

Welcome to PISA

Purdue International Scholar Assistance

(Units with Department Contacts)

The “ISS” work previously done by
your Departmental ISS Liaison
has moved to

**Purdue International Scholar Assistance
(PISA)**

in the International Scholar Services office

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, ISS and the Department Contact
- **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

Immigration Counseling

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

Welcome to PISA

Purdue International Scholar Assistance (PISA)

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

Purdue International Scholar Assistance (PISA)



- **College is assigned specific PISA Specialists**
 - Actual human beings
 - 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

History



Proposed PISA concept to university leadership (then-EVPRP, Office of the Provost, Finance, Deans, Department Heads, and others)

2021



Feb / March

- Full university approval for PISA

June

- First hire; PISA officially launched

October

- Adoptions of academic and administrative units begins

December

- Initial public meetings discussing implementation

2022



Jan – June

- Adoptions progress; more than two dozen presentations discussing / explaining adoption; negotiations / discussions with College leadership; majority of university adopted by July 31, 2023

2023



PISA is fully implemented

2024 AY

PISA Services

What are PISA Services?

- PISA is not the same as the former ISS Liaison role
 - Almost all ISS Liaisons wore multiple hats
 - “ISS Liaison” work was layered within other duties and roles
 - Dividing line between “ISS Liaison” and other Departmental responsibilities was not always clear
- PISA
 - Provides the administrative support required for requests to the International Scholar Services team for immigration support (research / work visas, permanent residence, etc.)
 - 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

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 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 Northwest

Purdue Online

Purdue Polytechnic Institute

Student Life

Transition to PISA

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

Outreach Schedule

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

10/2/2023



Document Generation

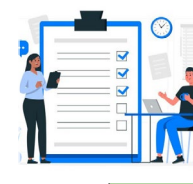
- Visiting Scholar invitation letters
- Support letters for USCIS petitions
- Support documentation for permanent residence processes
- Employment Verification letters for travel

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 / DirectHire 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

10

What PISA is not...

- PISA is NOT
 - Export Control
 - We have no control over screenings / RPS by the Export Controls Office
 - We are a customer of their services, just like you
 - Human Resources
 - We have 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
 - We have 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
 - We have 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
 - Immigration Counselor
 - PISA are subject matter experts on Purdue policy, systems, and the administrative process underlying requestions with the International Scholar Services team
 - PISA cannot provide guidance on immigration-specific topics. IN other words, while PISA can recommend a category of immigration benefit and provide data and guidance about what is needed to initially request it, PISA cannot provide guidance on legal topics WITHIN that immigration benefit

Who Does What, within a given ISS Request?

Department Contact	PISA	Counseling Team
<ul style="list-style-type: none"> Understands internal Department stakeholders (Office of the Head, Business Office, Employment Center, Payroll Center, etc.) 	<ul style="list-style-type: none"> Understands Purdue policies, campus systems and processes, and International Scholar Services procedures, services and needs 	<ul style="list-style-type: none"> Understands US laws, agency policies, procedures and adjudicatory trends, and Purdue policy
<ul style="list-style-type: none"> Selects the correct Intake Form from the online Resource Page Works with the Host / Hiring Manager to collect information Works with other Department offices to collect information Collects required approvals (either external documents/emails or signatures to the Intake Form) Submits all required documents and information to PISA Receives and answers/routes questions from PISA Conveys questions from the Department / host / hiring manager to PISA and clarifies/relays responses 	<ul style="list-style-type: none"> Selects the correct IntlScholar Service for the request received, based on the documents and Intake information Works with the Department Contact to clarify any missing or inconsistent information Works with the international to collect preliminary information Ensures required approvals are in place, based on the appointment category Submits all required documents and information to MyISS Receives and answers/routes questions from IntlScholar Counselors, and from Department Contacts 	<ul style="list-style-type: none"> Verifies eligibility / suitability for the requested immigration classification based on the full scope of details and documents obtained via MyISS Works with PISA, the Department Contact, Business Office, and/or Host/Hiring Manager to clarify any missing or inconsistent information Works with the international to collect missing or additional information or documents Ensures required approvals / screenings are in place, based on the appointment category Develops government paperwork, legal arguments, or other forms based on the immigration classification in question Receives and answers/routes questions from PISA, Department Contacts, host/hiring manager, and others
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid green; padding: 10px; background-color: #e0f2f1;"> <p style="margin: 0;">Collaborative Process to verify the correct process is selected and advanced efficiently</p> </div> <div style="border: 2px solid green; padding: 10px; background-color: #e0f2f1;"> <p style="margin: 0;">Collaborative Process to finalize the immigration paperwork needed and close the request</p> </div> </div>		
<ul style="list-style-type: none"> Accesses shared report to monitor case progress Receive quarterly reports from PISA 	<ul style="list-style-type: none"> Prepares and shares report(s) Provides case status updates on demand 	<ul style="list-style-type: none"> Provides case status updates on demand

