

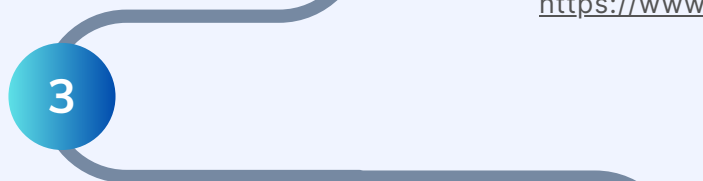
# PAID J-1 Exchange Visitor Flowchart

Faculty Host consults with the Office of Faculty Affairs then begins preparing the [CSUN J-1 Visiting Scholar Request Form](#)



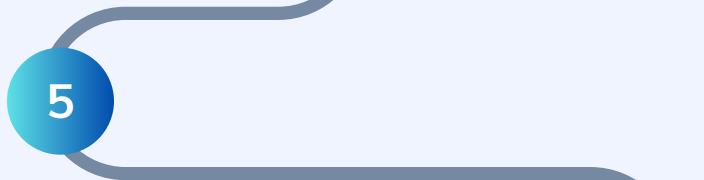
The J-1 Visa Advisor in Faculty Affairs will send you a BOX folder link for support document upload. Please Do not attach any documents to the Visiting Scholar Request that may be considered Level 1 Protected Data: <https://www.csun.edu/it/protected-data>.

After obtaining the signature of the Chair, Dean, and DFO, the Faculty Host submits request form to the J-1 Visa Advisor.



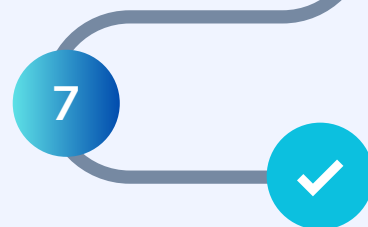
J-1 Visa Advisor reviews the request and follows up with Faculty Host about missing or unclear information.

Once request form is complete, the J-1 Visa Advisor drafts the appointment letter and supplemental documents then forwards the documents to the AVP of Faculty Affairs for review and approval.



Upon approval from the AVP the request form is sent to The University Corporation (TUC) to confirm funding and perform an Export Control check.

Upon approval of TUC the request form, supporting documents, and offer letter are sent to the Provosts Office for final review and signature. The the J-1 Visa Advisor begins preparing additional memo and welcome packet.



Upon approval from the Provost the J-1 Visa Advisor creates the DS-2019 in SEVIS and send it with support documents to the visiting Scholar via email and FedEx.



Please visit <https://www.csun.edu/faculty-affairs/j-1-exchange-visitor-program> for more detailed information on the J-1 Exchange Visitor program.