VISA PROCESSING FLOW CHART

NEW J-1 TRANSFER

TIMELINE

UT Southwestern Department

- Initiates request for visa documents
- Establishes tt date
- Submits HRMS Appointment

If complete, 1-5 days

Prospective J-1 Visitor

- Visitor completes and submits on-line J-1 Application Form and provides copies of all previous DS-2019 forms and the identification page of passport to the UTSW International Office:
- Exchange visitor gives J-1 Transfer of Program Sponsorship Form to their current International Office.

Approx. 1-14 days (varies by visitor)

Visitor's Sponsoring J-1 Institution

- Prepares J-1 Transfer of Program Sponsorship Form
- Returns completed form to UT Southwestern International Office
- Completes SEVIS "transfer-out" steps

Approx. 1-2 weeks (varies by workload)

Prospective J-1 Visitor

- Arrives in Dallas, TX
- Schedules Check-In appointment with International Office

Varies by Visitor's Start Date

UT Southwestern International Office

- Reviews visa documents
- Completes I-9
- Approves HRMS appointment
- Complete SEVIS "Transfer In" steps
- Provides International Orientation
- Provides new DS-2019(s) to visitor
- Confirms health insurance coverage

30 minutes

Jane Scott, International Office 10/21/2008