How to Work with PISA

How to Work with PISA

If you are a Department Contact

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

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

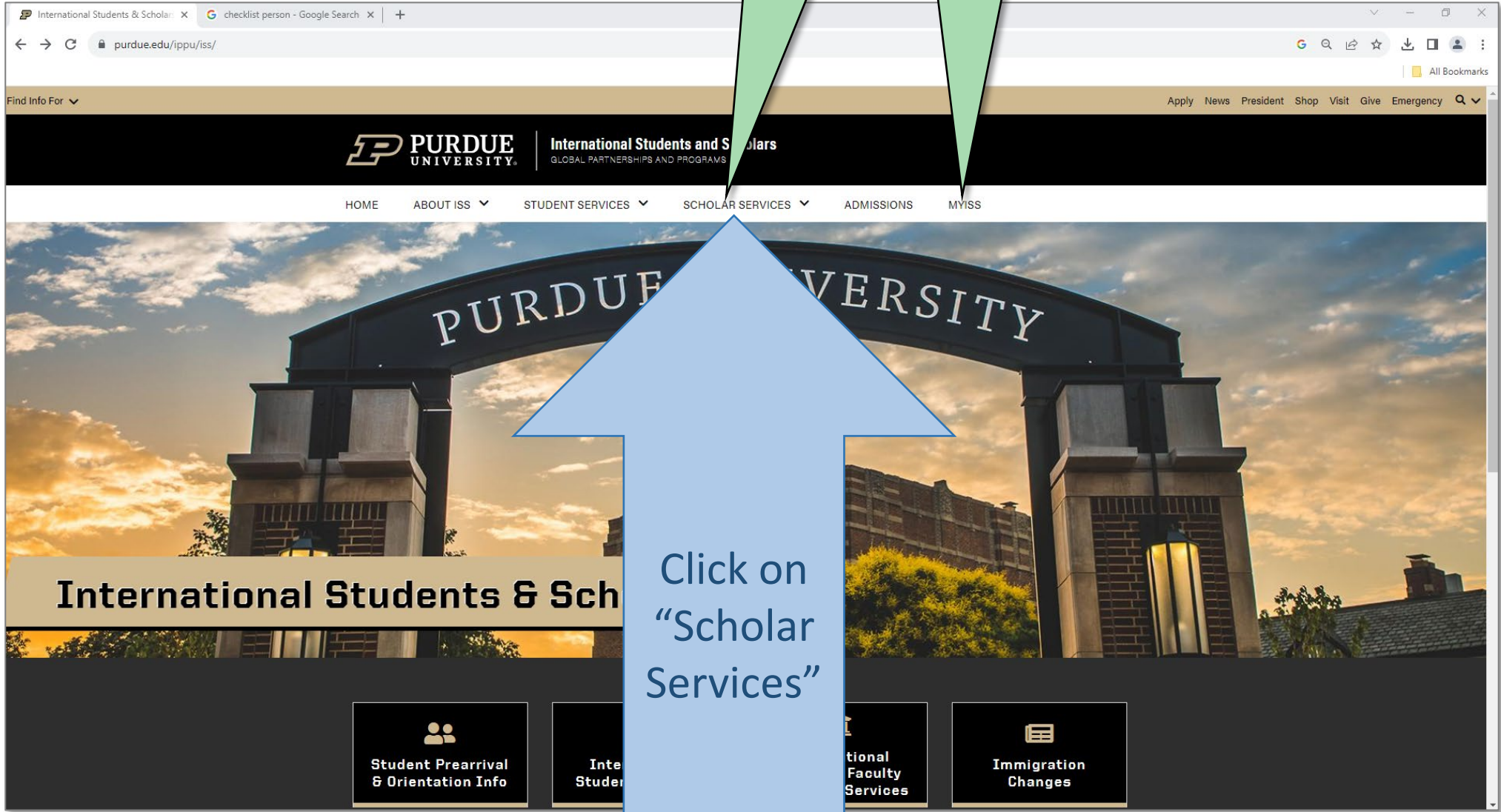
If you are host / hiring manager

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

ISS / PISA Website

Scholar Services

MyISS

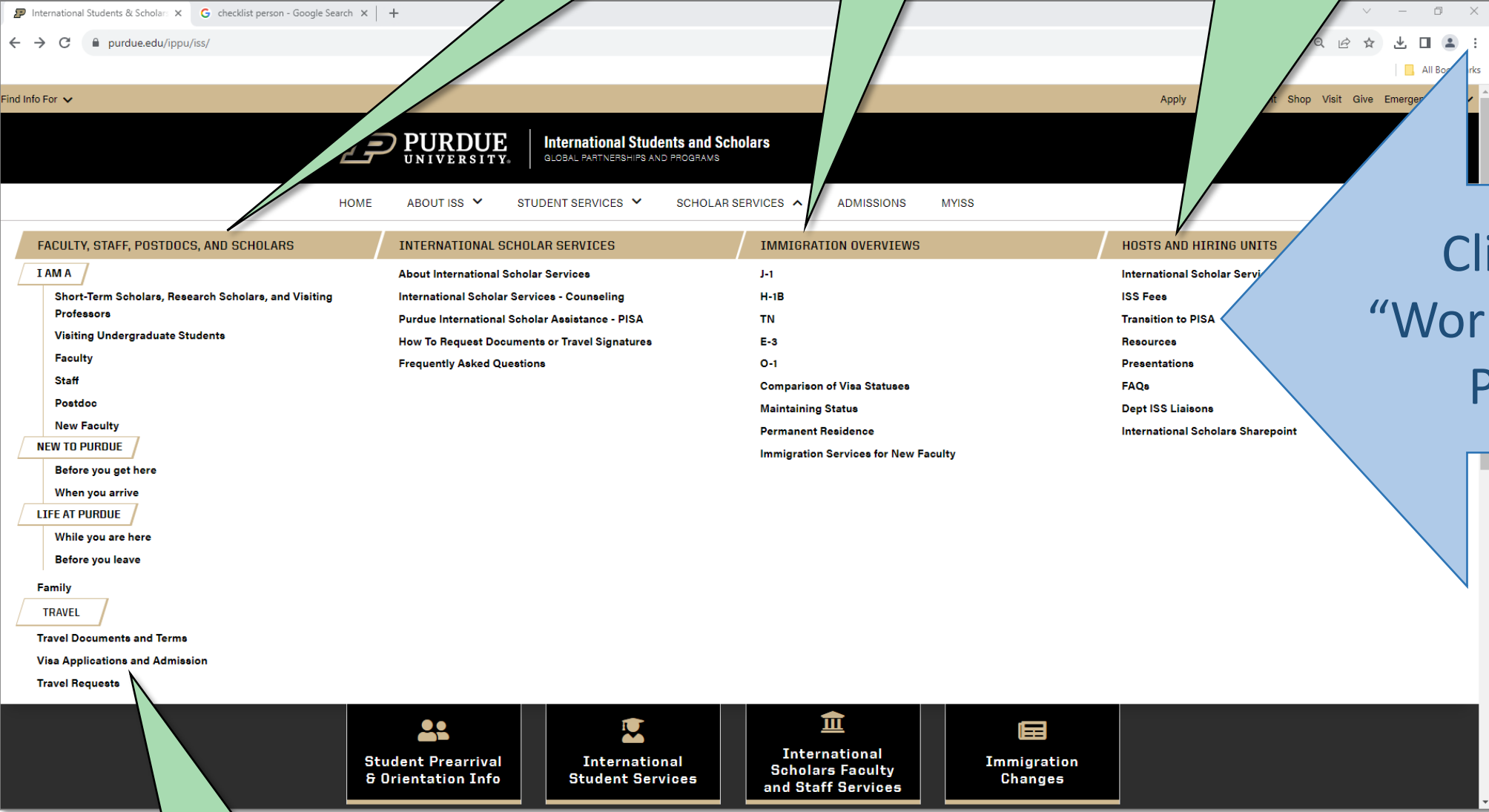


ISS / PISA Website

Information Specific to different appointments

Immigration Information

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



Click on "Working with PISA"

Information about transition / travel

ISS / PISA Website

The screenshot shows the ISS/PISA website interface. On the left, a navigation menu lists various campus units. On the right, there are sections for 'Email List', 'Contact List', 'PISA' services, and 'Details, Timelines, and Costs'. Green callout boxes with arrows point to the navigation menu and the 'PISA' section. Blue callout boxes with arrows point to specific items in the 'PISA' section.

All campus units

Sign up for Email Communications

Update contact information within the College

(How to work with PISA / ISS)

Specific Details, by Appointment Category

WORKING WITH PISA

- College of Agriculture
- College of Engineering
- College of Liberal Arts
- College of Pharmacy
- 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 Western
- Purdue Online
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PISA

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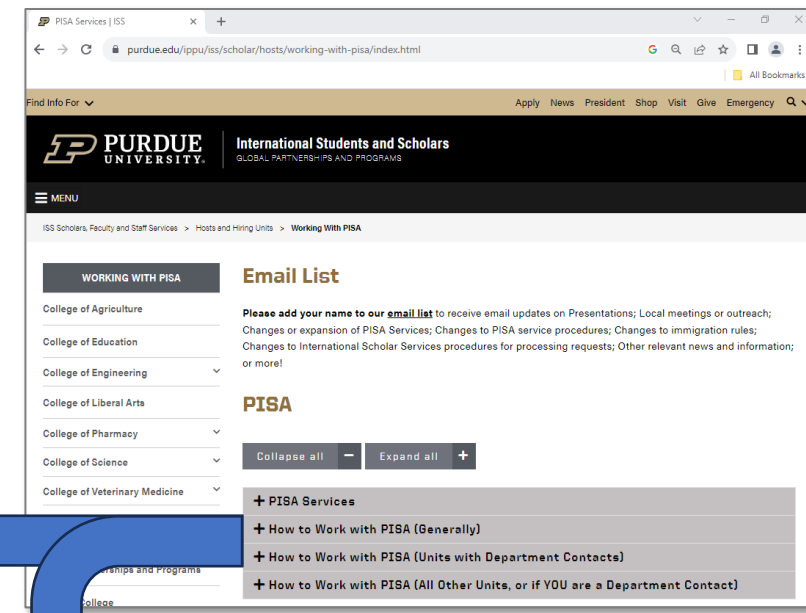
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- + How to Work with PISA (Generally)
- + How to Work with PISA (Units with Department Contacts)
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- + Immigration Wage Analyses

How to Work with PISA



+ PISA Services

— 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

+ PISA Services

+ How to Work with PISA (Generally)

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

Certain colleges have determined that they will utilize centralized Department Contacts who will be responsible for submitting to PISA the Intake Forms needed to initiate requests. Click on your College / Division in the menu on the left to access the information for your specific unit. There will be a listing of Department Contacts available.

If you are (1) an international, or (2) a prospective or current host/hiring manager of an international:

- Contact PISA if you have general questions about PISA or ISS processing, costs or timelines that are not answered by this website.
- Contact your Department Contact if you have want to initiate a request, or learn about college-specific internal approval processes, etc.

