

# Welcome to PISA

Purdue International Scholar Assistance

**International Scholar Services**

# Topics

- **What** is PISA?
- **What** are the Services PISA provides?
  - And what Services does PISA not provide?
- **How** to work with PISA
  - **Where** to find resources
  - **How** to submit requests
  - **Who** does what between PISA and ISS
- **Quick Tips** for effective, efficient relationships
  - **How** to ask questions or receive assistance

# What is PISA

# Office of International Students and Scholars

## International Student Services

*supports internationals enrolled at Purdue in degree or certificate programs, at any level; or incoming "Study Abroad" students*

## International Scholar Services

*Supports internationals holding scholarly or professional appointments/roles at Purdue or Purdue affiliates, and their host units*

International Scholar Services now comprises BOTH a counseling team and a Scholar Assistance team.

These two teams work together, representing ISS, to move your requests from "idea" to "arrival".

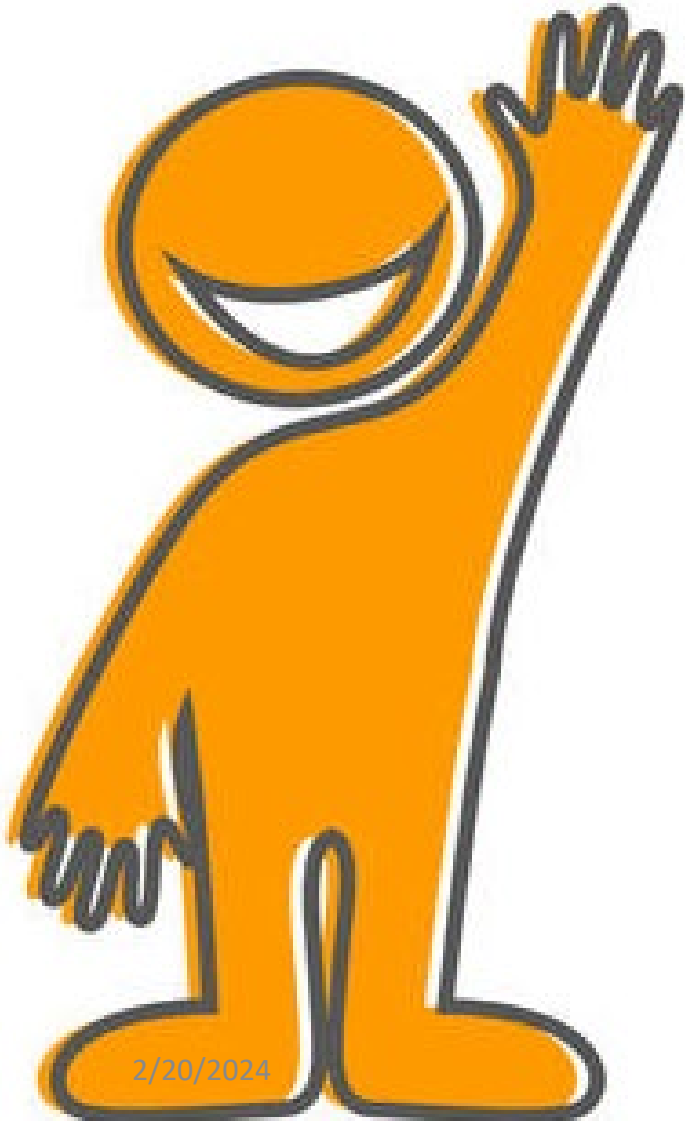
## Immigration Counseling

*Leverages knowledge & training of US immigration rules, agencies and trends*

## Purdue International Scholar Assistance (PISA)

*Leverages knowledge & training of Purdue policies, systems and organization, and our surrounding community*

# Purdue International Scholar Assistance (PISA)



- **Each College is assigned one or more Specialist(s)**
  - They will learn the College and you can get to know them
- **Deliberately Expansive Access**
  - Eliminating / reducing use of MyISS by our customers
  - Expanded web resources
  - Outreach and information sessions
    - Recurring outreach presentations online and in-person
      - “How to host an international postdoc”
      - “How to Invite a Visiting Scholar”
- **Availability**
  - In-person “local” office time on rotating basis
  - In-person “ISS” office time (check-ins, arrivals, etc)
  - Virtual “on demand” meeting times

# PISA Services

# What are PISA Services?

- PISA
  - **Provides the administrative/clerical support**
    - Required for requests to the International Scholar Services team for immigration support (research / work visas, permanent residence, etc.)
    - They bridge between departments and the ISS Counseling team that provides the legal / immigration processing of requests, on behalf of our international faculty, staff, postdocs and scholars
  - **Ensures compliance** with Purdue policies and procedures of partner offices
  - **Works to create a welcoming environment** for the international by facilitating
    - An efficient ISS experience and
    - A comfortable transition to Purdue

The screenshot shows a web browser displaying the Purdue University International Students and Scholars (ISS) website. The page title is "PISA Services | ISS" and the URL is "purdue.edu/IPPU/ISS/Scholar/hosts/working-with-pisa/index.html". The page features a navigation menu with options like HOME, ABOUT ISS, STUDENT SERVICES, SCHOLAR SERVICES, ADMISSIONS, and MYISS. The main content area is titled "WORKING WITH PISA" and includes a list of departments and programs, such as College of Agriculture, College of Education, College of Engineering, College of Health and Human Sciences, College of Liberal Arts, College of Pharmacy, College of Science, College of Veterinary Medicine, Centers and Institutes of the Discovery Park District, Global Partnerships and Programs, Honors College, Libraries and School of Information Studies, Mitchell E. Daniels, Jr. School of Business, Office of the Provost, Purdue Athletics, Purdue Information Technology, Purdue Indianapolis, Purdue Northwest, Purdue Online, Purdue Polytechnic Institute, Student Life, and How To Serve as a Department Contact. There is also an "Outreach Schedule" link. The page includes sections for "Email List", "Contact List", and "PISA" details, timelines, and costs. The "PISA" section is expanded to show various categories like "B" Business Visitors, Visiting Appointments, Visiting Student Interns, Visiting Faculty, Postdocs, Staff, Faculty, Cases assigned to Purdue's Outside Immigration Counsel, and Immigration Wage Analyses.

# What are PISA Services



## Data / Document Collection

- Receives “intake forms” from units that provide core data about situations and internationals
- Works with units to reconcile questions, irregularities or concerns about details / requests
- Submit requests to MyISS based on the intake details based on the intake details
- Monitors requests to ensure advancement; responds to counselor questions as needed; develops supporting documents as needed
- Prepares requests for checks for payment of USCIS government filing fees, foreign education evaluations, etc., and submits to host/hiring unit’s Business Office for processing

2/20/2024



## Document Generation

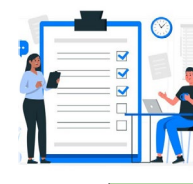
- Visiting Scholar invitation letters
- Support letters for USCIS petitions
- Support documentation for permanent residence processes
- Employment Verification letters for travel

Welcome to PISA



## J-1 Scholar arrivals

- Works with J-1 scholars from the issuance of DS-2019s to arrival on campus to ensure progress through visa processing; submits ‘delays’ as needed
- Submits R4P to ensure scholars are “in” necessary systems early, to support arrival
- Performs “check-in’s” for arriving J-1 scholars to ensure prompt validation in government systems; orients scholar to campus resources



## Scholar wellness/ compliance

- Engages in outreach and spot-checks for scholar wellness, departmental support, immigration compliance

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# What PISA is not...

- PISA is NOT
  - The ISS Counselors
    - PISA provides administrative/clerical support to “intake” requests, but immigration-focused questions must continue to be directed to our International Scholar Services Counselors
  - Export Control
    - ISS has no control over screenings / RPS by the Export Controls Office
    - We are a customer of their services, just like you
  - Human Resources
    - ISS has no input into Purdue’s compensation structure, job families, position descriptions, etc.
    - We comply with the rules, procedures and policies set down by our partners in HR
  - Payroll / Tax
    - ISS has no access to Purdue’s payroll system
    - We are not tax experts (what the tax situation might be for different internationals in different situations)
  - Global Support
    - ISS has no knowledge of whether non-US persons are permitted to work in other countries (under that other country’s rules)
    - We have no knowledge of what the impact of having a Purdue employee in that “other country” might be on Purdue
  - Support for internal-departmental processes

# How to Work with ISS-PISA

# How to Work with ISS-PISA

## If you are an international (faculty, staff, postdoc, scholar)

- Everything begins with the website
  - <https://www.purdue.edu/ippu/iss/>
- What you will find there:
  - Details about different immigration classifications
  - Information for all stages of arrival / stay / departure
  - Information about your immigration and other documents, and how to submit requests to PISA / ISS

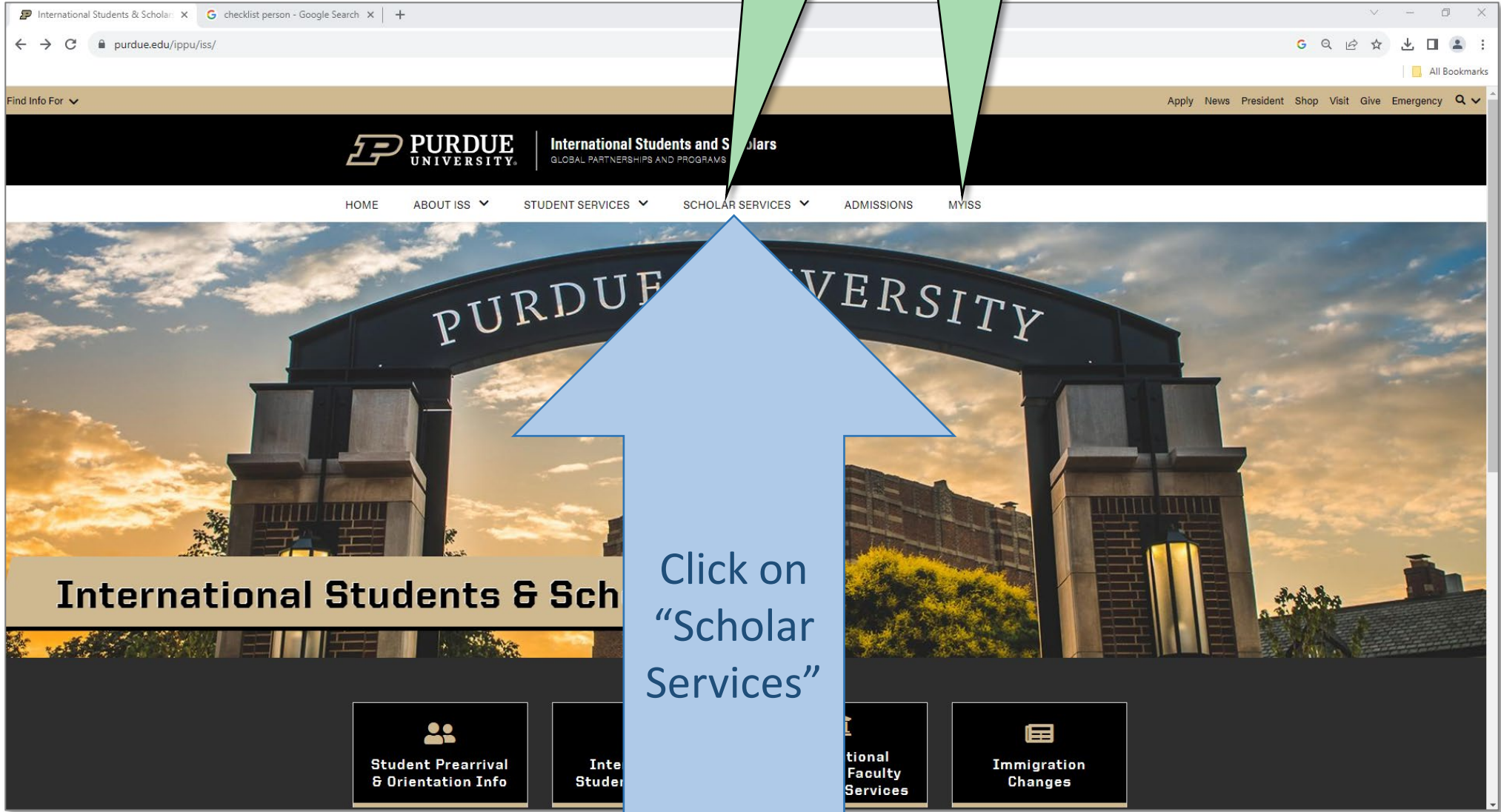
## If you are host / hiring manager

- Everything begins with the website
  - <https://www.purdue.edu/ippu/iss/>
- What you will find there:
  - Intake Forms
  - Steps and Timelines for different requests
  - ISS Fees and Costs

