

Visa processing times at the U.S. embassies/consulates vary so please submit these documents to the Office of International Services (OIS) at least three (3) months before the proposed start date of the Exchange Visitor program. If you are applying to extend or transfer the J-1 visa status of an Exchange Visitor currently in the U.S., the hosting department must submit a complete J-1 Exchange Visitor visa application packet to the OIS at least 30 days prior to the proposed start date of the new Exchange Visitor program.

Kindly submit the complete J-1 Exchange Visitor application request packet with all the required forms and supporting documents either electronically (one large pdf) in one to email to international@uthscsa.edu or in hard copies to the OIS in person or via campus mail. Please do not send the documents piecemeal. Due to the vast volume of paperwork that we handle, we strongly prefer that you submit all paperwork as a complete package.

ITEMS NEEDED FROM THE SPONSORING DEPARTMENT

J-1 Exchange Visitor Sponsoring Department Questionnaire*

J-1 Exchange Visitor Visa English Proficiency Attestation Form*

Offer Letter from Department signed by the exchange visitor, hosting faculty member, and Department Chair/Unit Director indicating position/role, duration of stay, funding provided if any, and 2-3 sentences describing proposed activities (e.g. research or training)

If applicant has a medical degree (foreign or U.S.) provide:

No Patient Care or Contact Attestation* *or*

Incidental Patient Contact Attestation*

Texas Medical License (if position involves any incidental patient contact)

Questions?

Contact the Office of International Services (OIS) at 210-567-6241 or international@uthscsa.edu.

The U.S. Department of State regulations prohibit J-1 Exchange Visitors with medical degrees to come to the UT Health Science Center at San Antonio to engage primarily in clinical activities except if their J-1 visa is sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG).

If applicant has a dental, nursing, or other clinical degree (foreign or U.S.) provide:

No Patient Care or Contact Attestation*

ITEMS NEEDED FROM THE INTERNATIONAL VISITOR

J-1 Exchange Visitor Applicant Questionnaire*

Sickness and Accident Insurance Statement of Compliance for J-1 Exchange Visitors & J-2 Dependents*

J-1 Exchange Visitor Transfer-In Form* (Only for Exchange Visitors already in the U.S. in J-1 status)

Financial Support Documentation - The U.S. Department of State requires the Health Science Center to obtain documents showing the visitor's ability to support his/herself and any accompanying J-2 dependents in the U.S. The Health Science Center requires that the visitor demonstrate at least \$26,000 per year (or \$2167 per month) in financial support. An additional \$4675 per year (or \$390 per month) is required for each dependent on a J-2 visa. *All financial documents must be in English or officially translated into English. Documents must be dated within the last 3 months. Salary statements and/or tax documents are not acceptable.*

Acceptable financial support documents are:

Official signed, dated documents issued by the Health Science Center indicating specific amount of funding provided (for example, salary, stipends, fellowship, scholarship, etc...) and length of support

Official bank statement printed on the bank's letterhead including the date of issuance, account holder's name, and current balance. *If the bank statement is not under the applicant's name, please submit an*

additional signed, dated letter from the person who will be financially supporting the visitor stating relationship to the visitor, amount of financial support, and duration of support.

Official award/institutional or employer support letter on letterhead from another source such as a scholarship, grant, etc... showing specific amount of funding and length of support

Copy of visitor's current Curriculum Vitae (CV) or resume

Copies of professional degree diplomas/certificates for all degrees

Copies of passport page(s) showing expiration date and biographic information

Copies of all current and previous U.S. visa stamp(s) (if applicable)

Copy of most recent I-94 Arrival Record (can be downloaded at <https://i94.cbp.dhs.gov/>) or if last arrival to the U.S. was prior to April 2013 then a copy of the front and back of I-94 card (if in U.S.)

Copies of all I-20 Forms if currently holds or previously held F-1 student status in the U.S.

Copies of all DS-2019 Forms if currently holds or previously held J-1 or J-2 status in the U.S.

Copy of the Form I-612 Waiver Approval Notice (if previously held J status and was subject to the two-year home residency requirement)

Copies of all Form I-797 Approval Notices if currently holds or previously held H, L, O or TN visa status

Copies of any current or previous Employment Authorization Cards (EAD) (work permits)

Receipt and approval notices for any Forms I-140, I-130, or I-485 permanent residency applications

If applicant's family members (spouse or children under 21) will be applying for J-2 visa status provide:

J-2 Visa Dependent Request Form*

Copies of pages of family members' passport(s) showing expiration date and biographic information

Copy of Marriage certificate for spouse (If document is not in English, provide certified translation.)

Copy of Birth certificate(s) for children (If document is not in English, provide certified translation.)

Copies of current and previous U.S. visa stamp(s) of family members (if applicable)

Copies of most recent I-94 Arrival Record or I-94 card of family members (if already in the U.S.)

Copies of current and previous U.S. immigration documents (if any) (For example: DS-2019 Forms, I-20 Forms, EAD card, Form I-797 Approval Notices, etc...)

*These forms may be found on the OIS website (www.uthscsa.edu/ois) under the J-1 Exchange Visitors tab.