

Things to Think About When Starting A New J Program

Spring Immigration Workshop

March 17, 2014

Babson College

Presenters

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Agenda

- * Introductions
- * General Program Requirements
- * General Obligations of Sponsors
- * Program Administration
- * Notification Requirements
- * Insurance Requirements
- * Responsibilities of RO's and ARO's

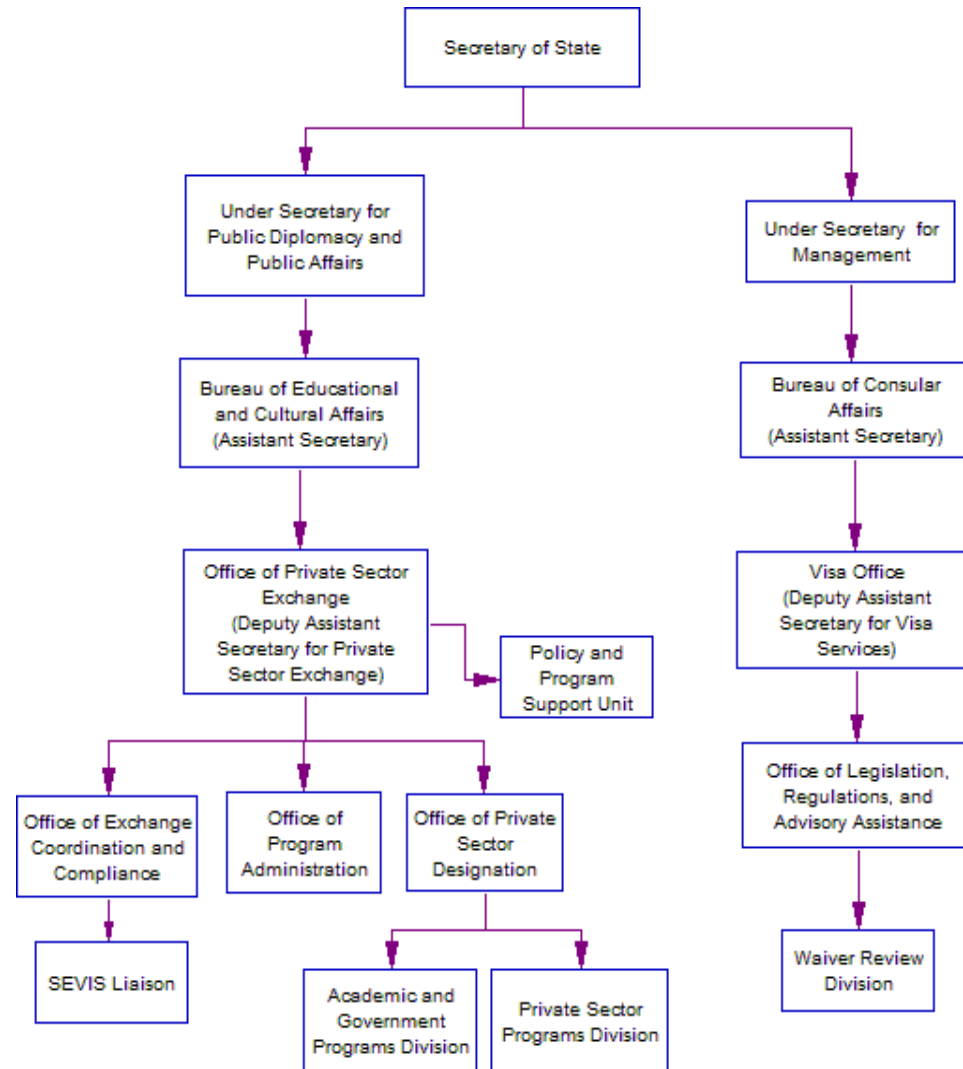
Introductions

- * Name
- * Title
- * Institution
- * Are you an RO or ARO?
- * What type of institute/company do you work for?
(four-year institution/community college/other)
- * Do you work with Students? Scholar? Both?
- * Do you have SEVIS access?

Parking Lot



Basic Exchange Visitor Program Structure Within DOS



General Program Requirements

- * Minimum 5 exchange visitors per year
- * Minimum 3-week program, except Short-Term Scholar
- * Reciprocity
- * Cross-cultural Experience and Voluntary Activities

General Obligations

- * Sticking to Department of State Regulations
- * Maintenance of Legal Status
- * Accreditation and Licensure
- * Maintain Financial Integrity
- * Staffing and Support Services

Program Administration

- * Selection of Participants
- * Pre-arrival information
 - * The purpose of the Exchange Visitor Program
 - * The home country physical presence requirement
 - * Travel and entry into the United states
 - * Housing
 - * Fees payable to the sponsor
 - * Other costs, such as living expenses, likely to be incurred
 - * Insurance requirements and health care
 - * Other information that will assist exchange visitors to prepare for their stay in the United States.

