

J-1 INTERN PROGRAM							
#	#1	#2	#3	#4	#5	#6	#7
PROCESS STAGE	Preliminary Process	Case Initiation	Case Processing/Visa Preparation	Visa Application	Post-Visa Issuance / Arrival to US	Post Arrival	Departure
WHO	WHO: Student, Internship Head, FNAP group	WHO: Visa Office	WHO: Visa Office, Student, FRA Supervisor	WHO: Student	WHO: VO, Student, FRA Supervisor	Who: VO, Student, Campus Access & Badging	Who: VO, Student; FRA Supervisor
TIMELINE	Intern application and selection: per published deadlines. SHOULD complete 3 months before internship start date. MUST complete no less than 2 months before internship start date - as a worst case scenario, bordering on failure.	Usual Timeline: 1-3 Business Days	Ideal Timeline: Case processing - 2 to 5 business days. Reality: -2 weeks for Info/Docs + 1-3 days for VO paperwork prep + 2-3 weeks for Internship Training Plan + -1 week delivery. <u>Up to 4-6 weeks TOTAL.</u>	Ideal Timeline: 1-2 weeks for visa appointment, then 2-5 days for visa issuance and passport return. Reality: 1-4 weeks for visa appointment, 1+ weeks for passport return.	1 - 3 days for task completion	1 - 3 days	2 weeks before departure
PROCESS	Intern selection; Offers; Export Control	Case Creation; Info request	Info collection and Visa paperwork draft.	Visa application	Visa stamp is issued and Student notifies the VO of travel plans	Arrival; Program validation and Orientation; Badging	Exit procedure
TASKS	Interns apply and are selected. FRA supervisors are assigned. Final Intern-Supervisor list sent to Visa Office (VO).	VO creates Student profiles in case management system and requests required info - personal docs, health insurance proof, English proficiency OR foreign professor info.	Student fills in the questionnaire and uploads documents to LLX. FRA Supervisor provides Training Plan and Supervisor Responsibility Form to VO. VO Drafts J-1 paperwork, and emails to Student and Supervisor for approval before issuing the final copy that needs in person Supervisor signatures.	Visa Appointment is scheduled for the closest available date; then Student "expedites" the appointment based on the start of the internship. Often new appointment is granted for 1-2 weeks before start date. Student could have less than a week to get to the US after visa is granted.	VO sends out 2 emails with tasks that must be completed by/on the 1st day at Fermilab.	Once All tasks are completed, VO validates the J-1 program and notifies Campus Access and Badging that Student is ready for badging. Campus Access reviews the Student's documents and issues lab ID badge.	VO send the Final Internship Evaluation to Student and FRA Supervisor.
TASKS	TADI issues offer letters for employees. Non employee Interns submit lab access request, FNAP issues invitation letters. Export Control is included in this step.	VO contacts FRA supervisors for Training Plans and Supervisor Responsibility Form.	VO creates a SEVIS record, and mails the final J-1 paperwork to the Student.	Visa Stamp Appointment is scheduled, expedited. Student attends in-person appointment with original J-1 Paperwork, then waits for passport return.	Student arrives in the US and completes all required tasks. VO provides a group orientation.	1 months after the Student's arrival, the VO inquires about their wellbeing and then resolves/redirects any issues.	VO send the J-1 Program Exit to Student.
POSSIBLE DELAYS	Responsiveness.	VO may be unable to initiate all cases and request info on the same day.	Student is missing necessary docs (passport); Supervisor is non-responsive/slow/provide inadequate info; VO cannot handle all cases at once.	Student does not schedule the appointment right away; US Consulate grants a late visa appointment date.	Travel delays.	-	Student/Supervisor non-responsive.