

Status/Visa Type J-1	Regular Processing	Documents Needed	Comments
Outside the US	No processing at USCIS. One week at HRM depending upon the amount of DS-2019 requests	<ul style="list-style-type: none"> • Copy of offer letter and acceptance. • J-1 Request Form signed by the dean. • If foreign national will not be compensated by UT Dallas, visitor must provide the following to HRM: <ul style="list-style-type: none"> ◦ Letter from supporting institution stating amount of pay and length of time. ◦ If support is from personal funds, foreign national must provide a copy of bank statement showing adequate funds. 	<p>Estimated time will depend on the delays experienced by the foreign national in obtaining a J-1 visa at the U.S. Consulate due to Consulate's location, security background checks, field of specialization and nationality of foreign national. Call HRM, 972-883-2129 or email kellyanderson@utdallas.edu</p> <p>VISITOR MUST COME TO MP 2.208 WITHIN 5 DAYS OF ARRIVAL IN THE US</p>
Extension of J-1 Program	No processing at USCIS. One day in HRM to review employment letter and obtain extension.	<ul style="list-style-type: none"> • Exchange Visitors can extend their program beyond the current DS-2019 expiration date up to the J-1 category's maximum. • Dean submits an email to HRM (ksz011000@utdallas.edu) requesting the extension for a designated period of time. Provides proof of funding in advance of expiration date and proof of insurance coverage (if not on UTD employee insurance). • J-2 dependents are extended as a result of J-1's extension. 	Foreign national must have the DS-2019 signed by designated HRM representative before traveling abroad. This signed DS-2019 is valid for a 12 month period.
Transfers to UTD	1 month before the expiration date of the current DS-2019	<ul style="list-style-type: none"> • Submit HRM letters from current and proposed UT Dallas dean stating the J-1 Exchange Visitor's program objective will not change as a result of the transfer. • Provide HRM a copy of current DS-2019, copy letter of offer letter from UTD department and form or letter from current EVP requesting UTD to accept the transfer. • HRM coordinates with other EVP to set "transfer release date" in SEVIS. 	<p>Estimated time will depend on arrival of paperwork and response from current university.</p> <p>Applicant MAY NOT begin work before the DS-2019 is complete.</p> <p>VISITOR MUST COME TO MP 2.208 WITHIN 5 DAYS OF ARRIVAL IN THE US</p>