J-1 EXCHANGE VISITOR VISA WORKSHOP

Presented by the Office of International Services
February 2017
TODAY’S AGENDA

- Background/Definitions
- Overview of Process
- Forms and Documents
- Compliance
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The J-1 Exchange Visitor visa program is administered by the U.S. Department of State, which issues J visas to exchange visitors and their dependents, designates Exchange Visitor program sponsors, and administers federal regulations and policies governing the Exchange Visitor program.

The J Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor category, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.”

Around 300,000 participants from over 200 countries visit the U.S. on J-1 visas each year. 83% are younger than 30, 53% are women and girls, and more than 1,400 designated program sponsors participate in the program.

More general information about J visa program can be found at: http://j1visa.state.gov.
A J-1 Exchange Visitor is a foreign national that has been selected by an Exchange Visitor program sponsor to participate in a particular Exchange Visitor program.

Commonly used job titles at the UT Health Science Center at San Antonio (HSC): Postdoctoral Fellow, Visiting Scientist, & Visiting Student.

J-1 visa is a nonimmigrant visa requiring the foreign national to return home at the end of the program, so generally not appropriate for classified staff, most A & P, or faculty positions. This is not an employment visa, such as the H-1B!

J-1 visa categories available to the HSC:
- Research Scholar (most common)
- Short-Term Scholar
- Student-degree & non-degree-only used in exceptional circumstances
- Specialist-not commonly used
J-1 VISA DEFINITION-EXCHANGE VISITOR PROGRAM SPONSOR

- Exchange Visitor program sponsors are legal entities that have applied for and received designation from the Department of State to conduct an Exchange Visitor program and have been enrolled in SEVIS (Student & Exchange Visitor Information System).

- UT Health Science San Antonio as an institution is a designated exchange visitor program sponsor.
Responsible Officers (ROs) and Alternate Responsible Offers (AROs) are individuals who have been appointed by an Exchange Visitor program sponsor to perform the duties set forth in regulations and to represent the Exchange Visitor program sponsor.

At the HSC, the RO and AROs are Office of International Services’ (OIS) Director and Advisors.

Only RO and AROs are permitted to sign Forms DS-2019 for J-1 Exchange Visitors and endorse them for travel.
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**J-1 EXCHANGE VISITOR PROCESS CHART**

Department gathers & submits a complete J-1 visa application packet to the Office of International Services (OIS). (Forms can be found at www.uthscsa.edu/ois)

OIS reviews packet. If documents are missing or additional information is needed OIS will contact department.

**OIS Processing Time: 5 to 10 business days**

Once there J-1 packet is complete, a DS-2019 Form with information on applying for the J-1 visa is sent to the visitor.

**Mailing Time: 3 to 7 business days**

If the visitor is currently abroad, the visitor applies for the J-1 visa at the U.S. consulate upon receiving the DS-2019 Form and may enter the US up to 30 days before their J-1 program start date.

**U.S. Consulate Processing Time: 3 days to 3 months**

If the visitor is in the U.S. in another visa status, the visitor will use the DS-2019 Form to apply for a change of status from within the U.S.

**USCIS Processing Time: 3 to 5 months**

* Please submit the complete J-1 request packet with all the required forms and supporting documents in hard copies to the OIS either in person or via campus mail.

* There is no fee to departments for OIS to process a J-1 visa sponsorship request.
TODAY’S AGENDA

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You can find a list of the documentation required on the OIS website (www.uthscsa.edu/ois) by navigating to the "J-1 Exchange Visitors" tab and opening the "J-1 Exchange Visitor Checklist."

You will also find links to the additional required forms under this section.
We have created a new J-1 Extension checklist, specifically for J-1 Exchange Visitors already at the HSC who are requesting an extension of their DS-2019. You can find this new checklist on our website.

Please review this checklist and provide us with any feedback, if applicable.

Please submit a complete extension packet to the OIS at least 30 days prior to the end date of the DS-2019.

If the Exchange Visitor has received Department of State approval for a waiver of the two-year home residency requirement, h/she is ineligible for an extension and should contact OIS with questions.
DEPARTMENTAL FORMS
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 renew or reissue 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.