# ISS / PISA Website

Scholar Services

MyISS



# ISS / PISA Website

Information Specific to different appointments

Immigration Information

Information for Hosts and Hiring Units (How to work with PISA / ISS)

Click on "Working with PISA"

**Requires Boilerkey**

Information about transition / travel

The screenshot shows the Purdue University International Students and Scholars (ISS) website. The browser address bar displays 'purdue.edu/ippu/iss/'. The website header includes the Purdue University logo and the text 'International Students and Scholars GLOBAL PARTNERSHIPS AND PROGRAMS'. A navigation menu contains links for HOME, ABOUT ISS, STUDENT SERVICES, SCHOLAR SERVICES, ADMISSIONS, and MYISS. Below the navigation menu are four main content columns: 'FACULTY, STAFF, POSTDOCS, AND SCHOLARS', 'INTERNATIONAL SCHOLAR SERVICES', 'IMMIGRATION OVERVIEWS', and 'HOSTS AND HIRING UNITS'. The 'INTERNATIONAL SCHOLAR SERVICES' column lists links such as 'About International Scholar Services', 'International Scholar Services - Counseling', 'Purdue International Scholar Assistance - PISA', 'How To Request Documents or Travel Signatures', and 'Frequently Asked Questions'. The 'IMMIGRATION OVERVIEWS' column lists visa types (J-1, H-1B, TN, E-3, O-1), 'Comparison of Visa Statuses', 'Maintaining Status', 'Permanent Residence', 'Individuals with EADs / Independent Work Permissions', 'Immigration Services for New Faculty', and 'Immigration Presentations'. The 'HOSTS AND HIRING UNITS' column lists 'International Scholar Services Proc...', 'Immigration Fees and Costs', 'Working with PISA', 'Resources for Hiring Mgrs and Dep...', 'Resources for Hiring New Faculty Presentations', and 'FAQs'. On the left side, there are additional navigation categories: 'I AM A' (Short-Term Scholars, Research Scholars, and Visiting Professors; Visiting Undergraduate Students; Faculty; Staff; Postdoc; New Faculty), 'NEW TO PURDUE' (Before you get here; When you arrive), 'LIFE AT PURDUE' (While you are here; Before you leave), 'Family', and 'TRAVEL' (Travel Documents and Terms; Visa Applications and Admission; Travel Requests). A yellow starburst graphic with the text 'Requires Boilerkey' is positioned over the 'Working with PISA' link in the 'HOSTS AND HIRING UNITS' column. A blue arrow points from the text 'Click on "Working with PISA"' to this link. Three green callout boxes with arrows point to specific areas: one to the 'PISA' link in the 'INTERNATIONAL SCHOLAR SERVICES' column, one to the 'Immigration Information' link in the 'IMMIGRATION OVERVIEWS' column, and one to the 'Travel Documents and Terms' link in the 'TRAVEL' category on the left.

# ISS / PISA Website

All campus units

Sign up for Email Communications

(How to work with PISA / ISS)

Specific Details, by Appointment Category

The screenshot shows the Purdue University International Students and Scholars (ISS) website. The browser address bar displays 'purdue.edu/IPPU/ISS/Scholar/hosts/working-with-pisa/index.html'. The page features a navigation menu with 'HOME', 'ABOUT ISS', 'STUDENT SERVICES', 'SCHOLAR SERVICES', 'ADMISSIONS', and 'MYISS'. A sidebar on the left lists various campus units under the heading 'WORKING WITH PISA'. The main content area includes sections for 'Email List', 'Contact List', 'PISA' (with expand/collapse controls), and 'Details, Timelines, and Costs' (also with expand/collapse controls). Blue arrows point from the callout boxes to specific elements on the page: 'All campus units' points to the sidebar; 'Sign up for Email Communications' points to the 'Email List' section; '(How to work with PISA / ISS)' points to the 'PISA' section; and 'Specific Details, by Appointment Category' points to the 'Details, Timelines, and Costs' section.

# How to Work with PISA

## — How to Work with PISA (Generally)

Each College or Division is assigned specific PISA Specialist(s) who manage the ISS-related administrative services for that unit, and who are familiar with the unique needs and concerns of their assigned units.

Each College or Division also will have their own PISA Landing page in this "Hosts and Hiring Units" portion of the ISS website (which is behind a firewall and thus accessible only to individuals with Purdue credentials), where Unit-specific tools, forms, information, and more will be listed:

- The names of the specific PISA Specialist(s), and all the many ways they can be directly contacted
- Unit-specific resources for submitting requests, such as intake forms or support paperwork
- Details about availability, including
  - Virtual drop-in meetings
  - Virtual appointments
  - In-person drop-in meetings and check-in appointments at our offices in Young Hall
  - "Local hours" in the unit's physical space so that scholars, postdocs and others can drop in for questions without having to cross the campus



The screenshot shows the Purdue University International Students and Scholars (ISS) website. The page is titled "Working With PISA" and is part of the "Hosts and Hiring Units" section. It features a navigation menu with options like HOME, ABOUT ISS, STUDENT SERVICES, SCHOLAR SERVICES, ADMISSIONS, and MYISS. The main content area is divided into several sections:

- WORKING WITH PISA**: A list of units including College of Agriculture, College of Education, College of Engineering, College of Health and Human Sciences, College of Liberal Arts, College of Pharmacy, College of Science, College of Veterinary Medicine, Centers and Institutes of the Discovery Park District, and Global Partnerships and Programs.
- Email List**: A section with a heading "Please add your name to our [email list](#)" and a list of units.
- Contact List**: A section with a heading "PISA depends on having accurate contact information" and a list of units.
- PISA**: A section with a heading "PISA" and a list of units.
- Details, Timelines, and Costs**: A section with a heading "Details, Timelines, and Costs" and a list of units.

The page also includes a search bar, a star icon, and a shop icon in the top right corner. The bottom right corner shows the page number "15".

# How to

# SA

## How to Work with PISA (All Other Units, or if YOU are a Department Contact)

1. **Click on your College / Division** in the menu on the left to access the information for your specific unit.
2. **Click on the appointment category** for the request you are thinking of submitting. The accordion will open to provide
  1. A link to a "Quick Summary" that will provide important details about timeline, costs and workflow steps
  2. A link to the specific Intake Form needed to initiate the request. The Intake Form has instructions on what to do (signatures, when to submit to PISA, support documents, etc.)
  3. A summary of "when" to initiate a request with PISA. The general rule is: the sooner the better.
3. **Access the Intake Form**
  1. All Intake Forms currently are fillable Adobe pdfs. We are working on implementing new software that will provide us with the capacity to create user-friendly electronic questionnaires
  2. You must use the current Form available online. You must not download the form to your desktop and re-use it. Form changes are made from time to time to address changing campus needs or policies.
  3. In almost all cases, ALL the datafields on a Form are required. If your situation does not seem to fit within the Form's fields, then contact PISA to discuss. Otherwise, incomplete Forms will be rejected.
  4. **Approvals**
    1. Approval requirements have been established with College / Division leadership
    2. Required approvals may be inserted on the Forms either using Adobe Signature, Docu-Sign, or wet signatures; OR email chains with approvals may be attached to the Form
      1. There is no need to manually obtain approvals to a Form if approvals already have been obtained through internal college processes
    3. For Visiting Scholars, Host Faculty must sign the attestations to confirm their understanding of these regulatory requirements
    4. The Form also must indicate the person completing the Form - ie the requestor themselves or a Department Contact
4. **Submission to PISA**
  1. Once the required Intake Form is complete, submit to PISA
    1. Do not cc PISA on the sequence of communications to complete an Intake Form. This only serves to clog the PISA email inbox and slow services / communications with the entire campus
    2. Send as ONE email -
      1. The fully completed Intake
      2. Any external emails or documents evidencing the required approvals, if applicable (and only if the Intake is itself not signed)
      3. Any support documents, as listed in the Intake
5. **PISA Support**
  1. PISA will confirm the receipt of the Intake within three (3) business days
  2. PISA logs the details of the request in their own tracking system
  3. PISA follows up about missing or inconsistent information. Note: incomplete Forms will be rejected and will delay processing of your requests.
  4. PISA submits the request to MyISS for processing by the Counseling team
  5. PISA follows up with the international, department, and/or assigned Counselor as needed to advance the request
6. **If you have questions or concerns** during processing
  1. Email PISA, either at [PISA@purdue.edu](mailto:PISA@purdue.edu) or the specific PISA Specialist(s) for your unit
    1. Be aware of normal processing time for your request, as listed in the Quick Summaries
    2. Most requests cross multiple offices within the Purdue administrative structure. Be aware of which unit is responsible for what. For example, if the request is undergoing screening with Export Controls, Export Controls is the office to contact for an update, not PISA.
  2. PISA will respond within 3 business days.

purdue.edu/IPPU/ISS/Scholar/hosts/working-with-pisa/index.html

Find Info For Apply News President Shop Visit Give Emergency

**PURDUE UNIVERSITY** International Students and Scholars  
GLOBAL PARTNERSHIPS AND PROGRAMS

MENU

ISS Scholars, Faculty and Staff Services > Hosts and Hiring Units > Working With PISA

**WORKING WITH PISA**

College of Agriculture  
College of Education  
College of Engineering  
College of Health and Human Sciences  
College of Liberal Arts  
College of Pharmacy  
College of Science  
College of Veterinary Medicine  
Centers and Institutes of the Discovery Park District  
Global Partnerships and Programs  
Honors College  
Libraries and School of Information Studies  
Business  
Office of the Provost  
Purdue Athletics  
Purdue Information Technology  
Purdue Indianapolis  
Purdue Northwest  
Purdue Online  
Purdue Polytechnic Institute  
Student Life

Outreach Schedule

**Email List**

Please add your name to our [email list](#) to receive email updates on Presentations; Local meetings or outreach; Changes or expansion of PISA Services; Changes to PISA service procedures; Changes to immigration rules; Changes to International Scholar Services procedures for processing requests; Other relevant news and information; or more!

**Contact List**

PISA depends on having accurate contact information for all colleges, departments and partners. Colleges and Divisions must provide updates of all departmental, business/finance, college and other key personnel to PISA not less than twice a year. For changes that occur outside of the bi-annual updates, please use [THIS FORM](#) to update information with PISA about changes in contacts. Failure to notify PISA of changes in key contacts may delay case requests.

