**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?* |  |