Contact OIA with hiring or hosting questions to sponsor a scholar



Generate an add new person edoc if scholar does not have a university id#



Complete J-1 E-Form set in iStart

(6-8 weeks prior to planned arrival)



## **Prepare Supporting Docs**

Departmental Invitation Letter including benefit and insurance options

OIA prepares DS-2019 & Supporting paperwork used in visa appointment

Help Scholar with arrival

Airport Pickup / temporary housing if needed



Schedule Scholar OIA's
Mandatory Scholar
Orientation



Assist scholar as needed in enrolling in the following