Finally, submit the complete J-1 Exchange Visitor application packet with all the required forms and supporting documents within the required timeframe (specified below) to the OIS by email to international@utsa.edu or in a box to the OIS in person or in the campus mail. Please do not send the documents physically. Due to the vast number 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 Sponsorship Department Questionnaire
- J-1 Exchange Visitor Visa English Preambular Statement Form

Office Letters from Department signed by the exchange visitors, housing faculty members, 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 Examinee Case or Consent Authorization**
- Inexaminee Patient Consent Authorization
- Texas Medical License (if position involves any patient contact)

**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 potentially on clinical activities except if their J-1 visa is sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG).**

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

- No Examinee Case or Consent Authorization

**ITEMS NEEDED FROM THE INTERNATIONAL VISITOR**

- J-1 Exchange Visitor Application Questionnaire
- Health and Accident Insurance Statement of Compliance for J-1 Exchange Visitors & J-1 Dependents
- J-1 Exchange Visitor Travel Forms (Only the Exchange Visitors already in the U.S. 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 themselves and any accompanying J-1 dependents in the U.S.

- The Health Science Center requires that the exchange visitors or at least $26,000 per year (or $2,167 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.

Additional financial support documents are:

- Officials should submit documents issued by the Health Science Center indicating specific amount of funding provided (e.g., salary, stipends, fellowship, scholarship, etc.) and length of support
- Official bank statements showing the bank’s letterhead including the date of issuance, account holder’s name, and account 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.

- Copy of I-94 (Immigration Status Certificate) or equivalent
- Copy of graduate degree diploma certifying for all degrees
- Copy of passport page showing expiration date and biographical information
- Copy of all current and previous U.S. visas stored (if applicable)
- Copy of recent 504 Airline Receipt (can be downloaded at https://www.flightinfo.com) or other record related to the U.S. visa prior to April 2018 (if the visa was issued in Greece or any EU country)
- Copy of all I-20 Forms if currently holds or previously held J-1 student status in the U.S.
- Copy of all DS-2019 Forms if currently holds or previously held J-1 or J-2 status in the U.S.
- Copy of G-1145 or DS-152 Form for Waiver Approval Process (if preparation for a waiver is required)
- Copy of all Forms I-797 Approval Notice if currently holds or previously held J-1, J-2, or TN visa status

**Copies of any current or previous Employment Authorization Cards (EAD) (if required)**

- Receipt and approval notices for any Forms I-140, L-1B, or H-1B non-immigrant resident applications

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

- J-2 Visa Dependents Request Form
- Copies of pages of family members’ (parents) showing acquisition date and biographical information
- Copy of marriage certificate for spouses (if document is not in English, provide certified translation)
- Copy of birth certificates (if document is not in English, provide certified translation)
- Copies of current and previous U.S. visas stored for family members (if applicable)
- Copies of most recent 504 Airline Receipt (if more than one child listed in the U.S)
- Copy of current and previous U.S. immigration documentation documents (if any) (for example: DS-2019 Forms, I-20 Forms, I-551, I-94, I-797, or any other immigration document)

**These forms are available at the U.S. website (www.uscis.gov/j1) under the J-1 Exchange Visitor Help.**
J-1 Exchange Visitor Visa Extension Checklist

If you are requesting an extension of your J-1 visa status as an Exchange Visitor currently in the U.S., the hosting department must submit a complete extension packet to the CIS at least 30 days prior to the end date of the DS-2019. If the Exchange Visitor has entered the Department of State approval for a visa extension, please include a letter from the sponsoring department stating the extension and should contact CIS with extension.

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

ITEMS NEEDED FROM THE SPONSORING DEPARTMENT

1. J-1 Exchange Visitor Sponsorship Department Questionnaire
2. J-1 Exchange Visitor Program Financial Certification Form 4 (Only required if the exchange visitor began his/her J-1 program prior to January 1, 2015 at UT Health San Antonio and we do not already have evidence of English proficiency on file)
3. Updated Offer Letter from Department signed by the exchange visitor, listing funding amount, and Department Chair/Unit Director indicating that an extension is being requested, the visitor’s position/titles, duration of stay, funding provided if any, and all items including proposed activities (e.g., research or teaching)