Program Administration cont.

* Welcome to the Exchange Visitor Program Brochure

The Exchange Visitor Program Welcome Brochure*

**Bureau of Educational and Cultural
Affairs**

United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. This brochure is designed to help you understand the purpose and operation of the Exchange Visitor Program and to introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Mutual Educational and Cultural Exchange Act of 1981, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

Sponsors

The U.S. Department of State designates sponsors to administer individual exchange visitor programs. Sponsors are U.S. organizations such as government

agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select exchange visitors participating in their programs, provide them with pre-arrival information, an orientation, and monitor their activities.

Sponsors offer exchange visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange visitors are encouraged to voluntarily participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers

Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificates of Eligibility (Form DS-2019, formerly IAP-68), and conduct official communications with the Department and the Immigration and Naturalization Service (INS) on your behalf. Should you have questions about the regulations or any aspect of your exchange program, your initial and primary contact is the responsible officer whose name you can find in Block 7, at the bottom right of the DS-2019 form.

Exchange Visitors

An exchange visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age, may apply for J-2 visas, with the permission of your sponsor.

RULES — REGULATIONS

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any changes which may affect your J status. Some requirements of the Federal regulations and where to find them are indicated below.

Activities and Program Provisions

You entered the United States in one program category, and are required to engage in that category and subject/field of activity listed on your form DS-2019 (formerly the IAP-68). You must comply with the specific program provisions of the regulations relating to your program category.

Insurance

You are required to have medical insurance in effect for yourself and any dependents in J-visa status for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

- a. **Minimum Coverage** — Insurance shall cover:
(1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000.

* Provisions included in this brochure are written as a general statement covering all divisions of the J1 Exchange Visitor Program. Please be aware that some sections may not apply to the specific J1 program in which you are participating.

- b. **Additional Terms** — A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.
- c. **Maintenance of Insurance** — Willful failure on your part to maintain the required insurance will result in the termination of your exchange program.

Transfers

Exchange visitors may transfer from one sponsor to another only if they are released by the first sponsor as required by the regulations. A transfer must be clearly consistent with the intent and purpose of the original program objective and category. A transfer does not extend the length of the maximum program duration of the category. Insurance may be obtained with the new sponsor.

Extensions

An exchange visitor's program may be extended at the sponsor's discretion to the extent permitted by the regulations. Sufficient funds must be available to support you and any dependents if a new Form DS-2019 (formerly IAP-66) is to be issued. Insurance is also required.

Maintenance of Status

You are required to have a valid and unexpired Form DS-2019 (formerly IAP-66). Sponsors may terminate an exchange visitor's program for violating U.S. Laws, Exchange Visitor Program regulations or the sponsor's rules governing their particular program.

Notification

You must inform your responsible officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State.

Current Regulations

The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62 — formerly Part 514). The regulations are generally available for review at the offices of responsible officers, universities, law schools, or large public libraries. They are also available on the Internet at:

<http://www.exchanges.state.gov/education/jexchanges>

For Further Information

Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

The address, telephone and fax numbers and web site address of the Exchange Visitor Program, Bureau of Educational and Cultural Affairs, United States Department of State is:

SA-44, Room 734
301 Fourth Street, SW
Washington, DC 20547

TEL: 202-401-9810 FAX 202-401-9809

Internet address:

<http://www.exchanges.state.gov/education/jexchanges>

Program Administration cont.

- * Arrival Orientation

- * Life and customs in the United States
- * Local community resources
 - * public transportation, medical centers, schools, libraries, recreation centers, and banks
- * Health care, emergency assistance, and insurance coverage
- * Description of the program in which the exchange visitors are participating
- * Rules that the exchange visitors are required to follow under the sponsor's program
- * Address of the sponsor and the name and telephone number of the RO
- * Contact information of the DOS Exchange Visitor Program Services office
 - * Mailing Address, e-mail address (jvisas@state.gov), and telephone number of that office.
- * A copy of the Exchange Visitor Program welcome brochure

Program Administration cont.

