

J-1 APPLICATION INSTRUCTIONS

WHAT IS A J-1 EXCHANGE VISITOR?

The J-1 visa is used for foreign national exchange visitors, including visiting faculty, research scholars and undergraduate and graduate students. Most commonly, the J-1 visa is used to hire research scholars from other nations in academic departments. The J-1 visa is a non-immigrant visa that can be issued for a maximum of five (5) years. Persons holding the J-1 visa are known as exchange visitors. Please note that exchange visitors are not eligible for a tenure track position.

An exchange visitor must have an official connection to the university. As a rule, to have exchange visitor status, the individual must be supported financially either by the U.S. government, by the visitor's home government or employer, or by UTEP. Someone who will use his/her own private funds for support is generally **NOT** a candidate for exchange visitor status, except for exchange students. An exchange visitor professor or research scholar may not return to the U.S. in the same visa category until 2 years after the DS-2019 program completion date (24 month bar).

FUNDING AMOUNTS

Funding must meet or exceed these total costs as an Exchange Visitor at UTEP for 2019-2020. If paid by UTEP, the total amount of medical insurance will be less or \$0.00. **Please consult your UTEP host.**

Monthly Living Expenses - J-1	\$1,700
Monthly Living Expense per J-2 dependent	\$335
Yearly Insurance Expense (varies)	\$2,335

ENGLISH PROFICIENCY REQUIREMENT

As specified by Department of State, an exchange visitor must have "sufficient proficiency in the English language, **as determined by an objective measurement of English language proficiency**, to successfully participate in his or her program **and to function on a day-to-day basis.**" For exchange visitors coming from countries where the primary language is not English, the Office of International Programs accepts any of the following to meet this requirement:

Any of the following exam scores (Test must have been taken within the last 2 years)	<ul style="list-style-type: none">• IELTS: 6.5 minimum score• TOEFL:<ul style="list-style-type: none">• Paper-based (only accept exam taken at UTEP): minimum score of 500• Computer-based: minimum score of 173• Internet exam (TOEFL IBT): minimum score of 61• PTE (Pearson Test of English): minimum score of 44
Online Pearson Versant English Test. Average cost \$35. Requires microphone, internet connection. (Test must have been taken within the last 2 years)	Global Scale of English (GSE) score minimum of 59 or a level of B-2 or higher. Visit versanttest.com
Interview in English	Conducted by a UTEP sponsor
Curriculum Vitae	Current and in English



HOME STAY REQUIREMENTS FOR SOME J-1'S

Exchange visitors must clearly understand the home country residency requirement of J-1 visas [subject to 212(e)]. This regulation bars some J-1 visa holders from changing to a work visa or a permanent resident visa (green card) after they enter the U.S.

This restriction will apply to some research scholars, but not all. Those subject to this requirement are obligated to return home for a minimum of 2 years before they can come to the U.S. in an employment visa category. The purpose of this rule is to ensure that those in special exchange programs return to their home countries to provide those countries with the benefit of their experience in the U.S.

HEALTH INSURANCE REQUIREMENT

The J-1 exchange visitor must provide proof of adequate health insurance coverage for their entire program while in the U.S. If the exchange visitor will be funded by UTEP and the position is benefits eligible, health insurance will be processed upon arrival to the U.S.

- If the candidate is not funded by UTEP, the exchange visitor **must** provide proof of health insurance with this application for the entire requested length of the program in the U.S. or for as long as coverage can be contained.
- J-2 dependents must also maintain such coverage.
- The policy must be written in English and the insurance amounts must be provided in U.S. dollars. Usually an English copy of the declarations page will be sufficient if it shows names of the insured people on the policy and descriptions, amounts and dates of the coverage for the entire length of stay on the requested application.

TAXATION

J-1 visa holders receiving compensation from UTEP in any form are subject to taxation. The amount of taxation varies from country to country depending on the tax treaties between the U.S. and the exchange visitor's home country. Please contact the Payroll Office's Tax Manager at 747-5171 for more information. The exchange visitor must be made aware of the tax requirements.

APPLICATION PROCESS

Allow a MINIMUM of 45 days lead time in preparing paperwork for new visiting J-1 exchange visitors. Departments should be aware that delays in visa processing and security checks can mean that some visitors may need up to 6 months to secure a J-1 visa and arrive at UTEP.

- Contact the Office of International Programs AND Human Resource Services for advice **before** extending an offer.
 - Non-immigrant candidates (for post-doctoral research or research scholar) will not be authorized to receive a stipend or be placed on the payroll until appropriate documents have been submitted to and approved by DHS and/or the U.S. consulate or embassy.
 - **J-1 exchange visitors may not be hired to participate in a tenure track position.**

If the exchange visitor is already employed in the U.S. on a J-1 visa, special restrictions may apply. **Involve the Office of International Programs at each step of the selection and hiring process to avoid legal complications for the individual and for the university.**



APPLICATION PROCESS CONT.