How to Work with PISA

+ 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)

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

PISA Services | ISS

purdue.edu/ippu/iss/scholar/hosts/working-with-pisa/index.html

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 Liberal Arts

College of Pharmacy

College of Science

College of Veterinary Medicine

Centers and Institutes of the Discovery Park District

Email List

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PISA

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+ 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)

4. Submission to PISA

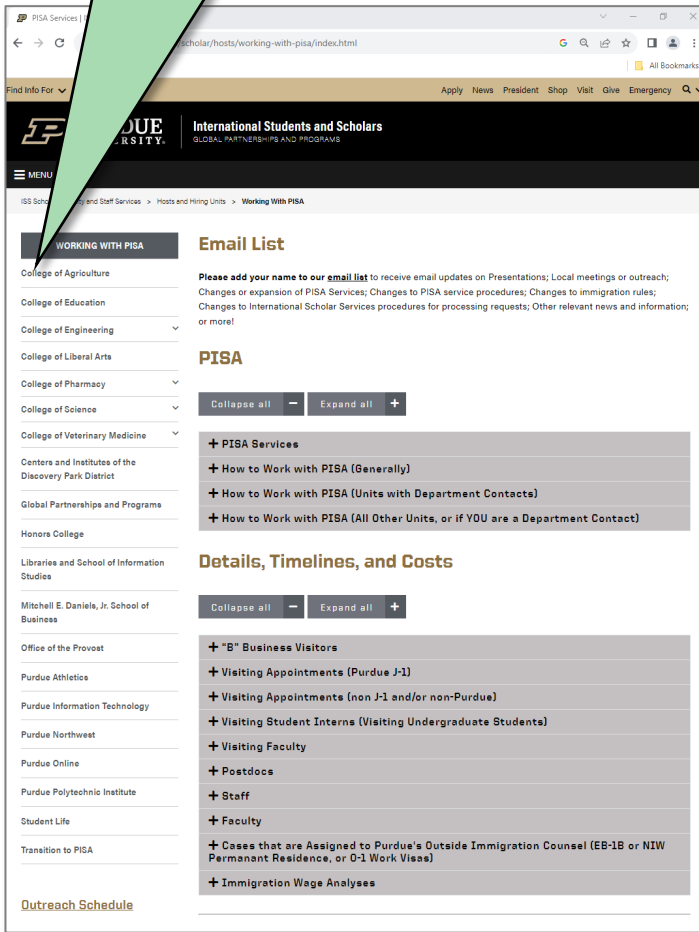
1. Once the required Intake Form is complete, submit to PISA
 1. Do not cc PISA on the sequence of communications to complete an Intake Form. This only serves to clog the PISA email inbox and slow services / communications with the entire campus
 2. Send as ONE email -
 1. The fully completed Intake
 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 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.

How to Work with PISA

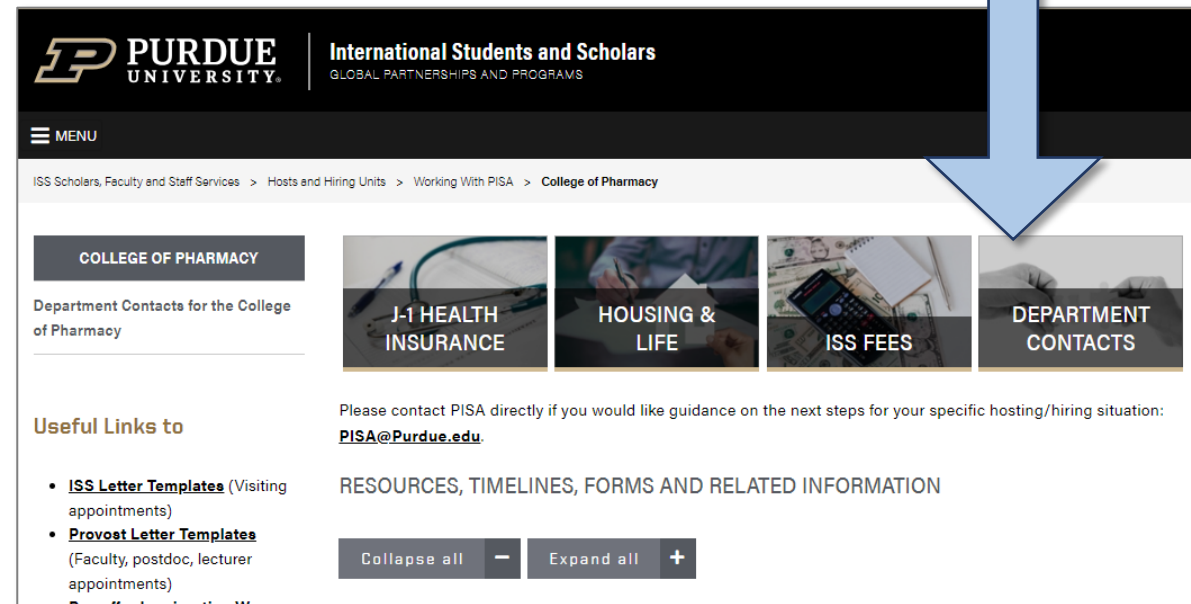
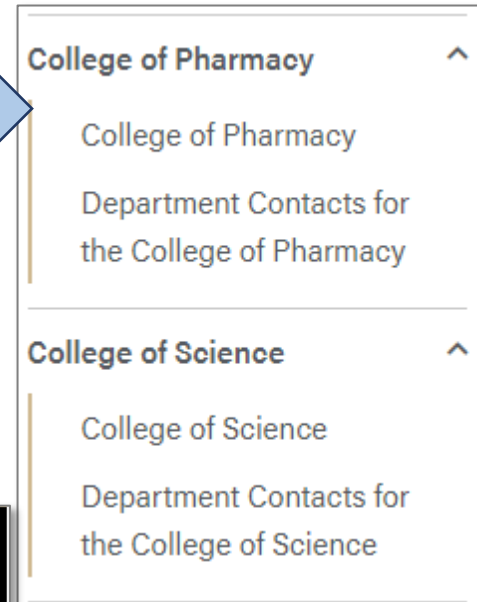
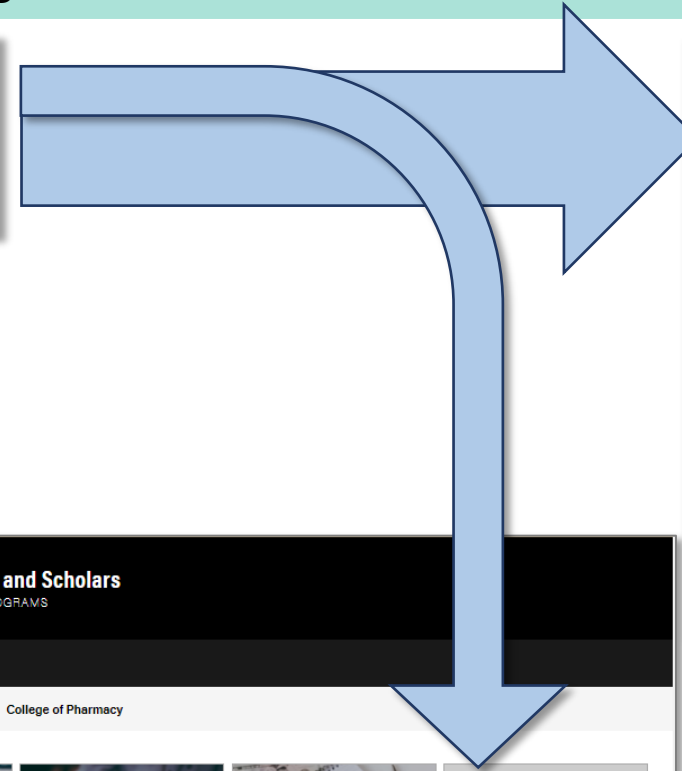
Step-by-Step

Step 1: Access Your College / Division Resource Page

Find your College / Unit



Units with a \vee symbol have a Department Contact list that can be accessed here, or on the main Resource Page



Step 2: Find Your Department Contact

Click here to go to the College Resource Page

The screenshot shows the Purdue University International Students and Scholars website. The header includes the Purdue University logo and the text "International Students and Scholars GLOBAL PARTNERSHIPS AND PROGRAMS". A navigation menu is visible below the header. The breadcrumb trail reads: "International Students and Scholars, Faculty and Staff Services > Hosts and Hiring Units > Working With PISA > College of Pharmacy > Department Contacts for the College of Pharmacy".