**PISA**

Collapse all Expand all

+ PISA Services

+ How to Work with PISA (Generally)

+ How to Work with PISA (Units with Department Contacts)

+ How to Work with PISA (All Other Units, or if YOU are a Department Contact)

**Details, Timelines, and Costs**

Collapse all Expand all

+ "B" Business Visitors

+ Visiting Appointments (Purdue J-1)

+ Visiting Appointments (non J-1 and/or non-Purdue)

+ Visiting Student Interns (Visiting Undergraduate Students)

+ Visiting Faculty

+ Postdocs

+ Staff

+ Faculty

+ Cases that are Assigned to Purdue's Outside Immigration Counsel (EB-1B or NIW Permanent Residence, or O-1 Work Visas)

+ Immigration Wage Analyses



# How to Work with PISA

Step-by-Step

# Step 1: Access Your College / Division Resource Page

Find your College / Unit

WORKING WITH PISA
College of Agriculture
College of Education
College of Engineering
College of Health and Human Sciences
College of Liberal Arts
College of Pharmacy
College of Science
College of Veterinary Medicine
Centers and Institutes of the Discovery Park District
Global Partnerships and Programs
Honors College
Libraries and School of Information Studies
Mitchell E. Daniels, Jr. School of Business
Office of the Provost
Purdue Athletics
Purdue Information Technology
Purdue Indianapolis
Purdue Northwest
Purdue Online
Purdue Polytechnic Institute
Student Life
How To Serve as a Department Contact

# Step 1(b): PISA Services

Quick Links within the ISS Site

Timelines and Overview of Procedures, by Appointment Category

The screenshot shows the Purdue University International Students and Scholars website. At the top, the Purdue University logo and 'International Students and Scholars' header are visible. A navigation menu on the left lists various college and department links. The main content area is titled 'COLLEGE OF LIBERAL ARTS' and features three image-based quick links: 'J-1 HEALTH INSURANCE', 'HOUSING & LIFE', and 'ISS FEES'. Below these, there is a 'Useful Links to' section with a bulleted list of links: 'ISS Letter Templates', 'Provost Letter Templates', and 'Pre-Offer Immigration Wage Analysis Request Form'. A 'Presentations' section follows with a single bullet point about ZOOM Adoption Meetings. On the right side, there is a section for 'RESOURCES, TIMELINES, FORMS AND RELATED INFORMATION' with 'Collapse all' and 'Expand all' buttons. A list of expandable categories is shown below, including 'B' Business Visitors, Visiting Appointments (non J-1 or non-Purdue), Visiting Appointments (Purdue J-1), Visiting Student Interns, Visiting Faculty, Postdocs, Lecturers, Staff, Faculty, and Quick Links to All CLA Intake Forms. The footer of the page includes 'Welcome to PISA' and the page number '19'.

# Step 1(b): PISA Services

WORKING WITH PISA
College of Agriculture
College of Education
College of Engineering
College of Health and Human Sciences
College of Liberal Arts
College of Pharmacy
College of Science
College of Veterinary Medicine
Centers and Institutes of the Discovery Park District
Global Partnerships and Programs
Honors College
Libraries and School of Information Studies
Mitchell E. Daniels, Jr. School of Business
Office of the Provost
Purdue Athletics
Purdue Information Technology
Purdue Indianapolis
Purdue Northwest
Purdue Online
Purdue Polytechnic Institute
Student Life
How To Serve as a Department Contact

Quick Links within the ISS Site

Quick Links to Common PISA Items

Timelines and Overview of Procedures, by Appointment Category

...and Intake Forms, by Appointment Category

Quick Links to Intake Forms only

**PURDUE UNIVERSITY** | International Students and Scholars  
GLOBAL PARTNERSHIPS AND PROGRAMS

MENU

Scholars, Faculty and Staff Services > Hosts and Hiring Units > Working With PISA > College of Liberal Arts

COLLEGE OF LIBERAL ARTS

**Useful Links to**

- **ISS Letter Templates** (Visiting appointments)
- **Provost Letter Templates** (Faculty, Lecturer and Postdoc appointments)
- **Pre-Offer Immigration Wage Analysis Request Form**

**Presentations**

- To be loaded with links to ZOOM Adoption Meetings once they occur

**J-1 HEALTH INSURANCE** | **HOUSING & LIFE** | **ISS FEES**

Please contact PISA directly if you would like guidance on the next steps for your specific hosting/hiring situation: [PISA@Purdue.edu](mailto:PISA@Purdue.edu).

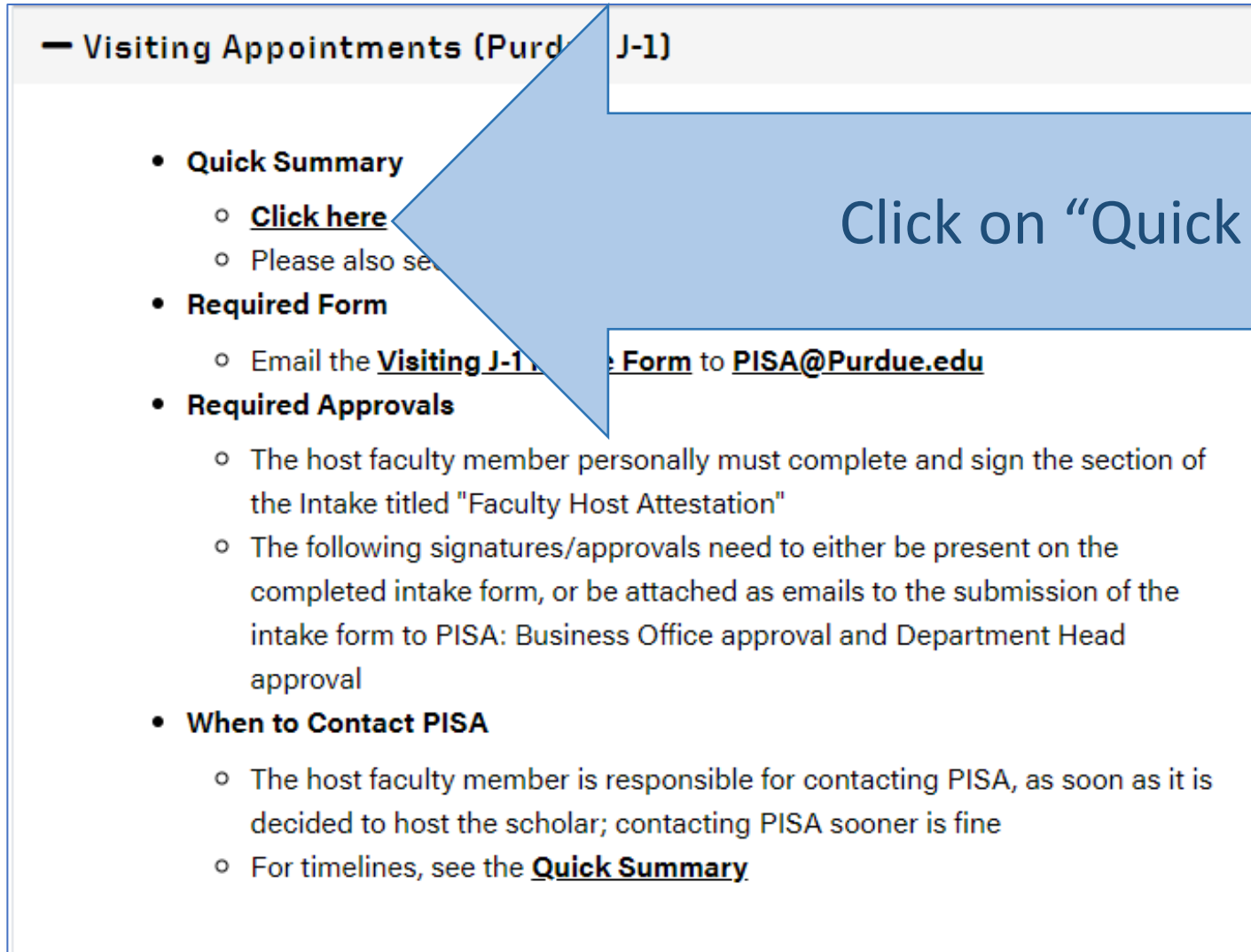
RESOURCES, TIMELINES, FORMS AND RELATED INFORMATION

Collapse all - Expand all +

- + "B" Business Visitors
- + Visiting Appointments (non J-1 or non-Purdue)
- + Visiting Appointments (Purdue J-1)
- + Visiting Student Interns (Visiting Undergraduate Students)
- + Visiting Faculty
- + Postdocs
- + Lecturers
- + Staff
- + Faculty
- + Quick Links to All CLA Intake Forms

# Step 2: Click on the Appointment Category of interest

Our Example Situation is a Request for a J-1 Visiting Scholar



— Visiting Appointments (Purdue J-1)

- **Quick Summary**
  - [Click here](#)
  - Please also see
- **Required Form**
  - Email the [Visiting J-1 Intake Form](#) to [PISA@Purdue.edu](mailto:PISA@Purdue.edu)
- **Required Approvals**
  - The host faculty member personally must complete and sign the section of the Intake titled "Faculty Host Attestation"
  - The following signatures/approvals need to either be present on the completed intake form, or be attached as emails to the submission of the intake form to PISA: Business Office approval and Department Head approval
- **When to Contact PISA**
  - The host faculty member is responsible for contacting PISA, as soon as it is decided to host the scholar; contacting PISA sooner is fine
  - For timelines, see the [Quick Summary](#).

Click on "Quick Summary"

# Step 2: Click on the Appointment Category of interest

Our Example Situation is a Request for a J-1 Visiting Scholar

## — Visiting Appointments (Purdue J-1)

- **Quick Summary**
  - [Click here](#)
  - Please also see our "[How to Host a Visiting Scholar](#)"
- **Required Form**
  - Email the [Visiting J-1 Intake Form](#) to [PISA@Purdue.edu](mailto:PISA@Purdue.edu)
- **Required Approvals**
  - The host faculty member personally must complete and sign the section of the Intake titled "Faculty Host Attestation"
  - The following signatures/approvals need to either be present on the completed intake form, or be attached as emails to the submission of the intake form to PISA: Business Office approval and Department Head approval
- **When to Contact PISA**
  - The host faculty member is responsible for contacting PISA, as soon as it is decided to host the scholar; contacting PISA sooner is fine
  - For timelines, see the [Quick Summary](#).



Click on "How to Host"

# Step 2b: How to Host a Visiting Scholar

Our Example Situation is a Request for a J-1 Visiting Scholar

The gold text are the actions the Host must take to keep the request moving through processing

A new tab opens in your browser. The guide is a printable and shareable pdf. It includes basic information about what a Visiting Scholar appointment is, possible immigration statuses, and the steps and timelines for sponsoring a Visiting Scholar for a J-1 visa

**PURDUE UNIVERSITY** Office of International Students and Scholars  
**Inviting and Hosting a Visiting Scholar**

**Background**  
A Visiting Scholar appointment is a Purdue appointment that permits an individual who is neither employed nor enrolled at Purdue, to engage in "scholarly activities" here, as explained further below. Visiting Scholars are different from Visitors (see our website) but both groups are supported by International Scholar Services, an office within the Office of International Students and Scholars. PISA (Purdue International Scholar Assistance) is the clerical team in International Scholar Services who assists with these requests. Our responsibilities include:

- Issuing visitor letters to all non-US visitors (when they are required by US Consulates or for admission to the USA),
- Issuing invitation letters to non-US visiting scholar (regardless of whether immigration support is needed, and
- Providing immigration support for visiting scholars holding J-1 or O-1 visa status.

