## Visiting Associates at Penn Engineering

Faculty writes offer letter and sends to <u>visiting graduate student</u> cc: KF KF contacts student about J-1 visa process and submits DS-2019 request to ISSS



KF meets w/student, goes over maintaining status, travel, deadlines, Penn card, and other onboarding tasks

KF sends DS-2019 to student along with visa application instructions



KF = <u>Kathryn Fogle</u> OM = Office Manager