The J-1 Visa Sponsorship Process – Self-Supported Visiting Scholar

1. Sponsor consults with the Office of Faculty Affairs (FA)

2. Sponsor requests approval to invite the international visiting scholar

3. FA reviews the request and follows up with Sponsor for missing or unclear information

4. FA drafts an official appointment letter and submits it with the finalized request form to the Vice Provost

5. Once Vice Provost signs the appointment letter, the Sponsor is notified. The appointment letter is used to create the DS2019/SEVIS

6. When the scholar arrives, FA provides a mandatory orientation, verifies insurance & other documents, verifies English language proficiency, etc.

7. The Sponsor serves as point of contact for the visitor; FA will request a report every semester of the cultural experiences & a status update.

8. When the visit ends, FA will update the SEVIS; visitor will have 30 days to leave the country

9. The Sponsor is responsible for monitoring the visiting scholar’s activities and housing arrangement

10. The information provided in these reports will be submitted to IESC for our annual report to the government

11. FA will provide guidance as to the financial commitment, procedures, and timeline for each scholar.

12. Sponsor verifies that the international visiting scholar has the following: sufficient English language proficiency, the appropriate education and degrees, insurance, & funding

13. Use the request form & secure all required signatures.

14. FA works in consultation with the Vice Provost to finalize the form in anticipation of approval

15. Appointment letter distributed to: Sponsor, Dean, Chair, & Visitor

**Definitions:**

FA: Office of Faculty Affairs
IESC: International and Exchange Student Center
RGS: Office of Research and Graduate Studies
SEVIS: Student and Exchange Visitor Information System

**Notes:**

Officially, the visitor will no longer be sponsored by CSUN when the SEVIS expires.