Visitors		Visiting Scholars	
May	May not	May	May not
<ul style="list-style-type: none"><li>✓ Tour public areas of the campus</li><li>✓ Attend sporting, cultural and other events</li><li>✓ Attend conferences, workshops or other professional events hosted by or at Purdue University</li><li>✓ Engage in independent research</li><li>✓ Engage in preliminary meetings, such as for (but not limited to) setting up collaborations,</li><li>✓ Participate in individual meetings for mentorship, showcasing or abilities or techniques, etc., with faculty / students / lab groups</li><li>✓ Provide occasional or intermittent seminars, lectures, talks, presentations or workshops</li><li>✓ Interview for employment opportunities at Purdue</li></ul>	<ul style="list-style-type: none"><li>✗ Engage in collaborative research with individuals employed or enrolled at Purdue</li><li>✗ Serve as "instructor of record" or equivalent for any class or course</li><li>✗ Be responsible for grading, attendance, or student assessment</li><li>✗ Guest lecture more than three lectures per week for shorter visits, or one lecture per month for recurring visits</li></ul>	<ul style="list-style-type: none"><li>✓ May engage in any scholarly activity of which ISS is notified and approves, such as<ul style="list-style-type: none"><li>✓ Engaging in independent or collaborative research</li><li>✓ Engaging in student instruction lectures, workshops, seminars, etc., including serving as "instructor of record", with or without responsibility for grading, assessment and/or attendance</li><li>✓ Participating in meetings, collaborations, etc.</li><li>✓ Attending conferences, workshops or other professional events hosted by or at Purdue University</li><li>✓ Touring public areas of the campus</li><li>✓ Attending sporting, cultural and other events</li><li>✓ Interviewing for employment opportunities at Purdue</li></ul></li></ul>	<ul style="list-style-type: none"><li>✗ Change departments or activities without notification and approval by ISS <i>first</i> (the invitation is specific to a stated purpose / host unit, and must generally remain within that purpose and host unit throughout the stay at Purdue)</li><li>✗ Receive new, more or different funding without notification to, and approval by, ISS <i>first</i></li></ul>

Visitors may **NOT** receive a Purdue Card\*, Purdue Career Account, system privileges / network ID, or laboratory access (\*Note that without a Purdue Card, visitors are unable to freely use the area's public transportation).

Visiting Scholars receive a Purdue Card, network ID, and such laboratory access as is needed to complete their activities

Visitors may **NOT** receive a living allowance or stipend  
Visitors may not receive wages from Purdue

Visiting Scholars may not receive wages from Purdue  
Visiting Scholars may be reimbursed for expenses  
Visiting Scholars may receive a living allowance or stipend from Purdue University. **NOTE:** During the processing of the J-1 request, Visiting Scholars must present documentation of funding of not less than \$1,885/mo, which may come from multiple sources as needed

Visiting Scholars may be of any nationality or immigration status, including US citizens.

**Non-US Visitors:**

- B visa
  - o Visa stamp is valid for up to 10 years
  - o Each US visit generally is for not more than 6 months
  - o Extensions may be requested and approved in increments of up to 6 months, based on need
- "ESTA" or Visa Waiver
  - o The individual is still admitted to the USA in "B" status but without a visa stamp issued by a US Consulate.
  - o Each visit cannot be more than 90 days. Extensions are prohibited by law.

**Non-US Visiting Scholars:**

**Group A**

- Purdue-Sponsored J-1 (Purdue issues the DS-2019)
- Purdue-Sponsored O-1 (Purdue filed the Form I-129 Petition)

**Group B**

- J-1 status holders who are sponsored by other US institutions or agencies, including but not limited to Fulbright, USAID, Cultural Vistas, IIE, AMIDEAST, LASPAJ, etc.) or other universities (OSU, etc)

**Group C**

- Individuals holding Employment Authorization Documents (EADs) from the USCIS (the EAD must be "in hand"), including J-2, E-3, O-3 and H-4 spouses; applicants for I-485 Adjustment of Status; or F-1 students from other US institutions who have been authorized for Optional Practical Training (OPT)
- J-1 Students approved by their home institutions for Academic Training (AT) or F-1 students approved by their DSOs for Curricular Practical Training (CPT).
- Employees of other US organizations holding L-1, H-1B, E-3, O-1 or other work authorizing visa status, who are being assigned to Purdue by their employer.

**OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS | INTERNATIONAL SCHOLAR SERVICES | PURDUE INTERNATIONAL SCHOLAR ASSISTANCE (PISA)**  
Young Hall, 155 S Grant St, Fifth Floor, West Lafayette IN 47907 | [PISA@purdue.edu](mailto:PISA@purdue.edu)

**To begin either a Visitor or Visiting Scholar:**

1. Go to [this website](#) to review instructions specific to your College. If your college has a "Dept Contact" (such as an ISS Liaison) you must work with them on the request
2. Whether you are a Visitor or Visiting Scholar depends on whether Purdue is sponsoring the immigration (visa status).
  - a. For Visitors, use "Visiting Scholar - non-J or non-Purdue".
  - b. For Visiting scholars, use "Visiting Scholar - Purdue J-1" intake.
3. Your Dept Contact (depending on your College) completes the intake fully, including all required signatures. You must obtain departmental signatures for you. Intake form instructions are at the top, in red. If you have questions, email [PISA@purdue.edu](mailto:PISA@purdue.edu). Once the intake is ready, it should be emailed to [PISA@purdue.edu](mailto:PISA@purdue.edu).
4. Please respond to emails with questions or hyperlinks to MyISS forms. As shown below, there are TWO points in time when MyISS forms are needed. The subject line will include the phrase "HYPERLINK TO MYISS FORM". The information needed for the MyISS form is different from that provided on the PISA intake form for the request. You must submit the form as soon as possible to keep the case moving. Only you can provide the needed information (by policy); you may not delegate.

**Next Steps** (Items in GOLD depend on the Host to move forward; yellow boxes indicate production of a document the Host must sign.)

**A. Export Controls Screening, Day 1 – Day 30.** Requests for both Visitors and Visiting Scholars begin with screening by Purdue's Export Controls office. Visitor / Invitation Letters may not be issued to non-US persons (under any circumstances) before the screening is approved by the Export Controls Office. Screening may take 30 days or longer; see their [website](#) for more information. ISS - PISA has no control over Export Controls Screening. **Please contact [exportcontrols@purdue.edu](mailto:exportcontrols@purdue.edu) with all questions.**

Flowchart A: Emails with hyperlink to MyISS forms asking about the scholar and the proposed activities for the visit → Once the form are submitted, Purdue's Export Controls Office reviews the information. They may reach out directly to the host or scholar with questions. → Export Controls Office approves the screening request. PISA is then permitted to move forward → PISA finalizes the visitor / invitation letter with the host unit's business office. The Host may need to verify the dates of the visit (again).

**B. J-1 Immigration Processing by ISS for "Group A" J-1 Visiting Scholars. Day 31 – Day 45**

Flowchart B: Emails with hyperlink to MyISS forms asking about the scholar and the proposed activities for the visit. Prompt submission of the new forms is critical! → Once all forms are submitted, the case is routed for clerical review. The clerk will follow up as needed with the scholar or host to manage omissions or questions. → The case then moves to an International Scholar Services counselor, who reviews the case for legal compliance. They may also reach out to the Host / Scholar if there are questions. → The counselor approves the case, creates a program record in the government's database, SEVIS, and issues the Form DS-2019 to the scholar electronically.

**C. Visa Processing at a US Consulate.** The Scholar is responsible for this step - ISS cannot assist. Visa processing may range from 3 weeks - 3 months depending on the US Consulate; if the visa application is subjected to administrative processing, visa issuance will be further delayed. In the case of long delays, the Consulate **might** request an updated DS-2019, which may in turn require an updated invitation letter. **If this happens, the Host must verify the dates of the visit (again), and new signatures will be required.**

Flowchart C: Scholar submits DS-160 Visa Application to US Consulate. → In most cases, Scholar attends interview at US Consulate. → US Consulate issues visa → Scholar begins a "Visa and Travel Plans" sequence in MyISS, to facilitate ISS' preparation for their arrival. A Checklist is provided to the Scholar for this. **These forms must be complete at least 2 business days before the check-in appointment with ISS-PISA**

**D. Arrival and Check-in With ISS.** Both Group "A" and Group "B" J-1 visa holders must check-in with ISS-PISA.

Flowchart D: ~28 days prior to arrival, PISA submits Request For Privileges (R4P) to trigger issuance of PUID. → ~7 days prior to arrival, PISA confirms with the host faculty the "final" dates for the visit. If Purdue funding is being offered, an updated invitation is required. → Scholar arrives; they attend in-person check-in meeting with PISA; ISS validates their arrival in the government database, SEVIS. → Scholar may go to Card Services to retrieve PUID Card, access Purdue systems, etc. → Scholar is permitted to begin the approved activities with their host Faculty member. **NOTE: Bag changes after arrival, to any aspect of the visit, including but not limited to activities or funding (including new or different funding), must be approved by ISS ISS.**

If you have questions or concerns about immigration topics, email [intscholars@purdue.edu](mailto:intscholars@purdue.edu). If you have questions about the request process or want to begin a request, email [PISA@purdue.edu](mailto:PISA@purdue.edu).

**OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS | INTERNATIONAL SCHOLAR SERVICES | PURDUE INTERNATIONAL SCHOLAR ASSISTANCE (PISA)**  
Young Hall, 155 S Grant St, Fifth Floor, West Lafayette IN 47907 | [PISA@purdue.edu](mailto:PISA@purdue.edu)

# Step 2: Click on the Appointment Category of interest

Our Example Situation is a Request for a J-1 Visiting Scholar

## — Visiting Appointments (Purdue J-1)

- **Quick Summary**

- [Click here](#)
- Please also see our "[How to Host a Visiting](#)"

- **Required Form**

- Email the [Visiting J-1 Intake Form](#)

- **Required Approvals**

- The host faculty member personally must complete the Intake titled "Faculty Host Attestation"
- The following signatures/approvals need to either be present on the completed intake form, or be attached as emails to the submission of the intake form to PISA: Business Office approval and Department Head approval

- **When to Contact PISA**

- The host faculty member is responsible for contacting PISA, as soon as it is decided to host the scholar; contacting PISA sooner is fine
- For timelines, see the [Quick Summary](#)



Click on the Intake Form

NOTE: The intake must be fully completed and fully approved!



# Step 3: Complete the Intake

Our Example Situation is a Request for a J-1 Visiting Scholar

The Intake Form combines information from

- The Host
- The Business Office

The Form lists the required approvals at the bottom. These can be provided by

- Including signatures (wet, Docu-Sign, or Adobe)
- Attaching external documents evidencing approval and checking the box to indicate that you are doing this

**PURDUE UNIVERSITY** Office of International Students and Scholars Intake: Request for J-1 Scholar (Visiting Appointment- NOT Employment)

Instructions: All sections must be fully completed; all signatures must be included or attached. Forward to PISA when complete (not before). PISA will obtain required information (submission) and CV directly from Scholar. PISA intake is complete once PISA receives (1) Dept submission with all required approvals, and (2) Scholar Submission and CV

NOTE: Please read carefully. Complete all fields. Missing or incomplete responses must be corrected before the request is considered complete.

