

VISA PROCESSING FLOW CHART

New J-1 Transfer

Campus Office Bringing Exchange Visitor to UALR

- Submit request and appointment letter to Provost's office
- Establishes transfer to date
- Initiate request for J-1 visa documents to OIS.

Prospective J-1 Exchange Visitor

- Complete and submit J-1 visa form and provides copies of all previous DS-2019 forms and the identification page to UALR OIS.
- Submit J-1 Transfer form to their International Office at current Institution.

J-1 Exchange Visitor's Sponsoring J-1 Institution

- Prepares J-1 transfer form.
- Returns completed form to OIS.
- Completes the required SEVIS "transfer-out" steps.

Prospective J-1 Exchange Visitor

- Arrives at UALR
- Schedules check-in appointment with OIS.

UALR Office of International Services (OIS)

- Reviews Visa Documents and completes "Transfer In" steps in SEVIS
- Provides new DS-2019(s) to visitor
- Answers any questions visitor might have

Timeline

Varies for department

Approx.
1-14 days

Approx. 1-2
weeks
(varies by
workload)

Varies by
Visitor's
Start Date

30 Minutes