J-1 visa candidates with dependents (i.e., non-U.S. spouse/children) who will also reside in the U.S. must inform the Office of International Programs, so that a J-2 form may be prepared for their family members. Sufficient funding must be shown to support these dependents.

A completed DS-2019 application must be approved through regular channels within: UTEP department chair and/or dean of college, Human Resources Services (if the appointment is a paid UTEP position) and Office of International Programs (OIP). Make sure that funding and other information is correct. A visa will not be issued if the information is found to be incorrect or incomplete.

APPLICATION PROCESSING AND MAILING

- Once the Office of International Programs receives the completed application with the required documents, signatures, and \$75 processing fee, the OIP will process the DS-2019.
 - **The \$75 fee may be paid by the department or the exchange visitor.**
- All DS-2019 requests will be run through export control checks. When the DS-2019 is processed, the faculty member, the exchange visitor, and/or the department will be notified.
- There are two mailing options:
 - The department mails the DS-2019 to the exchange visitor
 - The exchange visitor can pay for an express shipment to receive the DS-2019 through University Express Mail Services/ eShipGlobal (UEMS). Instructions will be emailed to the exchange visitor if UEMS is selected for mailing the DS-2019.

VISA PROCESSING AND ARRIVAL

Once the exchange visitor receives the DS-2019, the following must be completed:

1. Exchange Visitor/EV pays the **SEVIS fee online**. U.S. Embassy or U.S. Consulate will grant an interview only after the SEVIS fee has been paid.
2. EV take the DS-2019, valid passport, proof of insurance, letter of support from the university, receipt for the SEVIS fee, and receipt for the visa application fee to the nearest U.S. consulate or embassy to obtain the J-1 visa.
3. At the U.S. Port of Entry, the inspecting officer will review the exchange visitor's documents and issue an I-94 document.
 - a. If entering by plane, the I-94 will be issued electronically.
 - b. If entering by land, a small white card will be issued. The exchange visitor should keep the I-94 in the passport.
4. When the exchange visitor arrives in El Paso, s/he should bring all immigration documents to the Office of International Programs for a **required one-on-one orientation**. This is a **critical step** in the process of hosting an exchange visitor because OIP activates the SEVIS, which includes a local address to the Department of Homeland Security and the Department of State. During the orientation, the visitor will be briefed on his/her J-1 responsibilities and restrictions and must provide proof of adequate health insurance coverage.
 - a. EV must bring the DS-2019, the passport with visa and financial and I-94 document (given at the port of entry after arriving in the U.S.). To obtain an I-94 document, go to i94.cbp.dhs.gov/i94/#/home
5. The Office of International Programs is here to assist our exchange visitors with their immigration status during their time in the U.S. and at UTEP.
6. Before an exchange visitor or dependents travel outside the U.S., after arrival, they **MUST** check in with OIP prior to leaving the country to make sure their DS-2019 Form is endorsed for reentry into the U.S.

If you have any questions about J-1 exchange visitors, send an e-mail to Dania Brandford-Calvo, dbrandford@utep.edu



UTEP ID NUMBER

Every exchange visitor is required to have a **UTEP ID**. OIP will issue a temporary Sunapsis number to move the process forward while the sponsoring department secures an UTEP ID. Follow the "Affiliate/Adjunct Designation Guidelines" located on the HR Transactions Center website, hrtc.at.utep.edu, in order for the ID number to be issued.

EXCHANGE VISITOR APPLICATION CHECKLIST FOR DEPARTMENTS

E-mail completed application to dbrandfore@utep.edu; or bring a paper copy to the Office of International Programs

- OIP One Time Processing fee of \$75
- Contact Human Resources to request a UTEP ID Number. Please take note that a criminal background check must be completed before a number can be issued by HR. OIP will generate immigration documents before receiving confirmation of a UTEP ID.

Supplemental documents submitted by UTEP Sponsor:

- Application is signed by the chair or dean of the academic department and benefits eligible section is indicated on Part I-B of the application
- Proof of English Language Ability
- Application is approved by Human Resources (only when funded by UTEP)
- Offer Letter - A letter/invitation letter from the department with a description of objectives and other terms. **The U.S. Consulate will expect to receive the original document when requesting a J-1 visa.**
- Current CV

Documents submitted by the Sponsor about the Exchange Visitor:

- Copy of biographical passport page (include dependents, if applicable)
- Current resume or equivalent document
- Proof of funding in English (include funding for dependents, if applicable)
- Current CV
- Copy of previous DS-2019 and visa (if applicable)

Documents submitted by the Exchange visitor:

- Upon arrival, EV must submit proof of health, evacuation and repatriation insurance
- DS-2019 document endorsed by the Visa Post
- Passport page
- U.S. visa page
- Arrival Check-in form (address, e-mail, phone number UTEP 800 number)