1. **Scholar**  
Name/Email: Surname (Last), Given (First/Middle), Scholar Email:  
2. **Host Faculty**  
Surname (Last), Given (First), Host Email:  
3. **Host Department** College:  
4. **Appointment Type**  
 Visiting Scholar  Visiting Faculty  Visiting Undergrad  Visiting Scholar (Visiting Postdoctoral Fellow)  
 Other (specify):  
5. **Remote Purdue Employee:** Indicate below whether there is a background relationship with Purdue University.  No none of these situations apply.  
 This person is employed by Purdue University remotely from another country.  
 This person is employed by Velocity Global (or another entity) on behalf of Purdue University, in another country.  
 There is another comparable situation in the background, details are below.  
6. **Program Details**  
a. Program Name if any:  
b. Program/Appointment restrictions:  
 Program has a fixed duration: \_\_\_\_\_ (number) \_\_\_\_\_ (units – eg. weeks, months)  
 Program start date is fixed  Program end date is fixed  Program duration / start date / end date is flexible  
c. Is there an MOU or agreement between Purdue and the scholar's home institution? If yes, please provide the MOU.  
 Yes already provided  Yes but not provided to ISS  No  
7. **First-time request for Purdue-sponsored J-1 visa/status for this scholar (includes transfers of J-1 from other institutions)**  Request to extend Purdue-sponsored J-1 visa/status already held by this scholar (includes J-1 transfers between Purdue depts)  
Proposed Arrival by: \_\_\_\_\_ (date)  is flexible  must occur  
Proposed End Date: \_\_\_\_\_ (date)  is flexible  must occur  
Extensions must begin the day after the prior expiration; gaps are not permitted.  
Current End Date of Visa Status: \_\_\_\_\_ (date)  
Start date of extended Visa Status: \_\_\_\_\_ (date)  
Proposed New End Date for Visa/Status: \_\_\_\_\_ (date)  
Does this extension include a change of host or change of department?  
 Yes  No  
8. **English Proficiency Verification (check ONE option only)**  
 Scholar's (check one below):  
 home country |  home institution |  institution of degree conferral is in \_\_\_\_\_ (country) where English is designated as an official language (see [list](#) of qualifying countries)  
 Scholar has taken and passed an English Language test (see [list](#) of tests accepted by Purdue University)  
 I verified the Scholar's English proficiency in an interview on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) lasting \_\_\_\_\_ (duration)  
Interviewer's Signature: \_\_\_\_\_  
9. **Funding** See funding requirements / minimum thresholds [here](#).  
 Not Funded by Purdue - State Scholar's Funding Party (if known): \_\_\_\_\_  
 Purdue-Funded  Living Allowance: \$ \_\_\_\_\_ / (month / year)  One time reimbursement / payment: \$ \_\_\_\_\_  
10. **Appointment Details.** The following information will be used to verify immigration eligibility / timeline. Intakes will be rejected if this specific information is missing. Nonetheless, the host will be required to input additional details during the MyISS eform data collection.  
a. **Activities / Objective of the Visit.** Provide a brief but meaningful description of what the Visiting Scholar will be doing while at Purdue. Include the title of research project(s), if any.  
b. **Worksite Location(s)** Provide specific addresses for the employee's worksite(s) on and off campus. Include addresses for office, lab, and locations of other places/other institutions/organizations where the employee will engage in activities. We cannot accept intakes that do not list specific worksite addresses. This is an essential element required for our analysis of visa options.  
\_\_\_\_\_  
 on campus  off campus  
\_\_\_\_\_  
 on campus  off campus  
11. The above information was entered by \_\_\_\_\_ (name) \_\_\_\_\_ (email) \_\_\_\_\_ (phone).  
> I attest that  I am the hiring manager/supervisor  I personally obtained all information above directly from the hiring manager/supervisor.  
> I understand that this information may be submitted to the US government. I further understand that submission of false or inaccurate information to ISS and/or the US government may result in serious consequences, such as but not limited to invalidating any authorization granted to the international employee, or the imposition of penalties on Purdue.  
\_\_\_\_\_  
(signature) \_\_\_\_\_ (date)  
12. **Faculty Host Attestation**  
 The above information is accurate and complete, including scholar activities, worksite location(s), and English proficiency verification (if completed)  
 (or a designee) will meet with the... (select one)  visiting scholar monthly  visiting student intern / VUG weekly (you must select one)  
 (or a designee) will report to PISA/ISS if this visitor is away from the West Lafayette Campus for more than 21 days  
 I (or a designee) will immediately report to PISA/ISS any changes in the above information, including but not limited to changes in the invitation/offer, including concerns about whether to move forward with the offer/invitation, or changes in the dates of the program (as required by law)  
Signature (Faculty Host): \_\_\_\_\_  
13. **ISS Fees\*\*** For current ISS Fee amounts and info, see [here](#). Federal funds may not be used.  
Request Fee Account #: \_\_\_\_\_ WBESE: \_\_\_\_\_ Order: \_\_\_\_\_  
14. **Business Office Comments**  
Signature (Business Office): \_\_\_\_\_  Attached as \_\_\_\_\_  
15. **Department Head Comments**  
Signature (Department Head or Designee): \_\_\_\_\_  Attached as email \_\_\_\_\_


A new Browser Tab opens with the Adobe pdf Intake Form

Approvals

# Step 3: Access and Complete the Intake Form

Our Example Situation is a Request for a J-1 Visiting Scholar

The Form begins by requesting information about the general situation



Office of International  
Students and Scholars

**Intake: Request for J-1 Scholar (Visiting Appointment- NOT Employment)**  
*Dept Submission*

[Reset Form](#)

**Instructions:** All sections must be fully completed; all signatures must be included or attached. Forward to PISA when complete (not before). PISA will obtain required information (submission) and CV directly from Scholar. PISA intake is complete once PISA receives (1) Dept submission with all required approvals, and (2) Scholar Submission and CV

**NOTE:** Please read carefully. Complete all fields. Missing or incomplete responses must be corrected before the request is considered complete.

<b>1</b>	<b>Scholar Name/Email</b>	<b>Surname (Last)</b>	<b>Given (First/Middle)</b>	<b>Scholar Email:</b>
<b>2</b>	<b>Host Faculty</b>	<b>Surname (Last)</b>	<b>Given (First)</b>	<b>Host Email</b>
<b>3</b>	<b>Host Department</b>		<b>College</b>	
<b>4</b>	<b>Appointment Type</b>	<input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Visiting Undergrad <input type="checkbox"/> Visiting Scholar (Visiting Postdoctoral Fellow) <input type="checkbox"/> Other (specify):		
<b>5</b>	<b>Remote Purdue Employee:</b>	Indicate below whether there is a background relationship with Purdue University <input type="checkbox"/> No none of these situations apply		
		<input type="checkbox"/> This person is employed by Purdue University remotely from another country <input type="checkbox"/> This person is employed by Velocity Global (or another entity) on behalf of Purdue University, in another country <input type="checkbox"/> There is another comparable situation in the background, details are below		
<b>6</b>	<b>Program Details</b>			
	a. Program Name if any			
	b. Program/Appointment restrictions:			
		<input type="checkbox"/> Program has a fixed duration: _____ (number) _____ (units – eg. weeks, months)		
		<input type="checkbox"/> Program start date is fixed <input type="checkbox"/> Program end date is fixed <input type="checkbox"/> Program duration / start date / end date is flexible		
	c. Is there an MOU or agreement between Purdue and the scholar's home institution? If yes, please provide the MOU.			
		<input type="checkbox"/> Yes already provided <input type="checkbox"/> Yes provided with this intake <input type="checkbox"/> Yes but not provided to ISS <input type="checkbox"/> No		

# Step 3: Access and Complete the Intake Form

Our Example Situation is a Request for a J-1 Visiting Scholar

It then asks questions relating more specifically to the desired J-1 status

7	<input type="checkbox"/> First-time request for Purdue-sponsored J-1 visa/status for this scholar (includes transfers of J-1 from other institutions) Proposed Arrival by _____ (date) <input type="checkbox"/> is flexible <input type="checkbox"/> must occur Proposed End Date: _____ (date) <input type="checkbox"/> is flexible <input type="checkbox"/> must occur	<input type="checkbox"/> Request to extend Purdue-sponsored J-1 visa/status already held by this scholar (includes J-1 transfers between Purdue depts) <i>Extensions must begin the day after the prior expiration; gaps are not permitted.</i> Current End Date of Visa Status: _____ (date) Start date of extended Visa Status: _____ (date) Proposed New End Date for Visa/Status: _____ (date) Does this extension include a change of host or change of department? <input type="checkbox"/> Yes <input type="checkbox"/> No
8	<b>English Proficiency Verification (check ONE option only)</b> <input type="checkbox"/> Scholar's (check one below)... <input type="checkbox"/> home country   <input type="checkbox"/> home institution   <input type="checkbox"/> institution of degree conferral is in _____ (country) where English is designated as an official language (see <a href="#">list</a> of qualifying countries) <input type="checkbox"/> Scholar has taken and passed an English Language test (see <a href="#">list</a> of tests accepted by Purdue University) <input type="checkbox"/> I verified the Scholar's English proficiency in an interview on _____ (date) at _____ (time) lasting _____ (duration) <b>Interviewer's Signature:</b>	<p style="text-align: center;"><i>English proficiency not required for extensions of Purdue-sponsored J-1 status</i></p>
9	<b>Funding</b> See funding requirements / minimum thresholds <a href="#">here</a> . <input type="checkbox"/> Not Funded by Purdue* - State Scholar's Funding Party (if known): _____ <input type="checkbox"/> Purdue-Funded <input type="checkbox"/> Living Allowance: \$ _____ / _____ (month / year) <input type="checkbox"/> One time reimbursement / payment: \$ _____	

# Step 3: Access and Complete the Intake Form

Our Example Situation is a Request for a J-1 Visiting Scholar

...and then asks about the proposed plan for the visit...

<b>10</b>	<b>Appointment Details.</b> The following information will be used to verify immigration eligibility / timeline. Intakes will be rejected if this specific information is missing. Nonetheless, the host will be required to input additional details during the MyISS eform data collection.
<b>a</b>	<b>Activities / Objective of the Visit.</b> Provide a <u>brief but meaningful description</u> of what the Visiting Scholar will be doing while at Purdue. Include the title of research project(s), if any.  
<b>b</b>	<b>Worksite Location(s)</b> Provide specific addresses for the employee's worksite(s) on and off campus. Include addresses for office, lab, and locations of other places/other institutions/organizations where the employee will engage in activities. We cannot accept intakes that do not list specific worksite addresses. This is an essential element required for our analysis of visa options.  <input type="checkbox"/> on campus <input type="checkbox"/> off campus <input type="checkbox"/> on campus <input type="checkbox"/> off campus

Whether a scholar's activities are on or off campus is very important!!