- * Working with Faculty-Academic Training
- * Respond to Requests by DOS
- * Inquires and Investigations
- * Retention of Records

Notification Requirements

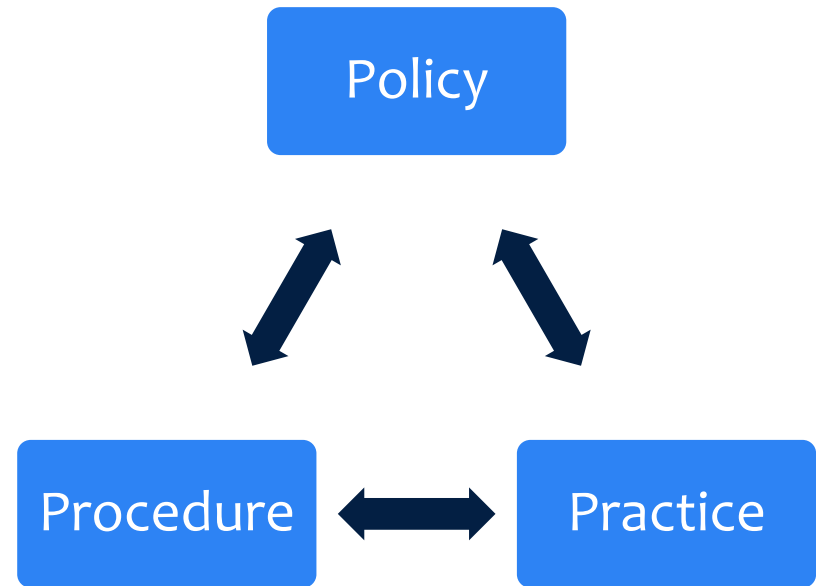
- * Change of Circumstances
- * Serious Problem or Controversy
- * Program Status of Exchange Visitor

Sponsor Obligations Regarding Health Insurance

- * Advising Exchange Visitors of Insurance Requirement
- * University/Institute Plans-Do They Measure Up?
- * Monitoring Compliance
- * Termination for Noncompliance

Responsible Officers and Alternate Responsible Officers

- * Appointing a RO and ARO
- * Duties of RO's
- * Advise and Assist EV's



Responsible Officers and Alternate Responsible Officers cont.

* Form DS-2019



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

OMB APPROVAL NO.1405-0119
07/31/2014
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Family Name: Bcdefg		First Name: Mnopq	Middle Name:	Gender: FEMALE	N0000999999
Date of Birth (mm-dd-yyyy): 12-11-1960		City of Birth: Tel Aviv	Country of Birth: ISRAEL	Citizenship Country Code: IS	Citizenship Country: ISRAEL
Legal Permanent Residence Country Code: IS		Legal Permanent Residence Country: ISRAEL		Position Code: 214	Position: UNIVERSITY GRADUATE STUDENTS
Primary Site of Activity: The Broad Institute 7 Cambridge Center Cambridge, MA 02142					
2. Program Sponsor: The Broad Institute, Inc. Program Number: P-3-13333					
Participating Program Official Description: RESEARCH SCHOLAR; SHORT-TERM SCHOLAR					
Purpose of this form: Begin new program; accompanied by number (2) of immediate family members.					
3. Form Covers Period: From (mm-dd-yyyy): 05-05-2014 To (mm-dd-yyyy): 05-04-2015			4. Exchange Visitor Category: RESEARCH SCHOLAR Subject Field Code: 26.0507 Subject Field Code Remarks: Regev Lab		
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor funds : \$12,000.00 EMB0 Fellowship : \$55,857.00 Total : \$67,857.00					
6. U.S. DEPARTMENT OF STATE /DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).			7. Scholar Advisor Alternate Responsible Officer Name of Official Preparing Form 7 Cambridge Center Cambridge, MA 02142 Address of Responsible Officer or Alternate Responsible Officer Signature of Responsible Officer or Alternate Responsible Officer Title 617-777-7777 Telephone Number 02-03-2014 Date (mm-dd-yyyy)		
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number sponsored by to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. Signature of Responsible Officer or Alternate Responsible Officer Date (mm-dd-yyyy) of Signature					
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended (ALL USAID PARTICIPANTS G-2-00163 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-0430 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT) Name Title Signature of Consular or Immigration Officer Date (mm-dd-yyyy) THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e).			TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer		
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Signature of Applicant Place Date (mm-dd-yyyy)					

INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:

Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

1. I understand that the following conditions are applicable to exchange visitors:

(a) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-434, AS AMENDED):

RULE: Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for 2 years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intracompany transferee (L) status. Likewise, if exchange visitors are acquiring a skill that is in short supply in their home country (*these skills appear on the "Exchange Visitor Skills List"*) they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(e).

NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT. OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.

(b) Extension of Stay/Program Transfers: A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.

(c) Limitation of Stay: STUDENTS - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate; post-doctoral academic training may be approved by the sponsor for a period not to exceed 36 months; **SECONDARY STUDENTS** - up to 1 academic year; **TRAINEES** - 18 months; **FLIGHT TRAINEES** - 24 months; **TEACHERS** - 3 years; **PROFESSORS and RESEARCH SCHOLARS** - 5 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALISTS** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIAN** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER WORK/TRAVEL** - up to 4 months; **AU PAIR** - 1 year; **INTERN** - up to 12 months.

