These processing guidelines should be followed when submitting J Scholar requests to IFSS. Processing time may be affected by the number of requests received by the IFSS office and whether a request was initially received with complete or incomplete information. Incomplete forms and/or missing supporting documents can significantly delay an application.

Notifications
When our office receives a request there will be a minimum of 2 e-mail notifications.
- The first e-mail is an acknowledgment that IFSS has received the request.
- The second e-mail is a notification that the work is complete and ready for pick-up.
If there are any questions regarding the request, then there would be additional e-mails to address the matter.

Timeframes
Initial J-1 Scholar Applications
Be sure to allow a minimum of three months processing time for J scholar requests from the time IFSS receives the request until the desired begin date of the J scholar’s program. Document processing time for complete applications is a minimum of 2-3 weeks in the IFSS office. This excludes mailing time to scholar, timing of consular appointments, airline flights, etc.

Travel Endorsements
Validations for travel outside U.S. borders require a minimum of 2-3 weeks before the date of travel outside the U.S. This applies to both J-1 scholars and J-2 dependents.

Program Extensions
Program extensions should be initiated up to 90-120 days in advance of the end-date on the current DS-2019 form.

Other
Any other requests require a minimum of 2-3 weeks processing time.