**The U.S. Department of State regulates the J-1 Exchange Visitor program in clinical training except if their J-1 was approved by the Educational Commission for Foreign Medical Graduates (ECFMG). If this Exchange Visitor has a medical degree (license or U.S.) the department must submit the No Patient Care or Consent Questionnaire if it was not provided with the initial request or a DS-2019.**

ITEMS NEEDED FROM THE INTERNATIONAL VISITOR

1. J-1 Exchange Visitor Applicant Questionnaire
2. 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 $20,000 per year (US $2167 per month) in financial support. An additional $4675 per year for $350 per month) is required for each dependent on a J-2 visa. All financial documents must be in English and officially translated into English. Documents must be dated within the last 3 months. Salary statements and/or tax documents are not acceptable.

Accessible financial support documents are:

- Official records, detailed documents issued by the Health Science Center indicating amounts of funding promised (e.g., salary, stipends, fellowship, scholarship, etc.) and length of support
- Initial bank statements proving the bank’s balance including the date of issuance, account holder’s name, and current balance. If a bank statement is not under the applicant’s name, please submit an additional financial aid statement from the person who will be financially supporting the visitor listing relationship to the visitor, amount of financial support, and duration of support.
- Official award/invitation or employee support letter from an institution from an accredited source such as a scholarship,
Please let us know if you have any questions about the EV category.

Six-digit subject field code.
faculty member will encourage and allow the visitor to participate in these activities and to share the language, culture, or history of his/her home country with the campus and the community.

8. The hosting faculty member and department understand that an international visitor on a J-1 Exchange Visitor visa cannot hold a tenure-track or tenured position.

9. The hosting faculty member and department will not allow the international visitor to engage in any patient contact and/or care except as specifically authorized on the Form DS-2019 and any attachment to the form, which the visitor presented to the U.S. consulate/embassy to obtain the J-1 visa. Prohibited patient contact and care includes physically touching, taking vital signs, obtaining a medical history form, performing an examination of, counseling, assisting in surgery, or any other procedure in regards to, providing treatment for, or otherwise interacting with patients.

Name of person who prepared questionnaire: __________________________
Signature: __________________________ Date: __________

Name of hosting faculty member: __________________________
Signature: __________________________ Date: __________

Name of department chair/unit director: __________________________
Signature: __________________________ Date: __________
AN IMPORTANT NOTE ON ENGLISH PROFICIENCY

- U.S. Department of State regulations require that all J-1 Exchange Visitors (EVs) are proficient in English, and specifically state that “not only is an Exchange Visitor’s success in his or her particular program dependent upon sufficient English language capability but good English communication skills are essential to ensure the health, safety, and welfare of Exchange Visitors.”

- If OIS cannot attest to Department of State that EV is proficient in English, then SEVIS record cannot be validated and EV will need to depart U.S. immediately.

- OIS addresses English proficiency issues directly with sponsoring faculty member, as faculty member signs English Proficiency Attestation.

- If you have a EV coming for a very short-term program (e.g. 2 – 3 weeks) and EV will be accompanied by translator for entire program, contact OIS for requirements if EV cannot demonstrate English proficiency.

- We have updated the ELP form for clarity and will be reevaluating our policy in the near future. Please continue to provide us with feedback.

- We have added 4 required questions for faculty sponsors to ask if they decide to choose the interview as an option. They can choose their own 2 additional questions. Please let us know your suggestions.
**Please make sure to include this form for anyone with a clinical degree in their home country, which includes a Bachelor of Clinical Medicine from China.
J-1 EXCHANGE VISITOR VISA  
INCIDENTAL PATIENT CONTACT ATTESTATION  
FOR INTERNATIONAL VISITORS WITH MEDICAL DEGREES  

J-1 Exchange Visitor Program Number: P-1-05041  
This attestation certifies that:  
(A) The program in which Dr. [INSERT NAME OF PHYSICIAN] will participate is predominantly involved with observation, consultation, teaching, or research.  
(B) Any incidental patient contact involving Dr. [INSERT NAME OF PHYSICIAN] will be under the direct supervision of a physician who is a U.S. citizen or resident alien who is licensed to practice medicine in the State of Texas.  
(C) Dr. [INSERT NAME OF PHYSICIAN] will not be given final responsibility for the diagnosis and treatment of patients.  
(D) Any activities of Dr. [INSERT NAME OF PHYSICIAN] will conform fully with the State licensing requirements and regulations for medical and health care professionals in the State of Texas.  
(E) Any experience gained in this program will not be creditable towards any clinical requirements for medical specialty board certification.  
22 CFR Section 62.27(a)(3)(ii)  

