



Host an Exchange Visitor

Follow these steps to host a J-1 Exchange Visitor
at The University of Southern Mississippi

STEP 1

Determine Eligibility

Ensure the potential scholar or intern meets the
specific criteria set by the J-1 Exchange Visitor
Program (Department of State) and the University.

www.usm.edu/iss/scholars

STEP 2

Hosting department faculty member completes the Exchange Visitor Request Form

usmforms.formstack.com/forms/j1requestdepartment

STEP 3

Proposed exchange visitor completes DS-2019 Request Form

usmforms.formstack.com/forms/j1requestvisitor

STEP 4

Request Export Clearance

ISSS will provide necessary forms via email for
department and proposed visitor to complete and
submit to Export Control to request clearance.

STEP 5

DS-2019 & Pre-Arrival Planning

ISSS will email the Exchange Visitor a DS-2019 with
instructions to schedule a J-1 visa interview
and resources for pre-arrival support.

STEP 6

Schedule Arrival Appointments

After visa is received, Exchange Visitor must
schedule a check in appointment with Human
Resources AND International Student and Scholar
Services for within two weeks of their arrival.