Hosting J-1 International Visitors

**HOST**
- Get approval from Dean if stipend and/or in-kind is applicable; otherwise, Department Head approval is required. Notify Beccy Johnson, Office of International Programs (OIP), with your intent to invite and host an international visitor. (Beccy.Johnson@uni.edu)
- Access the visitor registry, read all required information and check off on it. Then complete the application and submit. (http://www.uni.edu/internationalprograms/request-host-international-visitor)

**VISITOR**
- Visitor accesses the registry using the user name and pass-phrase emailed to them. They complete all required forms and submit. (http://www.uni.edu/internationalprograms/international-visitor-registration)

**OIP**
- Sends the host instructions on how to access the Visitor Registry so they can complete the application required to host an international visitor.
- Gets notified by the registry that an application has been submitted and the information is ready to be retrieved.
- Retrieves the information, contacts Human Resources to get the visitor assigned a UID along with a user name and pass-phrase.
- Prepares a “welcome email” to the visitor outlining how to access the visitor registry. They use their user name and pass-phrase to gain access to complete the mandatory required forms.
- Receives notification the visitor has completed all required mandatory forms. Work begins on a letter of invitation and immigration documentation needed for a J-1 Visa.
- The letter of invitation is drafted and sent via campus mail to the Dean or Department Head, whichever is applicable, for review and signatures. The original letter is sent back to OIP visa campus mail, 0164.
- Issues the DS-2019 and express mails the original along with the original letter of invitation, via DHL express mail.
- Continues to plan for the visit: UID, housing, library privileges, computer access, welcome packet, gift, etc.

**HOST**
- Department provides a 29-digit account number to OIP for the cost of express mailing the visitors original DS-2019 & letter of invitation.
- Continues to plan for the arrival and stay of visitor: airport pickup, settled in housing, trip to store, campus office, faculty greeting, etc.