Name of Hosting Faculty Member: ____________________________  
Signature: ____________________________  
Date: ____________________________  

Name of Department Chair/Unit Director: ____________________________  
Signature: ____________________________  
Date: ____________________________  

Dean of School of Medicine: Dr. Francisco Gonzales-Sastre  
Signature: ____________________________  
Date: ____________________________  

OFFICE OF INTERNATIONAL SERVICES | Mail Code 7371 | 7210 Floyd Curl Drive | San Antonio, Texas 78229-3963  
210.587.6941 | Fax 210.587.6540 | www.uthscsa.edu
APPLICANT FORMS
J-1 EXCHANGE VISITOR APPLICANT QUESTIONNAIRE
(To be completed by visitor)

INSTRUCTIONS

All international visitors in need of J-1 status to lecture, observe, consult, engage in specialized training, conduct research, teach, or demonstrate special skills or knowledge at the University of Texas Health Science Center at San Antonio should submit this form along with all the required documents indicated on the J-1 Exchange Visitor Checklist to the department hosting their visit to the Health Science Center. The J-1 Exchange Visitor Checklist can be found on the Office of International Services (OIS) website, www.uthscsa.edu/ois, under the J-1 Exchange Visitors tab. Once the hosting department has submitted a completed J-1 Exchange Visitor visa application packet to the Office of International Services (OIS), within 30 days the OIS will send you a DS-2019 Form. The OIS will email you to notify you when the DS-2019 Form is being shipped to you. If you are currently outside of the U.S., you will need to present the DS-2019 Form to the U.S. Embassy/Consulate in your home country to apply for a J-1 Exchange Visitor visa. (If you are currently outside the U.S. in J-1 status, you will need to update your J-1 record. If you are currently in the U.S. but not in J-1 status, please contact the OIS for advice.) The issuance of the DS-2019 Form does not guarantee that the consular officer will issue you a visa. Instructions about the visa interview process will be sent to you with the DS-2019 Form.

Visa processing times at the U.S. Embassies/Consulates vary so please submit this form and the documents indicated on the J-1 Exchange Visitor Checklist to your hosting department at least four (4) months before the proposed start date of your Exchange Visitor program. If you are applying to extend or transfer your existing J-1 visa status, the hosting department must submit a complete J-1 Exchange Visitor visa application packet to OIS at least 30 days prior to the proposed start date of the new Exchange Visitor Program.

APPLICANT BIOGRAPHIC INFORMATION

Name (Last, First, Middle): 
Date of Birth (mm/dd/yyyy) Gender: Male Female
Marital Status: Single Married
Country of Birth Province of Birth City of Birth
Country of Last Permanent Residence
Diplomatic/Position in Home Country:
Employee: 
Professional Title: 
If student, please indicate level: Graduate Undergraduate Other:
Home Academic Institution:
Major Field of Study at Home Institution:
Expected graduation date (mm/dd/yyyy):
Will you continue to be enrolled at your university abroad for the duration of your J-1 program in the US? Yes No

APPLICANT U.S. IMMIGRATION INFORMATION

Have you ever held J-1 Exchange Visitor or J-2 Dependent visa status in the U.S.? Yes No
If yes, please provide periods of stay in the U.S. in J-1 or J-2 nonimmigrant status below (Attach separate sheet if necessary):
From (mm/dd/year) To (mm/dd/year):

If you have applied for a waiver of the 212(a) Two Year Home Residency Requirement? Yes No
Visa Status if Currently in U.S.:
Date Status Expires: Date of Last U.S. Entry: 
If you are currently in the U.S. in a status other than J-1, do you intend to ______ apply to change status within the United States or ______ leave the U.S. to apply for a J-1 visa?
Funding requirements may increase in the near future to be consistent with increases in cost of living.
The U.S. Department of State requires all exchange visitors in J-1 exchange visitor nonimmigrant status and their J-2 dependents to purchase comprehensive sickness and accident insurance for their J-1 exchange visitor program duration in the United States. To meet these requirements, the sickness and accident insurance must meet the following minimum standards:

- Medical benefits of at least $100,000 per accident or illness
- Repatriation or return of remains coverage of at least $25,000
- Medical evacuation coverage to home country of at least $50,000
- Maximum deductible of $500 per accident or illness

This insurance policy must also be underwritten by an insurance company with a minimum A.M. Best rating of “A” or above, a Moody’s Financial Strength Rating of “Aa3” or above, a Standard & Poor’s Financial Strength Rating of “A+” or above, or Fitch Ratings, Inc. “AA” rating or above by Moody’s Investor Services, or a Weiss Research, Inc. rating of “A” or above. Alternatively, the policy may be rated 1 by the 6.4 faith and credit of the state or country of service. See part 2 of a benefits policy program offered on a group basis to employees or retired employees of a designated sponsor or in a non-group offering or written by a federally qualified Health Maintenance Organization (HMO) or eligible Comprehensive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

The insurance policy must not unreasonably exclude coverage for pre-existing conditions that are related to the activities of the exchange program (for example, going on a hike or run in a race). The plan can only include insurance provisions which are required of the exchange visitor (and any J-2 dependents if applicable) to pay no more than 25% of the covered benefits per accident or illness.

The exchange visitor is responsible for purchasing sickness and accident insurance for all J-2 dependents for the duration of the exchange visitor's program. The duration of the program is indicated on Form DS-2019.

Exchange visitors in J-1 status and their J-2 dependents may also be subject to the requirements of the Affordable Care Act (ACA). More information on the ACA is available at www.healthcare.gov.

J-1 exchange visitors who are either (a) full-time employees on the payroll of the UT Health Science Center at San Antonio or (b) part-time employees on payroll who work at least 20 hours per week and are appointed for at least 6.5 months are eligible for coverage under the Health Science Center’s employee medical insurance plan. However, there is a 60-day grace period before insurance coverage begins. Contact the Office of Human Resources if you have questions about when your employee insurance coverage will begin. It is the responsibility of all employees on a J-1 visa to purchase medical insurance that meets the U.S. Department of State’s requirements for the period of time before which the employee medical insurance plan begins.

However, the Health Science Center’s employee medical insurance plan does not meet the U.S. Department of State’s requirements for repatriation of remains and medical evacuation coverage. Consequently, J-1 employees participating in the employee medical insurance plan must purchase additional repatriation and medical evacuation coverage for the duration of their exchange visitor program in the U.S.

There is a University of Texas (UT) system sponsored repatriation of remains and medical evacuation policy (REP) administered by Academic Health Plans. The REP repatriation and medical evacuation plan can be used by J-1 employees to supplement the employee medical insurance plan to meet the requirements for J-1 exchange visitors and their J-2 dependents. For instructions on how to enroll, please contact your international advisor directly. You can also please pursue another repatriation and medical evacuation plan as long as it meets the U.S. Department of State’s requirements stated above.

J-1 exchange visitors who are not eligible for and/or enrolled in the Health Science Center’s employee medical insurance plan must have sickness and accident insurance meeting the minimum requirements detailed above for the duration of their exchange visitor program at the Health Science Center.

There is a UT-sponsored Student Health Insurance Plan (SHIP) administered by Academic Health Plans. This medical insurance plan is separate from the employee insurance plan. The SHIP policy meets all the insurance requirements for J-1 exchange visitors and their J-2 dependents including repatriation and medical evacuation coverage. For information on how to enroll, please contact your international advisor directly.