On the left side, there is a dark grey button labeled "COLLEGE OF PHARMACY" and a section titled "Department Contacts for the College of Pharmacy".

The main content area features a table with two columns: "DEPARTMENT / SCHOOL" and "CONTACT". Above the table, there is a link: "Click [here](#) for the Purdue Directory."

DEPARTMENT / SCHOOL	CONTACT
Department of Industrial and Physical Pharmacy	Mary Ellen Hurt , Manager of Operations
Department of Medicinal Chemistry and Molecular Pharmacology	Barb Mullenberg , Assistant to the Department Head; PhD Program Coordinator; Clerical Support Supervisor
Department of Pharmacy Practice	Amanda Correa , Lead Administrative Assistant
College of Pharmacy Finance	Donna Brown , DFA
	Tara Flook , Sr Business Manager
	Suzanne Snoeberger , Business Assistant

Step 1(b): If you a Host / Hiring Manager

Quick Links within the ISS Site

Timelines and Overview of Procedures,
by Appointment Category

PURDUE UNIVERSITY | International Students and Scholars
GLOBAL PARTNERSHIPS AND PROGRAMS

MENU

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

COLLEGE OF PHARMACY

Department Contacts for the College of Pharmacy

Useful Links to

- [ISS Letter Templates](#) (Visiting appointments)
- [Provost Letter Templates](#) (Faculty, postdoc, lecturer 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** | **DEPARTMENT CONTACTS**

Please contact PISA directly if you would like guidance on the next steps for your specific hosting/hiring situation: 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)
- + J-1 Visiting Student Interns (Visiting Undergraduate Students)
- + Visiting Faculty
- + Postdocs
- + Staff
- + Lecturers
- + Faculty
- + Quick Links to All Intake Forms

Welcome to PISA

Step 1(b): If you are the 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

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RESOURCES, TIMELINES, FORMS AND RELATED INFORMATION

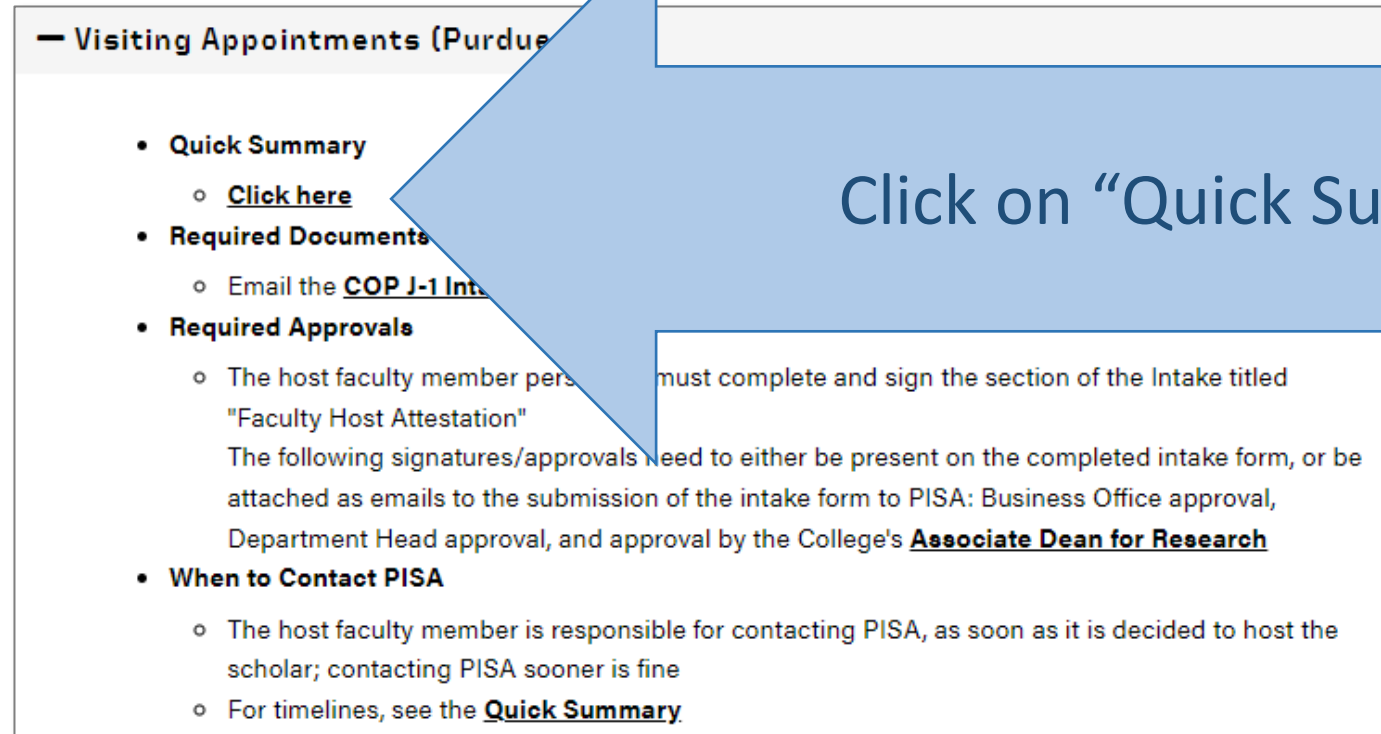
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- + Quick Links to All Intake Forms

Welcome to PISA

Step 2: Click on the Appointment Category of interest

Our Example Situation will be a J-1 Visiting Scholar



— Visiting Appointments (Purdue)

- **Quick Summary**
 - [Click here](#)
- **Required Documents**
 - Email the [COP J-1 Intake](#)
- **Required Approvals**
 - The host faculty member person 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, Department Head approval, and approval by the College's **Associate Dean for Research**
- **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 will be a J-1 Visiting Scholar

A new Browser Tab opens for the main PISA webpage

Click on the Appointment Category for information about

- The visa classification
- Timeline
- Required Documents
- When to contact PISA

Scroll down for more information

Information about the limits and permissions of the appointment (with respect to internationals)

Detailed workflow / timeline

College of Pharmacy | ISS x PISA Services | ISS x +
www.purdue.edu/jppu/iss/scholar/hosts/working-with-pisa/index.html

Apply News President Shop

PURDUE UNIVERSITY International Students and Scholars
GLOBAL PARTNERSHIPS AND PROGRAMS

HOME ABOUT ISS STUDENT SERVICES SCHOLAR SERVICES ADMISSIONS MYISS

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 Liberal Arts
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Centers and Institutes of the Discovery Park District
Global Partnerships and Programs
Honors College
Libraries and School of Information Studies
Purdue University, Jr. School of

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+ "B" Business Visitors

- Visiting Appointments (Purdue J-1)

Quick Summary

- Resources
 - Click here for the [ISS practices and procedures for Visiting Scholars](#)
- Immigration Options
 - **J-1 Exchange Visitor**
- Timeline
 - Screening, if required = up to 3 weeks (managed by the Export Controls Office; ISS assists in collecting the information they review but is not otherwise involved)
 - Visiting Scholar invitation letter = ~2 days provided the departmental host and scholar are responsive
 - J-1 processing = ~3 weeks
 - If a visa is required, this is the responsibility of the visitor; ISS does not assist. Consular processing of visas can take up to 10+ weeks depending on the Consulate
- Required Documents and Information
 - Access your College / Division PISA webpage in the menu on the left for your specific intake form(s).
- When to Contact PISA
 - No later than the moment it is decided to host the scholar; contacting PISA sooner is fine

[Breach Schedule](#)