# Step 3: Access and Complete the Intake Form

Our Example Situation is a Request for a J-1 Visiting Scholar

And finishes by collecting information required for regulatory or Purdue policy purposes

11	<p>The above information was entered by _____ (name) _____ (email) _____ (phone)</p> <p>➤ I attest that <input type="checkbox"/> I am the hiring manager/supervisor    <input type="checkbox"/> I personally obtained all information above directly from the hiring manager/supervisor.</p> <p>➤ I understand that this information may be submitted to the US government. I further understand that submission of false or inaccurate information to ISS and/or the US government may result in serious consequences, such as but not limited to invalidating any authorization granted to the international employee, or the imposition of penalties on Purdue.</p> <p>_____ (signature) _____ (date)</p>
12	<p><b>Faculty Host Attestation</b></p> <p><input type="checkbox"/> The above information is accurate and complete, including scholar activities, worksite location(s), and English proficiency verification (if completed)</p> <p><input type="checkbox"/> I (or a designee) will meet with the... (select one) <input type="checkbox"/> visiting scholar monthly / <input type="checkbox"/> visiting student intern / VUG weekly (you <u>must</u> select one)</p> <p><input type="checkbox"/> I (or a designee) will report to PISA / ISS if this visitor is away from the West Lafayette Campus for more than 21 days</p> <p><input type="checkbox"/> I (or a designee) will immediately report to PISA / ISS any changes in the above information, including but not limited to changes in the invitation/offer, including concerns about whether to move forward with the offer/invitation; or changes in the dates of the program (as required by law)</p> <p>Signature (Faculty Host): _____</p>
13	<p><b>ISS Fees**</b> For current ISS Fee amounts and info, see <a href="#">here</a>. Federal funds may not be used.</p> <p>Request Fee Account #: _____ WBSE: _____ Order: _____</p>
14	<p><b>Business Office Comments</b></p> <p>Signature (Business Office): _____ <input type="checkbox"/> Attached as email</p>
15	<p><b>Department Head Comments</b></p> <p>Signature (Department Head or Designee): _____ <input type="checkbox"/> Attached as email</p>

# Step 4: Submit the Intake Form to PISA

Our Example Situation is a Request for a J-1 Visiting Scholar

The instructions for the Intake Form are at the top of the page

The screenshot shows the top of a web form. On the left is the Purdue University logo. To its right is the text "Office of International Students and Scholars". Further right is the title "Intake: Request for J-1 Scholar (Visiting Appointment- NOT Employment) Dept Submission". A yellow "Reset Form" button is in the top right corner. Below the title are instructions: "Instructions: All sections must be fully completed; all signatures must be included or attached. Forward to PISA when complete (not before). PISA will obtain required information (submission) and CV directly from Scholar. PISA intake is complete once PISA receives (1) Dept submission with all required approvals, and (2) Scholar Submission and CV". A blue note follows: "NOTE: Please read carefully. Complete all fields. Missing or incomplete responses must be corrected before the request is considered complete."

Intake Forms should be sent to PISA only once fully completed.

Send one email with all items:

- Completed Intake
  - Attached approvals, if the Intake does not include signatures in Rows 13 onwards
- Any additional documents you think are relevant
  - “Pre-invitations”
- Email to [PISA@Purdue.edu](mailto:PISA@Purdue.edu) or your assigned PISA Specialist

Intake Forms collect *enough* information for PISA to categorize and launch the request.  
MORE information and documents always will be needed, and must be provided direct from the source

# Step 4: Submit the Intake Form to PISA

- The biggest problem we see is Intakes being submitted while incomplete
  - Please be sure to complete all fields in the Intake Form
  - You must obtain all signatures in the Intake Form
  - Submitting an incomplete Intake Form does not accomplish anything
    - It does not “start the clock” on the request
    - It does not move responsibility for the request to PISA because what we have received is fundamentally insufficient for us to do our work
  - We cannot start work on anything until we have all the needed details and all the required approvals!!

# What PISA Does Next



# Review

- PISA reviews the Intake forms for
  - Completion, and
  - Consistency
- If questions arise, they reach out directly to the person with the best knowledge
  - Business Office
  - Host/Hiring Manager
  - The International
- PISA might also raise concerns about timeline, if the dates listed in the request do not fit within ISS default timelines (as published online in the Quick Summaries)

# MyISS

- The Intake Form gathers sufficient information to
  - Identify the likely request
  - Identify whether common obstacles to that request are present in the situation
- It does not
  - Gather all the information required by law for eligibility for the requested immigration benefit
  - Gather all the required documents
- PISA initiates the process for gathering the next phase of information and documents in an online system called MyISS

# MyISS

- PISA submits information into the online immigration portal MyISS
- This triggers emails from MyISS ([intlscholars@purdue.edu](mailto:intlscholars@purdue.edu)) to
  - The scholar / beneficiary / international employee, and
  - The host / hiring manager
- The MyISS emails contain hyperlinks to additional online questionnaires (eforms)
  - The international and the host/hiring manager must watch for these emails
    - Until the eforms are submitted, case processing by International Scholar Services cannot begin
- PISA / Intlscholars monitors the case for advancement
  - We know the world has too many emails already
  - PISA / IntlScholars will send follow-ups if eforms seem to be stuck

# Examples of MyISS Emails

## Office of International Students and Scholars

### Invitation Letter Request for Carlos Eduardo Atencio Torres: MyISS e-form Department Plans for International Visitor

Dear Daniel Aliaga:  
The Office of International Students and Scholars (ISS) has received a request from your department ISS liaison to issue an invitation letter for Carlos Eduardo Atencio Torres at your request. Please use the link below titled 'Department Plans for International Visitor' to provide the information needed from you.

- If you have any difficulty accessing the link below, there are two solutions:
- Clear your browsing history, including temporary internet files, cookies and passwords. If you need instructions how to do so, please contact ITaP (49-44000)
  - Another solution is to try opening the link in a browser you don't normally use by right-clicking on the link to copy the hyperlink and paste the address into the browser.

If you still have difficulties, please reply to this email describing your difficulties and included a screenshot if you can.

Please follow the link below to provide the information needed from you for this request.

[Department Plans for International Visitor](#)

Client Name: Carlos Eduardo Atencio Torres  
Client ID Number: %universityid%  
Your Login ID: aliaga@cs.purdue.edu  
Your Password: 5D209D3-E9

After completing this e-Form, please retain this email until the invitation letter is approved in case additional information is needed regarding this request. Let us know if you have any questions.

Office of International Students and Scholars  
Tel: 765-496-0653  
Email: [issec@purdue.edu](mailto:issec@purdue.edu)  
Web: <http://www.purdue.edu/IPPU/ISS>

## Office of International Students and Scholars

### Pratik Yadav: Professor Review of International Scholar Request

Dear Herman Sintim:  
The Office of International Students and Scholars (ISS) has received a request to invite Pratik Yadav to Purdue for a teaching and/or research experience under your supervision/direction. Please use the link below titled 'Professor Review of International Scholar Request' to provide the information needed from you.

- If you have any difficulty accessing the link below, there are two solutions:
- Clear your browsing history, including temporary internet files, cookies and passwords. If you need instructions how to do so, please contact ITaP (49-44000)
  - Another solution is to try opening the link in a browser you don't normally use by right-clicking on the link to copy the hyperlink and paste the address into that browser.

If you still have difficulties, please reply to this email describing your difficulties and included a screenshot if you can.

Please follow the link below to provide the information needed from you for this request.

[Professor Review of International Scholar Request](#)

Client Name: Pratik Yadav  
Client ID Number: %universityid%  
Your Login ID: hsintim@purdue.edu  
Your Password: 2503CB0-69

We have eliminated the "Professor Review" for Initial J-1 Scholar Requests (not VUGS or Extensions).

Email Subject Lines now include "HYPERLINK TO EFORMS" to help ensure Scholars and Hosts "notice" the email

The hyperlinks

## ISSConnect: Purdue International Scholar Request

Dear Amanda Thompson:  
Office of International Students and Scholars (ISS) has received a request from a Purdue department for a document required to apply for a J-1 visa. The link below titled 'Purdue International Scholar Request' provides access to e-forms you must complete as part of this request.

As part of this, you must access a fillable pdf online [here](#), initial your understanding of all statements, and then date, print your name, and sign at the bottom. This form must be uploaded as part of the eforms listed above. It also is a resource for you explaining the rules relating to the J-1 visa status being requested. (The link to the form is [https://dev.www.purdue.edu/IPPU/ISS/\\_documents/Scholar/intake/default\\_intakes/wl\\_jscholar\\_attestations\\_fillable.pdf](https://dev.www.purdue.edu/IPPU/ISS/_documents/Scholar/intake/default_intakes/wl_jscholar_attestations_fillable.pdf).)

- If you have any difficulty accessing the link below, there are two solutions:
- Clear your browsing history, including temporary internet files, cookies and passwords. If you need instructions how to do so, please contact your institution's technological assistance staff.
  - Another solution is to try opening the link in a browser you don't normally use by right-clicking on the link to copy the hyperlink and paste the address into the browser.

If you still have difficulties, please reply to this email describing your difficulties and include a screenshot.

Thank you for your time and attention to this matter. Please click on the link below to provide the information needed from you for this request.

[Purdue International Scholar Request](#)

Client Name: TEST40004 Assistant Professor  
Client ID Number: \*\*\*\*\*0004  
Your Login ID: [amandaa1967@gmail.com](mailto:amandaa1967@gmail.com)  
Your Password: ADECDB5-80

After completing this e-Form, please retain this email so that you can access it later in case additional information is request.

Office of International Students and Scholars  
Tel: 765-496-0653  
Email: [intlscholars@purdue.edu](mailto:intlscholars@purdue.edu)  
Web: <http://www.iss.purdue.edu>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

Emails sent to Hosts/Hiring Managers

Emails sent Scholars

# International Scholar Services Counselors

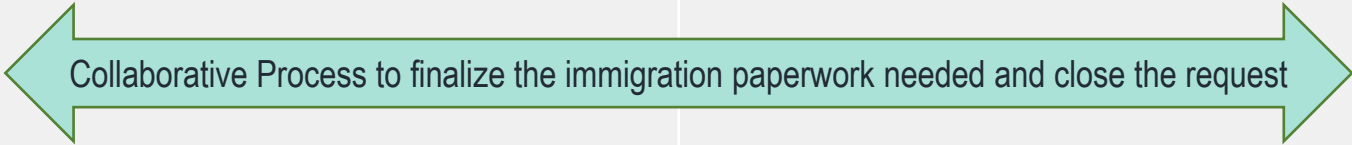
- Once the eforms are submitted, the International Scholar Services counseling team has the information and documents they need to
  - Fully assess eligibility for the immigration benefit
  - Identify the best strategy for the paperwork, if applicable, and
  - Draft the government forms
- J cases first go to clerical review within the IntlScholars team
  - The clerk might identify remaining details that require clarification or documentation, and if so, sends requests relating to these omissions
- Once the clerical review is complete, the case goes to an International Scholar Services counselor
  - The counselor might identify remaining details that require clarification or documentation, and if so will send requests relating to these omissions
- Questions sometimes arise at this stage
  - A Counselor, or PISA, might reach out with questions or requests for additional documents
- If everything is complete, the counselor will generate the immigration paperwork in question (in this example, the DS-2019)

# But Wait! There's More!

**There is still much work to do even after the immigration paperwork (DS-2019, I-797 approval) is issued**

1. The clerical team issues the document to the international
  1. DS-201s are issued electronically
  2. I-797 approvals are shipped if the international is outside the USA; otherwise, they are provided when the international arrives on campus
2. The International then moves onto a tracker for arrival at Purdue and is monitored for progression along that tracker
3. PISA reaches out to the Scholar (and Department) throughout their transition

# Who Does What, within a given ISS Request?

PISA	Counseling Team
<ul style="list-style-type: none"> <li>• Understands Purdue policies, campus systems and processes, and International Scholar Services procedures, services and needs</li> <li>• Selects the correct IntlScholar Service for the request received, based on the documents and Intake information</li> <li>• Works with the host/hiring manager to clarify any missing or inconsistent information</li> <li>• Works with the international to collect preliminary information</li> <li>• Ensures required approvals are in place, based on the appointment category</li> <li>• Submits all required documents and information to MyISS</li> <li>• Receives and answers/routes questions from IntlScholar Counselors, and from host/hiring managers</li> </ul>	<ul style="list-style-type: none"> <li>• Understands US laws, agency policies, procedures and adjudicatory trends, and Purdue policy</li> <li>• Verifies eligibility / suitability for the requested immigration classification based on the full scope of details and documents obtained via MyISS</li> <li>• Works with PISA, Business Office, and/or Host/Hiring Manager to clarify any missing or inconsistent information</li> <li>• Works with the international to collect missing or additional information or documents</li> <li>• Ensures required approvals / screenings are in place, based on the appointment category</li> <li>• Develops government paperwork, legal arguments, or other forms based on the immigration classification in question</li> <li>• Receives and answers/routes questions from PISA, host/hiring manager, and others</li> </ul>
	
