

Swanson, Roberta

To: ALL DEPARTMENT MANAGERS and DEPT. COORDINATORS
Subject: FW: J-1 Visas for BioMed Postdoc Appointments

From: Cook, Jannell
Sent: Wednesday, January 09, 2008 7:59 AM
Subject: J-1 Visas for BioMed Postdoc Appointments

We would like to remind you that when you submit a Request for DS-2019 for a J-1 Postdoc you should submit a copy of the Exchange Visitor's passport (biographical page) as well as (2) copies of the Exchange Visitor's CV (one copy of the CV will be for the Office of Graduate and Postdoctoral Studies and one will be for OISSS). The Office of Graduate and Postdoctoral Studies will then forward the required documents along with the appointment letter to OISSS. Once OISSS receives all the necessary documents we will produce the DS-2019 and contact you directly when the forms are ready.

When completing the Request for DS-2019 form please make sure you are using the most updated form. The most update form is available on our website at

http://www.brown.edu/Administration/OISSS/departments/docs/ds2019_request_dept.pdf

Note: If you have a Postdoc you are hiring as an H-1B then you would only need to submit your request for an appointment letter to the Office of Postdoctoral Studies. Once you receive the appointment letter you should send all the required documents for the H-1B request to OISSS. Please do not send documents regarding the H-1B petition to the Office of Postdoctoral Studies.

Reminder: Please allow for sufficient processing times when submitting requests. Visa appointment availability at U.S. Embassies/Consulates can be limited and extra time might be required for applicable security checks and scholar travel arrangements. In addition to the administrative processing times for H and J documents posted on the OISSS website, it can take several months for the overall process to be completed.

Please do not hesitate to contact me with any questions.

Thank you,

Jannell C. Cook
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