More Information

More Information

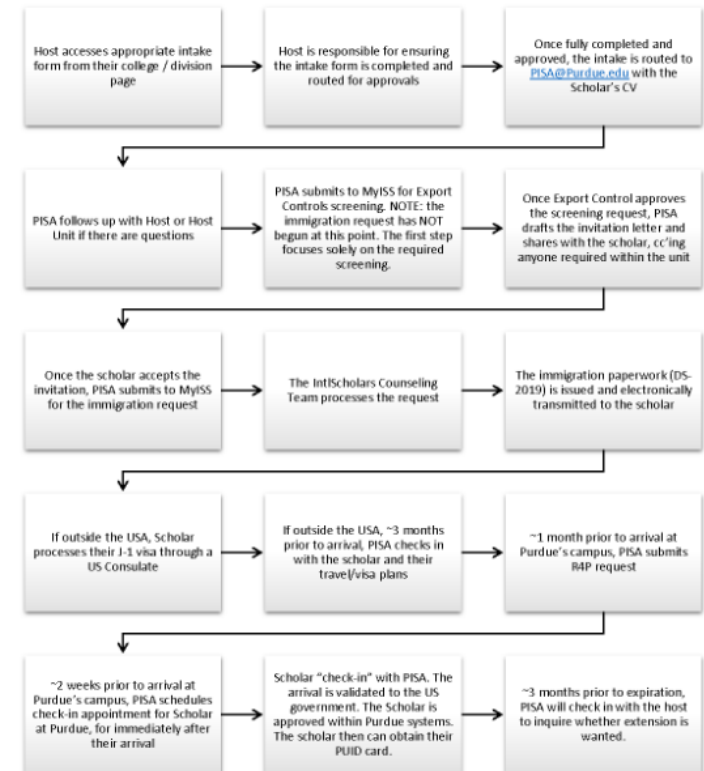
WHAT IS AN INTERNATIONAL VISITING SCHOLAR (PURDUE J-1)

An International Visiting Scholar is a non-US person who holds a **Visiting Scholar Appointment** at Purdue, which is a temporary appointment to engage in scholarly activities (which include, but are not limited to: research, instruction, teaching, collaboration, consultation, observation, and demonstration; scholarly activities do not include regular staff or administrative activities). International Faculty appointments that are unpaid are processed in the same way as International Visiting Scholars.

International Visiting Scholars are eligible for Purdue credentials, email, PUID card and system(s) access as appropriate for their activities and following all requisite approvals.

See also - Export Controls' discussion of [international visitors](#).

WORKFLOW FOR INTERNATIONAL VISITING SCHOLAR (PURDUE J-1)



Step 2: Example – detail about Timelines and Workflow

Our Example Situation will be a J-1 Visiting Scholar

Details, Timelines, and Costs

Collapse all | Expand all

+ "B" Business Visitors

- Visiting Appointments (Purdue J-1)

Quick Summary

- Resources
 - Click here for the [ISS practices and procedures for Visiting Scholars](#)
- Immigration Options
 - J-1 Exchange Visitor
- Timeline
 - Screening, if required = up to 3 weeks (managed by the Export Controls Office; ISS assists in collecting the information they review but is not otherwise involved)
 - Visiting Scholar invitation letter = ~2 days *provided the departmental host and scholar are responsive*
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More Information

WHAT IS AN INTERNATIONAL VISITING SCHOLAR (PURDUE J-1)

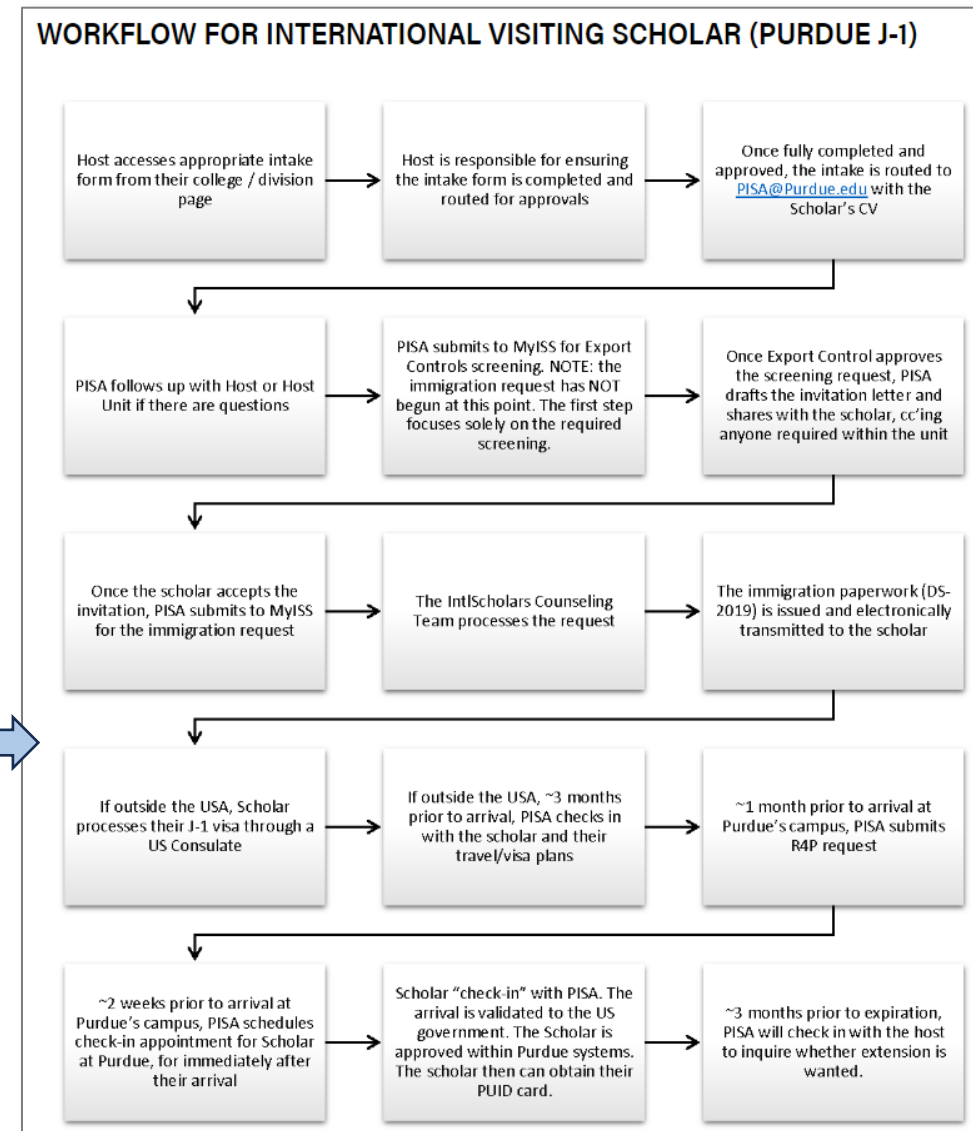
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International Visiting Scholars are eligible for Purdue credentials, e-mail, PUID card and system(s) access as appropriate for their activities and following all requisite approvals.

See also - Export Controls' discussion of [international visitors](#)

WORKFLOW FOR INTERNATIONAL VISITING SCHOLAR (PURDUE J-1)

- **Timeline**
 - Screening, if required = up to 3 weeks (managed by the Export Controls Office; ISS assists in collecting the information they review but is not otherwise involved)
 - Visiting Scholar invitation letter = ~2 days *provided the departmental host and scholar are responsive*
 - J-1 processing = ~ 3 weeks
 - If a visa is required, this is the responsibility of the visitor; ISS does not assist. Consular processing of visas can take up to 10+ weeks depending on the Consulate



Welcome to PISA

Step 2: Click on the Appointment Category of interest

Our Example Situation will be a J-1 Visiting Scholar

— Visiting Appointments (Purdue J-1)

- **Quick Summary**
 - [Click here](#)
- **Required Documents and Information**
 - Email the [COP J-1 Intake Form](#) to PISA@Purdue.edu
- **Required Approvals**
 - The host faculty member personally must complete and sign the "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, Department Head approval, and approval by the College's [Associate Dean for Research](#)
- **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

Step 3: Access and Complete the Intake Form

Our Example Situation will be a J-1 Visiting Scholar

A new Browser Tab opens with the Adobe pdf Intake Form

Units with Department Contacts will be guided through the completion of the Intake Form by that Department Contact.

The 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

The screenshot shows a web browser displaying the intake form for a J-1 Visiting Scholar. The form is titled "PURDUE UNIVERSITY Office of International Students and Scholars Intake: Request for J-1 Scholar (Visiting Appointment-NOT Employment)". It contains 15 numbered sections for data entry, including personal information, program details, English proficiency verification, funding, and various approvals. A small thumbnail of the form is visible in the top left corner of the browser window.


