

**J-1 RESEARCH / SHORT-TERM SCHOLAR**

	#1	#2	#3	#4	#5
	<b>Prelim Process</b>	<b>Case Initiation</b>	<b>Case Process/Visa Application</b>	<b>Post-Visa Issuance / Arrival to US</b>	<b>Post Arrival and Beyond</b>
<b>WHO</b>	WHO: Visitor, Fermilab Point of Contact, FNAP group	WHO: Visa Office, Visitor	WHO: Visa Office, Visitor	WHO: VO, Visitor, Fermilab Point of Contact	Who: VO, Visitor, Campus Access & Badging
<b>TIMELINE</b>	VISIT IS PLANNED	Ideal Timeline: 2 - 5 Business Days	Ideal Timeline: Case processing - 2 to 5 business days.	1 - 3 days for task completion	1 - 3 days
<b>TASKS</b>	Visitor submits Access Request	Visa Office (VO) requests CV	Visa Application 2 - 4 weeks.	Visa stamp is issued and visitor notifies the VO of travel plans.	Once All tasks are completed, VO validates the J-1 program and notifies Campus Access and Badging that visitor is ready for badging.
<b>TASKS</b>	Invitation letter is issued by FNAP	CV received, reviewed and correct J-1 Visa Category is determined.	Visitor fills in the questionnaire and uploads documents to LLX.	VO sends out 2 emails with tasks that must be completed by the 1st day at Fermilab	Campus Access reviews the Visitor's documents and issues lab ID badge.
<b>TASKS</b>		VO Creates / re-activates a record in LLX.	VO creates a SEVIS record and mails the final J-1 paperwork to the visitor.	Visitor arrives in the US and completes all required tasks.	1 months after the visitor's arrival, the VO inquires about their wellbeing and then resolves/redirects any issues.
<b>TASKS</b>			Visitor follows the Visa Application Process to obtain a Visa stamp.		