**SAMPLE Department Onboarding**

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| **J-1 EMPLOYEE INFORMATION** |
| Name:  | Start and End Date: (at least 60-days out) |
| Title:  | Manager: |
| **J-1 DOCUMENTATION REQUIREMENTS**  |
| [ ]  Email to scholar for documentation * see HR sample emails
 |  |
| [ ]  J-1 documentation (all J-1) * *CV*
* *English Language Assessment Form*
* *Non-Yale funding?*
* *Courier label*

[ ]  J-1 Postgrad/Lab Asso/V Fellow - **add** * *approved application*
 | Received Uploaded[ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ]  |
| [ ]  J-1 Student Intern – **add*** *OISS Intern data collection form for 7002*
* *Home institution form*
* *EHS Integrator “pending” email*

FINAL*student evaluation form – 1 month before end date* | [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ]  |
| **J-1 PROCESS**  |
| [ ]  OISS Connect* *Request New Sponsorship*
* *OISS Approval to proceed with J sponsorship*
* *OISS Invites scholar and cc: me*
* *Send e-mail to scholar: Tell me when you have finished*
* *Review that scholar uploaded*
	+ *Passport*
	+ *Family passport*
	+ *Non-Yale funding*
* *Submitted to OISS Connect (Sarah Henderson)*
 |  |
| [ ]  DS-2019 and Visa stamp * *Receive email from OISS DS-2019 sent*
* *Received email from courier package delivered*
* *Email scholar to update me on status*
* *Follow-up if necessary*
* *Scholar received Visa stamp*
 |  |
| [ ]  SEVIS fee * *Scholar pays?*
* *We pay?*
 |  |
| [ ]  Post Arrival* *OISS Orientation (Mon & Wed 9am)*
* *Work Day / I-9?*
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