<ul style="list-style-type: none"> <li>• Prepares and shares report(s)</li> <li>• Provides case status updates on demand</li> </ul>	<ul style="list-style-type: none"> <li>• Provides case status updates on demand</li> </ul>

# Tips for Working Effectively with PISA



# Do's and Don't's for Working with PISA

## **DO!**

- Utilize the Website for information
  - Especially the College Web Resource Page
- Access the current Intake Form from the website to begin your request
  - If you have questions about which Intake to use, email PISA to ask first!
  - Please do NOT submit old Intakes that you have saved to your Desktop – that only creates a situation where information is missing and follow-up is needed
- Send ONE email with the Intake Form and any attachments, documents or other information
  - Once the intake is complete and all approvals are obtained
- Ensure PISA is aware of your timeline or other needs
  - And understand the default timeline for your request, from the ISS website “Quick Summary”

## **(Please) Don't!**

- cc PISA on email communications within the department while accumulating information or documents for the Intake
- Send incomplete Intake Forms
- Omit required documents, approvals or information
- Email for status updates more often than the default timeline/workflow for your request moves, or more frequently than PISA default response times
  - If the case appears stuck or overdue and you urgently need an update, consider using a virtual meeting time

# Do's and Don't's for Working with PISA

## **DO!**

- Be collaborative with PISA
  - Like you, PISA's goal is to move through the request as quickly as possible, and to support the international and the department to the best of our abilities
- Be patient / be kind
  - This is an entirely new administrative structure, and as anticipated/discussed in Spring, there are inevitably growing pains when an institution undertakes this sort of change. Please recognize that we are all navigating the transition together
- Be supportive
  - Provide full information
  - Follow the procedures online and in this presentation
  - Help PISA to help the international and the department in their goals

# How to Ask Questions

The screenshot shows the top navigation menu of the Purdue University International Students and Scholars website. The menu includes: HOME, ABOUT ISS, STUDENT SERVICES, SCHOLAR SERVICES, ADMISSIONS, and MYISS. Below the menu, there are four main categories: FACULTY, STAFF, POSTDOCS, AND SCHOLARS; INTERNATIONAL SCHOLAR SERVICES; IMMIGRATION OVERVIEWS; and HOSTS AND HIRING UNITS. The 'INTERNATIONAL SCHOLAR SERVICES' category is highlighted, showing sub-links for 'About International Scholar Services', 'International Scholar Services - Counseling', and 'Purdue International Scholar Assistance - PISA'. A large blue arrow points from the 'PISA' link in the menu towards the 'How to Reach PISA' page.

Contact PISA through email, phone or meeting

The screenshot shows the 'What We Do' page on the Purdue University International Students and Scholars website. The page title is 'What We Do' and it is under the 'PURDUE INTERNATIONAL SCHOLAR ASSISTANCE' section. The text describes the role of PISA in connecting academic and administrative units to the international scholar services team. A large blue arrow points from the 'How to Reach PISA' link in the navigation menu towards this page.

The screenshot shows the 'How to Reach PISA' page on the Purdue University International Students and Scholars website. The page title is 'How to Reach PISA' and it is under the 'PURDUE INTERNATIONAL SCHOLAR ASSISTANCE' section. The page provides contact information for PISA, including email, phone, and meeting options. A large blue arrow points from the 'How to Reach PISA' link in the navigation menu towards this page.

**Email – PISA@Purdue.edu**

The fastest way to communicate with us is by sending an email to [PISA@Purdue.edu](mailto:PISA@Purdue.edu).

Please note - [ISS@Purdue.edu](mailto:ISS@Purdue.edu) is the email address for the international student services team. They cannot answer questions from international scholars.

**Phone – 765.496.PISA (7472)**

NOTE: The International Scholar Services team CANNOT answer questions about OPT (Optional Practical Training) or about any action relating to Form I-20s. You MUST contact the [International Student Service](#) team at 765-494-5770. If you call with questions about OPT or I-20s, we will direct you to [International Student Service](#) and end the conversation.

Scholars can call any weekday between 8:00 a.m. and 5:00 p.m. to talk with someone in our office. If you want to talk to a PISA team member directly, call between the hours of 1:30 pm and 4:30 pm.

Phone calls are best suited to briefer discussions of ten minutes or less. Longer conversations are better suited to scheduled appointments - see below for instructions.

PISA focuses solely on supporting requests by Purdue for J, H-1B, E-3, TN, O-1 or Purdue-sponsored employment-based permanent residence.

**Meet with a PISA Specialist**

**Arriving J-1 Scholars Check-In**

Arriving J-1 scholars may schedule an in-person check-in appointment. Please access our [Bookings](#) tool or schedule your appointment using the QR Code.

**Virtual "Drop-In" Office Hours**

Drop-in discussions are best suited to briefer discussions of ten minutes or less. Longer conversations are better suited to scheduled appointments - see below for instructions.

- Virtual Drop-In hours via Zoom** Monday - Thursday, 11:00 a.m. -12:00 p.m.  
<https://purdue-edu.zoom.us/my/pisameeting>
- In-person Drop-in Hours** Monday - Thursday 1:30 pm - 2:30 pm **NOTE: No Drop-In Meetings on Friday!!**  
155 S. Grant Street, Fifth Floor, West Lafayette IN 47907  
Please introduce yourself to the Front Desk as a Scholar. You will be asked to wait in our waiting room. A PISA specialist will come out to meet with you as soon as they are available.

**Schedule an Appointment**

Appointments may be booked for up to 20 minutes, or up to 50 minutes.

Please access our [Bookings](#) tool to schedule your appointment using the QR Code.

Please note – the appointment will be with the assigned specialist for the day.

It is not possible to select the specialist with whom you will meet.

Click on "PISA"

Click on "How to Reach PISA"



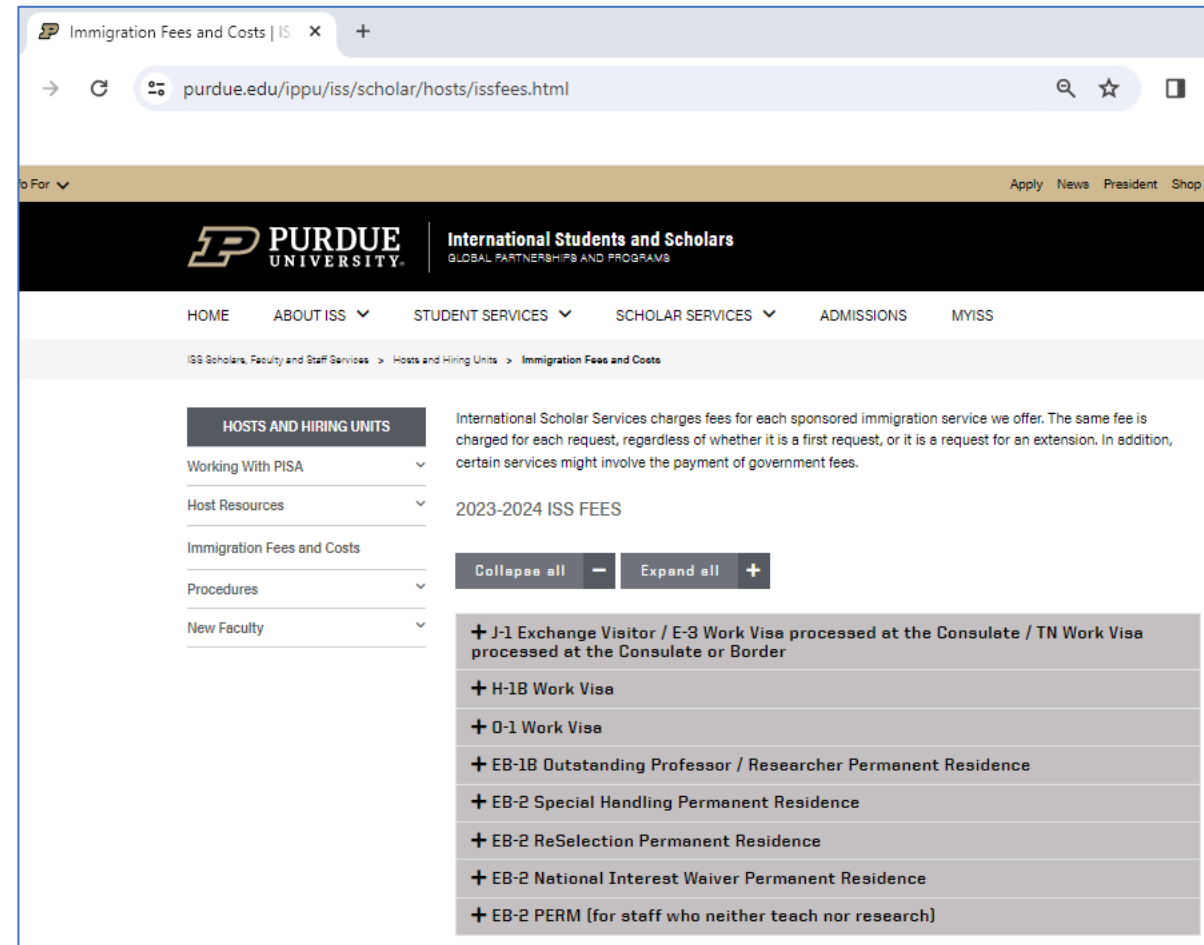
# How to Ask Questions

- To ensure the most efficient response, include the following information (if asking via email):
  - In the Subject Line:
    - The full name of the international for whom the request is being submitted
  - At the TOP of the email:
    - The full College / Department name
    - Whether the question is being asked on a “RUSH” basis or not, and if it is RUSH, why
  - In the body of the email
    - Ask the question clearly
      - If you are forwarding an email chain, copy and paste the question(s) at the top of the email.
        - If possible, don’t make the PISA Specialist rummage through an endless number of emails, some of which might have no relevance to the issue at hand
  - At the bottom of the email
    - Your full contact information
      - The email address to which you want a response
      - Your phone number, in case we need to talk through the question before we can respond
      - Your availability, if you are going to be out of the office or otherwise inaccessible for a time

# ISS Fees

# ISS Fees

- The 2023-2024 ISS Fees are posted on our website, along with all other fees and costs that might arise as part of a request
- The 2024-2025 Fee Rates will be posted later this Spring, and will be effective July 1
- All Services, regardless of whether it is the first time a service is provided, or an extension, have an associated ISS Fee that must be paid



The screenshot shows a web browser window with the URL `purdue.edu/ippu/iss/scholar/hosts/issfees.html`. The page header includes the Purdue University logo and the text "International Students and Scholars GLOBAL PARTNERSHIPS AND PROGRAMS". The navigation menu includes "HOME", "ABOUT ISS", "STUDENT SERVICES", "SCHOLAR SERVICES", "ADMISSIONS", and "MYISS". The breadcrumb trail reads "ISS Scholars, Faculty and Staff Services > Hosts and Hiring Units > Immigration Fees and Costs".


The main content area features a sidebar with a "HOSTS AND HIRING UNITS" section containing links for "Working With PISA", "Host Resources", "Immigration Fees and Costs", "Procedures", and "New Faculty". The main text states: "International Scholar Services charges fees for each sponsored immigration service we offer. The same fee is charged for each request, regardless of whether it is a first request, or it is a request for an extension. In addition, certain services might involve the payment of government fees."