- I understand that as a J-1 Exchange Visitor, if required by U.S. federal regulations to have sickness and accident insurance, I meet the U.S. Department of State’s requirements outlined above.
- I understand that I must have comprehensive insurance meeting the requirements for my J-2 dependents.
- I understand that I must maintain valid insurance for the duration of my J-1 exchange visitor program as indicated on my Form DS-2019.
- I understand that it is highly recommended, but not required, that I always purchase sickness and accident insurance for me and any J-2 dependents from the date of arrival in the U.S. to the start of the J-1 program and from the end of the J-1 program to the 60-day grace period.
- I understand that if I willfully fail to purchase and maintain required insurance for myself or any J-2 dependents, the Health Science Center may terminate my J-1 status and the J-2 status of my dependents ending our legal immigration status and subjecting us to possible deportation by the U.S. Department of Homeland Security.
- I understand that upon arrival to the U.S. and checking in with the Office of International Services (OIS), I must provide documentation of sickness and accident insurance coverage for my entire dependency (if they are J-2 status) from the date of my arrival in the U.S. until my program and date of the 30th of July – whichever is later.
- I understand that on August 1st of every year of my J-1 program, I must submit documentation to the OIS showing that I have the required insurance for my program and date of the 30th of July - whichever is sooner.

Any questions? Contact OIS at international@uthscsa.edu.

Printed Name: ____________________________
Date: ____________________________

Signature: ____________________________
I, J-1 EXCHANGE VISITOR
VISA TRANSFER IN FORM

If you are an Exchange Visitor in J-1 status who will be starting an Exchange Visitor Program at the University of Texas Health Science Center at San Antonio (Sponsor Program Number - P-1-00941), and need to transfer your J-1 record in SEVIS to the UT Health Science Center at San Antonio, you must first obtain a release from your current official J-1 Exchange Visitor Program Sponsor. Please complete part A of this form. The international office of your current program must complete part B. To receive a new DS-2019 Form and begin your new Exchange Visitor program at the UT Health Science Center at San Antonio, your home department must submit to the Office of International Services (OIS) all the required documents listed on the J-1 Exchange Visitor Checklist available on the OIS website, www.uhscsa.edu/ and your current J-1 Program Sponsor must transfer your SEVIS record to the UT Health Science Center at San Antonio.

A. To be completed by Visitor

Name (Last, First, Middle) as on Passport _____________________________ Date of Birth (MM/DD/YYYY) _____________________________

Anticipated Start Date at UT Health Science Center at San Antonio: _____________________________

By signing below, I authorize a Responsible Officer at the International Office at my current J-1 Exchange Visitor Program Sponsor to release the information requested below to the Office of International Services at the UT Health Science Center at San Antonio. I also am requesting that my J-1 Exchange Visitor record be transferred to the UT Health Science Center at San Antonio.

Exchange Visitor’s signature: _____________________________ Date: _____________________________

B. To be completed by International Advisor/Responsible or Alternate Responsible Officer at Current J-1 Exchange Program

The above-mentioned Exchange Visitor intends to transfer his/her J-1 Exchange Visitor record to the University of Texas Health Science Center at San Antonio (Sponsor Program Number - P-1-00941).

Name of Current Sponsoring Institution: _____________________________

SEVIS Program Number: _____________________________

Exchange Visitor’s SEVIS ID number: _____________________________

Date of Exchange Visitor’s First Entry to the U.S. in J-1 Status: _____________________________

Current Program End Date: _____________________________ SEVIS Transfer Release Date: _____________________________

To your knowledge, has the Exchange Visitor maintained valid J-1 status by acting in accordance with the U.S. Department of State J-1 Exchange Visitor visa regulations? Yes ___ No ___

Name of Responsible or Alternate Responsible Officer: _____________________________ Title of Responsible or Alternate Responsible Officer: _____________________________

Email: _____________________________ Telephone Number: _____________________________

Signature: _____________________________ Date: _____________________________

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OTHER REQUIRED SUPPORTING DOCUMENTS FROM APPLICANT

- U.S. Immigration documents
- Educational documents
- Copy of CV
- Financial documents
- Dependent documents
- Refer to checklist for comprehensive list
TODAY’S AGENDA

- Background/Definitions
- Overview of Process
- Forms and Documents
- Compliance
There are requirements even after the J-1 EV receives the J-1 visa and checks in with OIS. The J-1 visa holder, AROs, and departments all have certain responsibilities.