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	<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):		
5	Remote Purdue Employee:	<input type="checkbox"/> 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		
6	Program Details	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 but not provided to ISS <input type="checkbox"/> No		
7	English Proficiency Verification (check ONE option only)	<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 list of qualifying countries) <input type="checkbox"/> Scholar has taken and passed an English Language test (see list 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) Interviewer's Signature: _____ Funding: <input type="checkbox"/> Minimum requirements / minimum thresholds link <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: \$ _____		
8	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.		
9	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. a. _____ 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. <input type="checkbox"/> on campus <input type="checkbox"/> off campus <input type="checkbox"/> on campus <input type="checkbox"/> off campus		
10	The above information was entered by	(name)	(email)	(phone)
11	Faculty Host Attestation	<input type="checkbox"/> I attest that I am the hiring manager/supervisor. <input type="checkbox"/> I personally obtained all information above directly from the hiring manager/supervisor. <input type="checkbox"/> I understand that this information may be submitted to the US government. 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	ISS Fees**	For current ISS Fee amounts and info, see link . Federal funds may not be used. Request Fee Account #: WBSE: _____ Order: _____		
13	Business Office Comments	Signature (Business Office): _____ <input type="checkbox"/> Attached as email		
14	Department Head Comments	Signature (Department Head or Designee): _____ <input type="checkbox"/> Attached as email		
15	Associate Dean for Research Comments	Signature: _____ <input type="checkbox"/> Attached as email		



Step 3: Access and Complete the Intake Form

Our Example Situation will be a J-1 Visiting Scholar

The Form begins by requesting information about the general situation

 **PURDUE UNIVERSITY** | Office of International Students and Scholars [Reset Form](#)

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

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	<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):		
5	Remote Purdue Employee:	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		
5	Program Details	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 will be a J-1 Visiting Scholar

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

6	<input type="checkbox"/> First-time request for Purdue-sponsored J-1 visa/status for this scholar (includes transfers of J-1 from other institutions) <i>Start Date: Start date goal for the visa is the employment start date listed in the offer letter, if feasible</i> Arrival <input type="checkbox"/> is flexible <input type="checkbox"/> must occur by _____ (date) Proposed End Date: _____ (date)	<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
7	English Proficiency Verification (check ONE option only) <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 list of qualifying countries) <input type="checkbox"/> Scholar has taken and passed an English Language test (see list of tests accepted by Purdue University) <input type="checkbox"/> I verified the Scholar's English proficiency in an interview on _____ at _____ lasting _____ (date) (time) (duration) Interviewer's Signature:	<p style="text-align: center;"><i>English proficiency not required for extensions of Purdue-sponsored J-1 status</i></p>
8	Funding See funding requirements / minimum thresholds here . <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 will be a J-1 Visiting Scholar

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

9	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 <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	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. <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 will be a J-1 Visiting Scholar

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

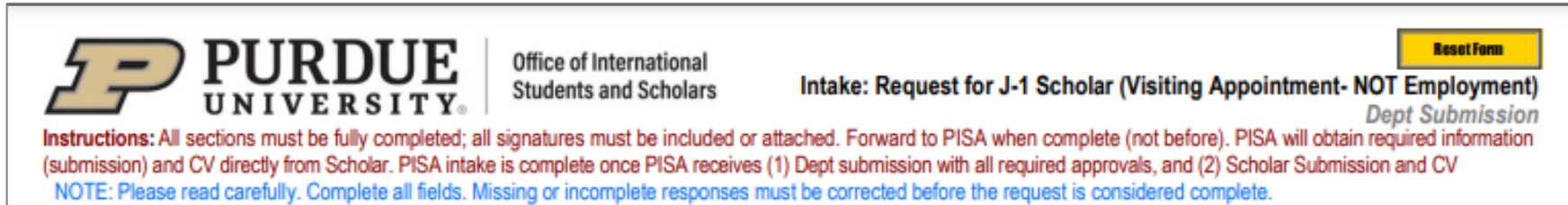
10	<p>The above information was entered by _____ (name) _____ (email) _____ (phone)</p> <p>> I attest that <input type="checkbox"/> I am the hiring manager/supervisor <input type="checkbox"/> I personally obtained all information above directly from the hiring manager/supervisor.</p> <p>> I understand 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>
11	<p>Faculty Host Attestation</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>
12	<p>ISS Fees** For current ISS Fee amounts and info, see here. Federal funds may not be used.</p> <p>Request Fee Account #: _____ WBSE: _____ Order: _____</p>
13	<p>Business Office Comments</p> <p>Signature (Business Office): _____ <input type="checkbox"/> Attached as email</p>
14	<p>Department Head Comments</p> <p>Signature (Department Head or Designee): _____ <input type="checkbox"/> Attached as email</p>
15	<p>Associate Dean for Research</p> <p>Comments _____</p> <p>Signature: _____ <input type="checkbox"/> Attached as email</p>

NOTE: This particular College has an additional approval row, unique to its own internal administrative rules

Step 4: Submit the Intake Form to PISA

Our Example Situation will be 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)'. Below the title is the text 'Dept Submission'. In the top right corner is a yellow 'Reset Form' button. Below the title and 'Dept Submission' 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'. Below the instructions is a blue note: '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 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 5+: What PISA Does Next

Our Example Situation will be a J-1 Visiting Scholar

1. Confirm receipt of the Intake
2. Email/Filelocker the Scholar with their intake form, and request return via Filelocker link along with the Scholar's CV
3. Review the information, once collected in full, for consistency of responses, missing details, etc.
 - If information is missing or the Intake Form is incomplete, PISA must follow up to collect the omitted details
4. Submit to MyISS

Step 5+: What IntlScholars Does Next

Our Example Situation will be a J-1 Visiting Scholar

When a case is received into MyISS

1. This triggers emails with hyperlinks to MyISS eforms requesting additional details or documents, to-
 1. The host faculty member (or hiring manager, for other types of requests),
 2. Business Office,
 3. Others within the Department
2. The information must be provided by the host or hiring manager. It cannot be provided by a third party.
3. 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
4. Once the eforms are all submitted, the case goes to clerical review within the IntlScholars team
 - The clerk might identify remaining details that require clarification or documentation, and if so will send requests relating to these omissions
5. 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
 - If everything is complete, the counselor will generate the immigration paperwork in question (in this example, the DS-2019)

Step 5+: But Wait! There's More!

Our Example Situation will be a J-1 Visiting Scholar

There is still much work to do even after the DS-2019 is issued

1. The clerical team issues an electronic DS-2019 to the scholar
2. The Scholar then moves onto a tracker for arrival at Purdue and is monitored for progression along that tracker
 1. Receipt of the DS-2019
 2. Visa Processing
 3. Insurance
 4. Scheduling of travel
 5. Arrival
3. PISA reaches out to the Scholar (and Department) throughout this transition
 1. 90 days out – initiates the “Visa and Travel Plans” process in MyISS for the scholar to facilitate the collection of travel information and documents
 2. 60 days out – verifies that the visa appointment is scheduled
 3. 30 days out – verifies the program dates once again with the scholar and host
 4. 21 – 29 days out – submits R4P / DirectHire for the Scholar
 5. 14 days out – verifies that all documents and information is received. If so, transmits a scheduling link to the Scholar to register for checkin on arrival
 6. Arrival – meets with the Scholar in-person, completes Checkin, which in turn facilitates the IntlScholars validation of the Scholar in the government database SEVIS

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!
- Send ONE email with the Intake Form and any attachments, documents or other information
- 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!