The section is titled "2023-2024 ISS FEES" and includes expand/collapse controls. The list of fees is as follows:

- + J-1 Exchange Visitor / E-3 Work Visa processed at the Consulate / TN Work Visa processed at the Consulate or Border
- + H-1B Work Visa
- + O-1 Work Visa
- + EB-1B Outstanding Professor / Researcher Permanent Residence
- + EB-2 Special Handling Permanent Residence
- + EB-2 ReSelection Permanent Residence
- + EB-2 National Interest Waiver Permanent Residence
- + EB-2 PERM (for staff who neither teach nor research)

# ISS Fees

- When PISA receives a request (receives the Intake Form), they will transmit to the department a Fee and Filing Statement
  - Confirms the case details
  - Confirms the case type (J-1 Research Scholar)
  - Confirms the costs
    - ISS Fee
    - Other costs
    - Government Fees if any



Office of International Students and Scholars

Fee and Filing Statement

1	Name and Email of Employee being Sponsored	Mickey Mouse
2	Host / Hiring Manager	Donald Duck
3	College / Hiring Unit	Disney Studios / Pixar Productions

**4 Fees, Costs and Expenses for the Requested Services with the International Scholar Services Office**

	Research / Exchange Visa	ISS Fee	Other Costs, (shipping etc)	Govt Fees*
<input checked="" type="checkbox"/>	J-1 <input type="radio"/> Short-Term Scholar <input checked="" type="radio"/> Research Scholar <input type="radio"/> VUG / Student Intern	\$300	~\$35	n/a
<b>Work Visa</b>				
<input type="checkbox"/>	Consulate / Border Processing <small>Default ISS processing is 3 weeks. Border processing generally occurs the same day the request is presented by the foreign worker to the border. Consular processing times depend on the consulate in question.</small>			
<input type="checkbox"/>	<input type="checkbox"/> E-3 (Consulate) <input type="checkbox"/> TN (Consulate / Border Processing)	\$300	~\$35	0
<input type="checkbox"/>	USCIS Petition <small>Default ISS processing is 2 months. Regular USCIS processing vary wildly, but usually range between 2 and 6 months</small>			
<input type="checkbox"/>	<input type="checkbox"/> H-1B <input type="checkbox"/> H-1B1 (Chilean) <input type="checkbox"/> H-1B1 (Singaporean) <input type="checkbox"/> E-3 (USCIS petition) <input type="checkbox"/> TN (USCIS petition)	\$1,250	~\$35	\$480 (all) \$500 (1 <sup>st</sup> time) \$2,500 (rush)
<b>Permanent Residence</b>				
Labor Certification – Based Petitions <small>Cases involve two submissions (in sequence) to the US Dept of Labor, and then one submission to USCIS, before the individual can apply to adjustment status to permanent residence. ISS processing of each stage of paperwork averages 3 months. DOL processing currently averages 16 – 24 months. Regular USCIS processing ranges between 2 and 6 months.</small>				
<input type="checkbox"/>	EB-2 Special Handling for faculty and teaching staff	\$3,825	~\$35	\$700 (all) \$2,500 (rush)
<input type="checkbox"/>	EB-2 Re-Selection for faculty and teaching staff (per ISS instructions)	\$4,000	~\$635**	\$700 (all) \$2,500 (rush)
<input type="checkbox"/>	EB-2 Labor Certification for staff	\$3,585	~\$4,035***	\$700 (all) \$2,500 (rush)
Based on Individual Accomplishment and Impact to the Field <small>Cases involve one submission to USCIS, before the individual can apply to adjustment status to permanent residence. ISS processing of the USCIS submission averages 3 – 6 months. Regular USCIS processing ranges between 2 and 6 months</small>				
<input type="checkbox"/>	EB-2 National Interest Waiver	\$4,000	~\$635	\$700 (all) \$2,500 (rush)

\* Applicants for work visas must pay application fees at the US Consulate or land border to the USA. These are personal to the individual. Purdue policy does not permit payment or reimbursement of these fees. The specific fee depends on Dept of State reciprocity rules based on the applicant's citizenship.

\*\* Re-Selection requires the placement of a single, 30-day posting with a scholarly journal or comparable online academic job search site. The Chronicle of Higher Education qualifies as such as posting location.

\*\*\* Labor Certification requires a "Labor Market Test" to confirm that there are no minimally qualified American workers ready willing and available for the opportunity. The nature of the labor market test is set by regulation. The cost of running the labor market test depends on a variety of factors but generally averages \$4,000 or more.

**5 Premium Processing ("Rush" Fee)**

Premium processing service (for an additional fee of \$2,500) guarantees a response from USCIS within 15 calendar days of filing. A response may be either an approval or a request for evidence ("RFE"). If an RFE is issued, USCIS will issue its final decision within 15 calendar days of receiving the response to the RFE.

NOTE: Premium Processing applies only to USCIS petitions ("Work Visas" and "Permanent Residence" above). Premium processing is not applicable to J-1 Exchange visas, and is not applicable to Dept of Labor processing. Premium processing does not change ISS processing times. ISS bases our processing times on our total caseload.

The ISS Counselor assigned to the case will discuss the issue of premium processing with the Dept before filing, after PISA submits to MyISS.

**6 Host/Hiring Manager and Department Agreement**

By continuing this request, the Host/Hiring Manager and the Department –

- ✓ Agrees to the ISS Fees, costs and government filing fees associated with the requested service
- ✓ Agrees to the International Scholar Services office preparing and/or signing government form(s) for the foreign worker, based on the information provided by this department to PISA / ISS through intake forms and MyISS eform submissions; and
- ✓ Agrees to the submission to the US government of (i) the information and documents collected from the department and foreign worker, and (ii) the government forms prepared and signed by ISS, based on that above-mentioned information and documents.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS | INTERNATIONAL SCHOLAR SERVICES | PURDUE INTERNATIONAL SCHOLAR ASSISTANCE (PISA)  
 Young Hall, 155 S Grant St, Fifth Floor, West Lafayette IN 47907 | PISA@purdue.edu all\_fee-and-filing-agreement\_9-16-2023

# Fee and Filing Statement



Office of International Students and Scholars

Save/Print

Fee and Filing Statement

1	Name and Email of Employee being Sponsored	Mickey Mouse
2	Host / Hiring Manager	Donald Duck
3	College / Hiring Unit	Disney Studios / Pixar Productions

5	<p><b>Premium Processing ("Rush" Fee)</b>                  Premium processing service (for an additional fee of \$2,500) guarantees a response from USCIS within 15 calendar days of filing. A response may be either an approval or a request for evidence ("RFE"). If an RFE is issued, USCIS will issue its final decision within 15 calendar days of receiving the response to the RFE.                  NOTE: Premium Processing applies only to USCIS petitions ("Work Visas" and "Permanent Residence" above). Premium processing is not applicable to J-1 Exchange visas, and is not applicable to Dept of Labor processing. Premium processing does not change ISS processing times. ISS bases our processing times on our total caseload.                  The ISS Counselor assigned to the case will discuss the issue of premium processing with the Dept before filing, after PISA submits to MyISS.</p>
6	<p><b>Host/Hiring Manager and Department Agreement</b>                  By continuing this request, the Host/Hiring Manager and the Department –                  ✓ Agrees to the ISS Fees, costs and government filing fees associated with the requested service                  ✓ Agrees to the International Scholar Services office preparing and/or signing government form(s) for the foreign worker, based on the information provided by this department to PISA / ISS through intake forms and MyISS eform submissions; and                  ✓ Agrees to the submission to the US government of (i) the information and documents collected from the department and foreign worker, and (ii) the government forms prepared and signed by ISS, based on that above-mentioned information and documents.</p>

4 Fees, Costs and Expenses for the Requested Services with the International Scholar Services Office							
<u>Research / Exchange Visa</u>		<u>Select only ONE choice</u>		<u>ISS Fee</u>	<u>Other Costs, (shipping etc)</u>	<u>Govt Fees*</u>	
<input checked="" type="checkbox"/>	J-1	<input type="radio"/> Short-Term Scholar	<input checked="" type="radio"/> Research Scholar	<input type="radio"/> VUG / Student Intern	\$300	~\$35	n/a
<u>Work Visa</u>		<u>Select only ONE choice</u>		<u>ISS Fee</u>	<u>Other Costs (shipping etc)</u>	<u>Govt Fees*</u>	
<input type="checkbox"/>	<u>Consulate / Border Processing</u> Default ISS processing is 3 weeks. Border processing generally occurs the same day the request is presented by the foreign worker to the border. Consular processing times depend on the consulate in question.			\$300	~\$35	0	
<input type="checkbox"/>	<input type="checkbox"/> E-3 (Consulate) <input type="checkbox"/> TN (Consulate / Border Processing)						
<input type="checkbox"/>	<u>USCIS Petition</u> Default ISS processing is 2 months. Regular USCIS processing vary wildly, but usually range between 2 and 6 months						
<input type="checkbox"/>	<input type="checkbox"/> H-1B <input type="checkbox"/> H-1B1 (Chilean) <input type="checkbox"/> H-1B1 (Singaporean) <input type="checkbox"/> E-3 (USCIS petition) <input type="checkbox"/> TN (USCIS petition)			\$1,250	~\$35	\$480 (all) \$500 (1 <sup>st</sup> time) \$2,500 (rush)	
<u>Permanent Residence</u>		<u>More than one choice may be selected</u>					
<u>Labor Certification – Based Petitions</u> Cases involve two submissions (in sequence) to the US Dept of Labor, and then one submission to USCIS, before the individual can apply to adjustment status to permanent residence. ISS processing of each stage of paperwork averages 3 months. DOL processing currently averages 18 – 24 months. Regular USCIS processing ranges between 2 and 6 months.							
<input type="checkbox"/>	EB-2 Special Handling for faculty and teaching staff			\$3,825	~\$35	\$700 (all) \$2,500 (rush)	
<input type="checkbox"/>	EB-2 Re-Selection for faculty and teaching staff (per ISS instructions)			\$4,000	~\$635**	\$700 (all) \$2,500 (rush)	
<input type="checkbox"/>	EB-2 Labor Certification for staff			\$3,565	~\$4,035***	\$700 (all) \$2,500 (rush)	
<u>Based on Individual Accomplishment and Impact to the Field</u> Cases involve one submission to USCIS, before the individual can apply to adjustment status to permanent residence. ISS processing of the USCIS submission averages 3 – 6 months. Regular USCIS processing ranges between 2 and 6 months							
<input type="checkbox"/>	EB-2 National Interest Waiver			\$4,000	~\$635	\$700 (all) \$2,500 (rush)	

\* Applicants for work visas must pay application fees at the US Consulate or land border to the USA. These are personal to the individual. Purdue policy does not permit payment or reimbursement of these fees. The specific fee depends on Dept of State reciprocity rules based on the applicant's citizenship.

\*\* Re-Selection requires the placement of a single, 30-day posting with a scholarly journal or comparable online academic job search site. The Chronicle of Higher Education qualifies as such as posting location.

\*\*\* Labor Certification requires a "Labor Market Test" to confirm that there are no minimally qualified American workers ready willing and available for the opportunity. The nature of the labor market test is set by regulation. The cost of running the labor market test depends on a variety of factors but generally averages \$4,000 or more.



# Feedback

# Feedback

- Our office understands there is a lot of transition occurring, on campus and within your unit
  - ISS and PISA are hopeful that this early adoption will alleviate some of the stress of the other transitions
- We are in essence using the bridge while we still are building it
  - We encourage and appreciate positive feedback that will enable us to provide better service
- While ISS and the new PISA team are perfectly capable and perfectly enthused...
  - In all likelihood, there will be moments that will not be perfectly perfect
- Please bear with us as we learn and grow
  - In the end there will be a system and service that will be well worth a few intervening bumps



# Questions?

If you have questions, please email [pisa@purdue.edu](mailto:pisa@purdue.edu) or [thomp557@purdue.edu](mailto:thomp557@purdue.edu)