processing.

3. Attend an ISSS J-1 scholar orientation session. ISSS hosts J-1 Scholar orientation every Wednesday at 10:00 am, except holidays. Newly arriving exchange visitors should report to 3109 Susquehanna Hall.

4. Complete [SEVIS verification](#). All J-1 exchange visitors are required to report their arrival at the University of Maryland to the Student Exchange Visitor Information System (SEVIS) within 30 days. All U.S. educational institutions are required to send international visitor information to United States Citizenship & Immigration Services (USCIS) through SEVIS.