(d) Documentation Required for Admission/Readmission as an Exchange Visitor: To be eligible for admission to the United States, an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS-2019 (*with 2-D barcode*), which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (*e.g., obtain a new visa*) under duration of the program as indicated by the dates on this form (*see item 3 on page 1 of this form*).

(e) Change of Visa Status: Exchange visitors (*and dependents*) are expected to leave the United States upon completion of their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government (*A*) or an international organization (*G*) or member of the family or attendant of either of these types of officials or employees.

(f) Insurance: Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$7,500; and (3) expenses associated with medical evacuation in the amount of U.S. \$10,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer or Alternate Responsible Officer (*see item 7 on page 1 of this form*).

2. **EXCHANGE VISITOR CERTIFICATION:** I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (*22 CFR Part 62*). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and my J-2 dependents throughout my J-1 program. **I understand that it is my responsibility to maintain my exchange visitor status.** For the purposes of 20 U.S.C. 1232g and 22 CFR 62, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations.

NOTICE TO ALL EXCHANGE VISITORS

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer or Alternate Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year* or until the end date in item 3 on page 1 of this Form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

***EXCEPT:** Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.

* Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (*Embassy*) to secure an exchange visitor (*J-1, J-2*) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/ISS/DIR, Washington, D.C. 20520.

Responsible Officers and Alternate Responsible Officers cont.

- * Annual Reports
 - * Program report and evaluation
 - * Reciprocity
 - * Cross-cultural activities
 - * Proof of insurance
 - * Form DS-2019 usage
 - * Program participation

Responsible Officers and Alternate Responsible Officers cont.

- * Monitoring your EV's
 - * Alert Lists
 - * Defining Academic Progress
 - * Reporting Address Changes
 - * Out of Country



J-1 VISA

EXCHANGE VISITOR PROGRAM

Search J-1 Visa



J-1 VISA BASICS

PROGRAMS

for

PARTICIPANTS

PROGRAM SPONSORS

HOST FAMILIES/EMPLOYERS

J-1 Visa Basics

The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work-and study-based exchange visitor programs. Participants are integral to the success of the program. Here you can learn more about obtaining the J-1 Visa and other relevant visas.

Types of Visas

[About J-2 Visa →](#)

[Other U.S. Visas →](#)

More Information

[Facts and Figures →](#)

[Common Questions →](#)



Common Questions



Application Resources

Find a program sponsor

Select a program



[Sanctioned Sponsors \(PDF\) ›](#)

[About the DS-2019 form ›](#)

[Explore programs ›](#)

J-1 Visa Basics

[Facts & Figures](#)

[About J-2 Visa](#)

[Other U.S. Student Visas](#)

[Common Questions](#)

Participants

[How to Apply](#)

[Current Participants](#)

[Participant Experiences](#)

[Common Questions for Participants](#)

[Videos](#)

Program Sponsors

[Become a Sponsor](#)

[Current Sponsors](#)

[How to Administer a Program](#)

[Common Questions for Program Sponsors](#)

Host Families/Employers

[For Host Families](#)

[For Employers](#)

[For Schools](#)

[Common Questions for Host Families/Employers](#)

RESOURCES

[SEVIS login](#)

[SEVIS Manual \(PDF\)](#)

[DS-2019](#)

[Sanctioned Sponsors \(PDF\)](#)

[Regulations and Compliance Administration](#)

[Contacts](#)



J-1 VISA

EXCHANGE VISITOR PROGRAM

[J-1 VISA BASICS](#)[PROGRAMS](#)*for*[PARTICIPANTS](#)[PROGRAM SPONSORS](#)[HOST FAMILIES/EMPLOYERS](#)

Program Sponsors

Only State Department-designated sponsors are authorized to issue the Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019), which is the basic document to support an application for an exchange visitor visa (J-1 Visa). Sponsors screen and select prospective exchange visitors based on the criteria set forth in the governing regulations (22 CFR Part 62).



Deputy Assistant Secretary Robin Lerner's Letter to all Sponsors

[Read the letter →](#)



Common Questions



Sponsor News

Apply to be a Sponsor

[Become a Sponsor](#)

[Read about sponsor eligibility requirements](#)

[Learn about the Exchange Visitor Program Application](#)

[Prepare to administer a program](#)

Current Sponsors

[Current Sponsor Information](#)

[SEVIS](#)

[Regulations and Compliance Administration](#)

[Renew Designation](#)

May 11, 2012

[Exchange Visitor Program - Summer Work Travel Program Interim Final Rule ›](#)

January 19, 2012

[60-Day Notice of Public Information Collection \(Form DS-7002\) ›](#)

November 7, 2011

[Exchange Visitor Program-Cap on Current Participant Levels and Moratorium on New Sponsor Applications for Summer Work Travel ›](#)