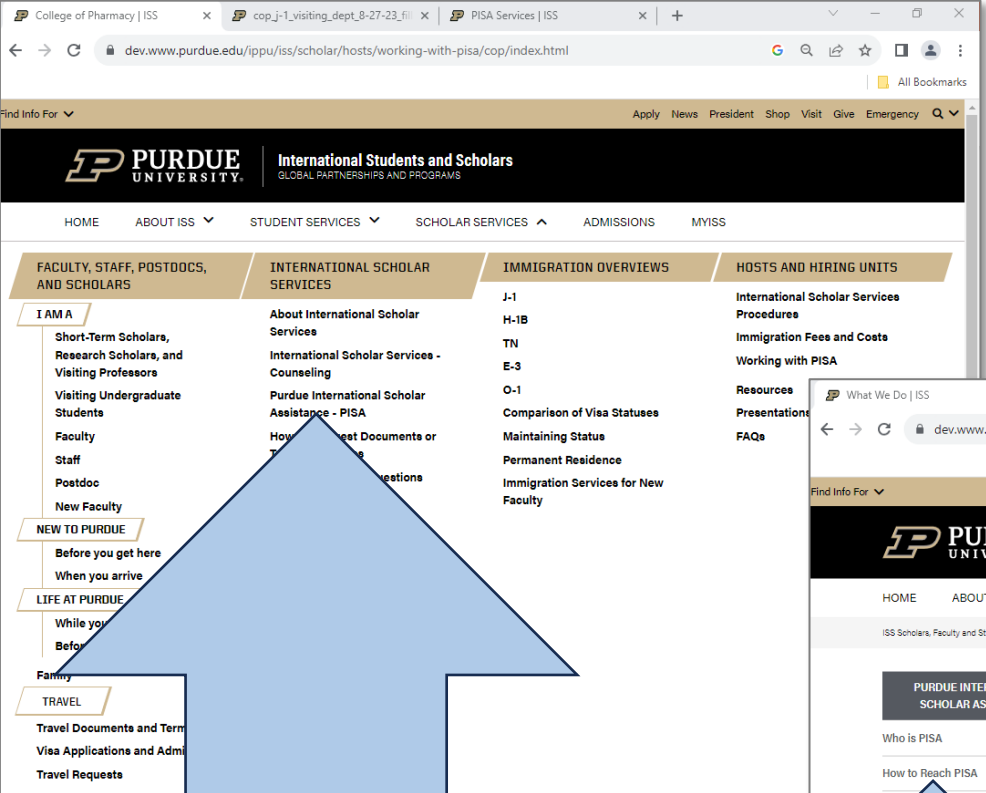
- cc PISA on email communications within the department while accumulating information or documents for the Intake
- Send incomplete Intake Forms
- Omit required documents, approvals or information
- Email for status updates more often than the default timeline/workflow for your request moves, or more 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

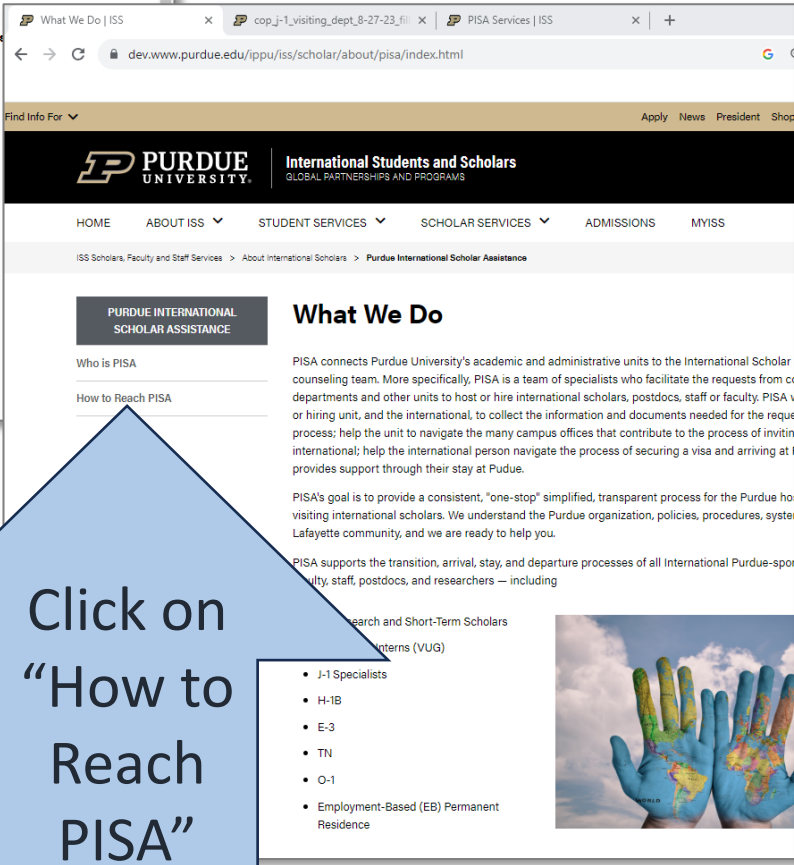
DO!

- 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

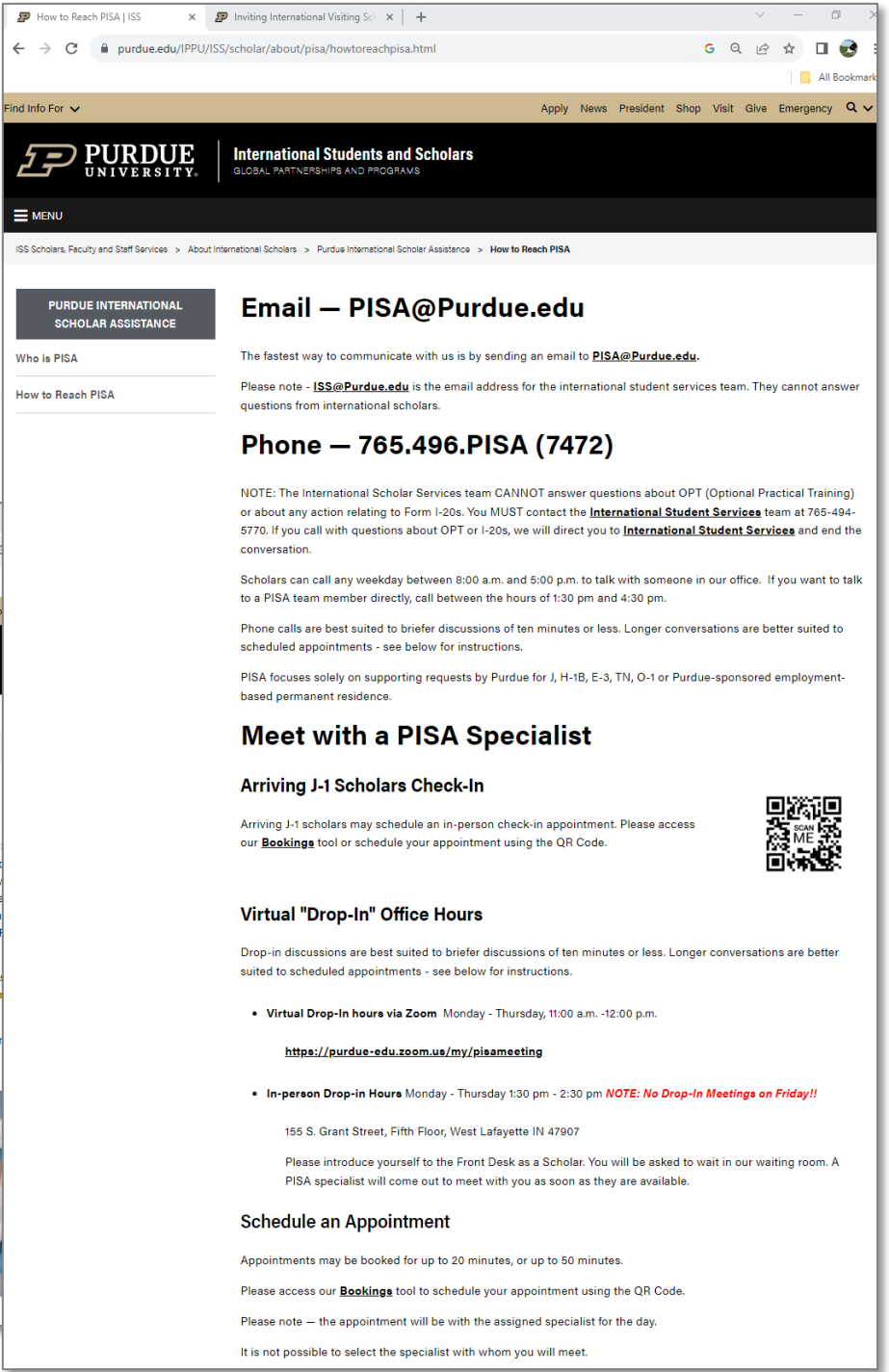


Contact PISA through email, phone or meeting



Click on "PISA"

Click on "How to Reach PISA"



Email – PISA@Purdue.edu

The fastest way to communicate with us is by sending an email to PISA@Purdue.edu.