Failure to meet compliance requirements may result in the termination of the J-1 record in SEVIS by OIS, which would require the visitor to immediately depart the U.S.
CHECK-IN

- Please schedule a check-in with an OIS advisor in advance of the EV’s arrival to campus.
- Please do not advise EV to apply for a SSN until after the check-in with our office.
- We will review requirements to maintain J-1 status at check-in and assess English language proficiency.
- The EV will be notified to bring the following documents to the check-in:
  - Passport, DS-2019, visa stamp, and I-94 for EV and any dependents.
  - International Visitor Data form
  - Proof of insurance that meets regulatory requirements
COMPLIANCE-J-1 EXCHANGE VISITOR’S RESPONSIBILITIES-HEALTH INSURANCE

- U.S. Department of State regulations require that all J-1 EVs maintain medical, evacuation, and repatriation of remains insurance with certain coverage for the entire duration of their stay in the U.S.

- Details of requirements can be found on J-1 Insurance Attestation

- Must be able to show proof of sufficient health insurance documentation for self and dependents no later than 72 hours after OIS check-in session
  - Preferable if insurance documentation is provided to ARO before arrival so that record can be immediately validated after check-in session

- Please encourage EVs to obtain coverage higher than what is required.

It is the J-1 Exchange Visitors’ responsibility to ensure that their medical insurance meets the regulatory insurance requirements and that J-2 dependents also have the required insurance coverage.
After entering the U.S. on the J-1 visa, the J-1 Exchange Visitor must continually update OIS on the following information:

1) Residential Address
2) Email Address
3) Phone number

The Exchange Visitor must also notify the USCIS of any address changes online via their website: [www.uscis.gov](http://www.uscis.gov)
COMPLIANCE-J-1 EXCHANGE VISITOR’S RESPONSIBILITIES-INTERNATIONAL TRAVEL

For travel outside of U.S., valid travel signature on DS-2019 is required

- Must have signature from R/ARO at OIS in Travel Validation signature of DS-2019 form.
- Travel signature is valid for one year from date of signature, or until the expiration date of the DS-2019 form, whichever is earlier.
- OIS can typically accommodate J-1 travel validations on a walk-in basis, but an appointment is preferred.
COMPLIANCE-DEPARTMENTAL SPONSOR’S RESPONSIBILITIES-DELAYS IN ARRIVAL

If the J-1 Exchange Visitor is delayed for any reason, including visa issuance more than 30 days from the start date of his/her program (as indicated on the DS-2019), then the program must notify the OIS. Depending on how delayed the start date will be, an amended DS-2019 with a revised start date may need to be issued.

The Exchange Visitor is otherwise expected to begin program participation as of start date on DS-2019 if currently in the U.S. or the date of validation in SEVIS if just arrived to the U.S.
The Department should notify OIS if there are any changes to program activities, including, but not limited to:

- Job duties
- Physical location-change of worksite location, additional worksite location, etc.
- Change in funding
- Resignation/termination of Exchange Visitor-OIS should be notified in advance in order to properly advise on immigration consequences and advise U.S. Department of State if required (Departure form)
It is possible to extend the stay of a J-1 Exchange Visitor, not to exceed the 5 year maximum, by submitting a J-1 program extension request to OIS with required supporting documentation.

J-1 Short Term Scholars—maximum duration of stay is 6 months.

Same process as initial J-1 Exchange Visitor request should be followed.

Please initiate requests at least one month in advance of J-1 Exchange Visitor program end date as indicated on the DS-2019.

Extension requests after program end date cannot be granted.
J-2 DEPENDENTS

- J-2 dependents are the spouse and/or children of J-1 principal visa holder.
- J-2 spouses may obtain work authorization by applying for an EAD through USCIS.
  - Validity of work authorization is based upon DS-2019 validity dates.
- J-2 dependents can study either part-time or full-time.
- J-2 dependents must also obtain a travel signature on the DS-2019.
END OF PROGRAM PROCEDURES

- At end of program, J-1 Exchange Visitor should submit a Confirmation of Departure form to OIS (can be found on OIS website) so that OIS Advisor can properly close out file.

- J-1 Exchange Visitors have 30 day grace period= time to spend in U.S. after program is completed. May pursue tourist activities, change visa status, depart U.S., etc. **Cannot leave U.S. and return on J-1 visa, or continue program activities.**
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