

March 1, 2018

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Processing of J-1 visa requests

I am forwarding important information from OISS regarding visa requests for academic employees. I encourage you to share this information as appropriate with both staff and PIs within your department to assure timely completion of the visa application process.

Dear Department Personnel,

Historically OISS has recommended that all J-1 requests be submitted between 3 and 6 months before the scholar's start date. Over the last year we have seen a significant increase in "administrative processing," a form of additional security screening that can delay visa issuance anywhere from a few weeks to several months. OISS has no control over the time needed to complete administrative processing. Given the current political climate surrounding immigration, and the delays in visa issuance, it is essential that departments follow the recommended timeline for submitting J-1 requests.

OISS is unable to process requests submitted less than 2 months before the scholar's start date. To do so dramatically increases the likelihood that the scholar will not be able to obtain a visa and arrive at UCSB on time, which negatively impacts the completion of collaborative research projects. Moreover, updating program dates (amendments) creates complications for J-1 scholars at the port of entry because regulations require scholars to use the most recently issued DS-2019 when entering the US. Requests for updated program dates also creates additional work for Host Departments, Academic Personnel, and OISS, as well as interfere with timely submissions from other departments. Questions regarding the appropriate timeline for scholars from particular countries of origin can be emailed to j1scholar@sa.ucsb.edu.

Thank you for your cooperation.

Sincerely,

Simran Singh, Director
J-1 Scholar Team
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