Please note - 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 Services](#) team at 765-494-5770. If you call with questions about OPT or I-20s, we will direct you to [International Student Services](#) 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/piaameeting>

- **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.

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 and Department Contacts

- We understand the role of Department Contacts is new
 - And we understand there is uncertainty about what the role means
- The original vision for PISA did not include the concept of Department Contacts
 - This was a compromise to address specific interests of a handful of Colleges
 - PNW is the model on which the “Department Contact” idea was based
- We know many former ISS Liaisons were looking forward to focusing on their ‘real’ jobs and that serving as a Department Contact was not envisioned when PISA first was discussed
 - ISS has confirmed that – for those units utilizing Department Contacts, we have the option to
 - Discuss Department Contact contributions with the College leadership during bi-annual reviews of services
 - Contribute to the individual’s performance review (through the “360” process), when Department Contacts’ contributions are particularly noteworthy

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 ISS Fee rates are in effect for all cases as of September 1, regardless of whether an ISS Liaison submitted the case

International Scholar Services charges fees for all sponsored immigration services we offer. In addition, certain services might involve the payment of government fees.

2023-2024 ISS Fees

Research /Work Visa Status

J-1 Exchange Visitor | E-3 and TN workers processed at Consulate or Border

Department pays	\$300
Shipping or other costs	-\$35 Shipping (if Department pays)
Government Fees	None
Estimated Total Cost to Department	\$335
Other associated expenses?	Yes - Individual visa application

- Individual may be required to pay government fees relating to personal visa application at a US Consulate
- Purdue policy prohibits Departments from directly paying costs or expenses associated with visa applications at US Consulates

H-1B Specialty Occupation Worker | E-3 and TN workers processed through USCIS

Department pays	\$1250
Shipping or other costs	-\$20 Shipping to USCIS -\$35 Shipping to worker if outside the USA
Government Fees	\$460 Check payable to USCIS in payment of Form I-129 Filing Fee \$500 (First petition only) check payable to USCIS in payment of ACIVIA Fee \$2,500 Check payable to USCIS in payment of premium processing request if desired
Estimated Total Cost to Department	\$4,765
Other associated expenses?	Yes - Individual visa application


- Individual may be required to pay government fees relating to personal visa application at a US Consulate
- Purdue policy prohibits Departments from directly paying costs or expenses associated with visa applications at US Consulates
- US law prohibits the worker from directly or indirectly paying any cost or expense associated with the H-1B petition process

O-1 Individuals of Extraordinary Ability

Department pays	\$5,800 - \$8000 Legal services fees paid in 2 equal increments (at assignment of case, and at filing). Exact fee depends on circumstances and is confirmed during the evaluation \$200 ISS Fee
Shipping or other costs	-\$20 Shipping to USCIS -\$35 Shipping to worker if outside the USA
Government Fees	\$460 Check payable to USCIS in payment of Form I-129 Filing Fee \$2,500 Check payable to USCIS in payment of premium processing request if desired
Estimated Total Cost to Dept	\$7,215
Other associated expenses?	Yes - Individual visa application Yes - if USCIS issues request for additional evidence

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 *Select only ONE choice* *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
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Work Visa *Select only ONE choice* *ISS Fee* *Other Costs (shipping etc)* *Govt Fees**

<input type="checkbox"/>	Consulate / Border Processing	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"/>	USCIS Petition	Default ISS processing is 2 months. Regular USCIS processing vary wildly, but usually range between 2 and 6 months	\$1,250	~\$35	\$480 (all) \$500 (1 st time) \$2,500 (rush)
<input type="checkbox"/>	H-1B	<input type="checkbox"/> H-1B (Chilean) <input type="checkbox"/> H-1B1 (Singaporean)	\$1,250	~\$35	\$480 (all) \$500 (1 st time) \$2,500 (rush)
<input type="checkbox"/>	E-3 (USCIS petition)		\$1,250	~\$35	\$480 (all) \$500 (1 st time) \$2,500 (rush)
<input type="checkbox"/>	TN (USCIS petition)		\$1,250	~\$35	\$480 (all) \$500 (1 st time) \$2,500 (rush)

Permanent Residence *More than one choice may be selected*

Labor Certification – Based Petitions
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.

<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
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)
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* 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

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

In this example, the Statement is showing that a request for a J-1 Visiting Scholar will involve an ISS Fee of \$300, plus shipping costs of approximately \$35

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.

Row 5 explains that rush / premium processing fees apply only to USCIS cases, which a J-1 Visiting Scholar request is not. There therefore is no rush fee for J-1 Visiting Scholars

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.

Row 6 explains that by continuing the request, the department is agreeing to the fees, to preparing the immigration paperwork using the information provided, and to submitting that information to the government as needed.

	ISS Fee	Other Costs, (shipping etc)	Govt Fees*
Research / Exchange Visa (Select only ONE choice)			
<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
Work Visa (Select only ONE choice)			
Consulate / Border Processing 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.			
<input type="checkbox"/> E-3 (Consulate)	\$300	~\$35	0
<input type="checkbox"/> TN (Consulate / Border Processing)			
USCIS Petition Default ISS processing is 2 months. Regular USCIS processing vary wildly, but usually range between 2 and 6 months			
<input type="checkbox"/> H-1B	\$1,250	~\$35	\$480 (all)
<input type="checkbox"/> H-1B1 (Chilean) <input type="checkbox"/> H-1B1 (Singaporean)			\$500 (1st time)
<input type="checkbox"/> E-3 (USCIS petition)			\$2,500 (rush)
<input type="checkbox"/> TN (USCIS petition)			
Permanent Residence (More than one choice may be selected)			
Labor Certification – Based Petitions 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.			
	ISS Fee	Other Costs, (shipping etc)	Govt Fees
<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)
Based on Individual Accomplishment and Impact to the Field 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			
	ISS Fee	Other Costs, (shipping etc)	Govt Fees
<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.

Fee and Filing Statement

PURDUE UNIVERSITY 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

In this example, the Statement is showing that a request for an H-1B request will involve an ISS Fee of \$1250, shipping costs of ~\$35, and government fees of up to \$3,460

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.

Row 5 explains rush / premium processing fees apply only to USCIS cases, which includes H-1B requests.

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.

Row 6 explains that by continuing the request, the department is agreeing to the fees, to preparing the immigration paperwork using the information provided, and to submitting that information to the government as needed.

4 Fees, Costs and Expenses for the Requested Services with the International Scholar Services Office							
Research / Exchange Visa		Select only ONE choice		ISS Fee	Other Costs (shipping etc)	Govt Fees*	
<input type="checkbox"/>	J-1	<input type="radio"/> Short-Term Scholar	<input type="radio"/> Research Scholar	<input type="radio"/> VUG / Student Intern	\$300	~\$35	n/a
Work Visa		Select only ONE choice		ISS Fee	Other Costs (shipping etc)	Govt Fees*	
<input type="checkbox"/>	Consulate / Border Processing 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. <input type="checkbox"/> E-3 (Consulate) \$300 ~\$35 0 <input type="checkbox"/> TN (Consulate / Border Processing)						
<input checked="" type="checkbox"/>	USCIS Petition Default ISS processing is 2 months. Regular USCIS processing vary wildly, but usually range between 2 and 6 months <input checked="" type="checkbox"/> H-1B \$1,250 ~\$35 \$460 (all) <input type="checkbox"/> H-1B1 (Chilean) <input type="checkbox"/> H-1B1 (Singaporean) \$500 (1 st time) <input type="checkbox"/> E-3 (USCIS petition) \$2,500 (rush) <input type="checkbox"/> TN (USCIS petition)						
Permanent Residence		More than one choice may be selected					
Labor Certification – Based Petitions							
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)
Based on Individual Accomplishment and Impact to the Field							
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)

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 or thomp557@purdue.edu