UH Faculty/Staff Guide to
J-1 Program

UNIVERSITY of HOUSTON
GLOBAL STRATEGIES and STUDIES
International Student and Scholar Services
The Purpose of the J Program

• “To increase mutual understanding between the people of the U.S. and the people of other countries by means of educational and cultural exchanges.”

• Give and take (security issues)
Who are the J-1’s?

- Non-Immigrants
- Here temporarily
- Exchange Visitor (EV) is the general name
- 5 Categories approved by DOS at UH
  - Students (Including “Student Intern” subcategory)
  - Research Scholars
  - Professors
  - Short-term scholars (maximum 6 mos.)
  - Specialist
## UH Commonly Used Categories

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Student-Intern</th>
<th>Short-term Scholar</th>
<th>Research Scholar</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree?</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Max. Time</td>
<td>12 months</td>
<td>6 months</td>
<td>5 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Fund</td>
<td>Personal/Org./UH/Gov.</td>
<td>Personal/Org./UH/Gov.</td>
<td>Personal/Org./UH/Gov.</td>
<td>Renewal on a one year or less basis</td>
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New English Proficiency Measurements

- A recognized English Language test (attach a score report); OR
- Signed documentation from an academic institution of English language school (attach a copy of the grade document); OR
- Conducted in-person interview on ___ date) by ___________ (faculty/staff name) or by videoconferencing on _____________ (date) by ____________ (faculty/staff name).
- Exemption: English is spoken as native language
How to Invite J Visa EVs

Communicate with Exchange Visitor (EV)

Measure English Proficiency

Gather Funding Information

Request Copies of passport (s)

Dept. requests DS-2019 from ISSS

Dept. mails documents to EV

EV pays $180 SEVIS Fee: I-901 (Receipt)

EV applies for visa (Security Delays)

EV submits documents at Port of Entry

Report to ISSS (Validation & Orientation)

Report to the Department and HR as needed

If applicable apply for annual extension
New Insurance Requirements

• Changes to EV Insurance

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</thead>
<tbody>
<tr>
<td>Medical benefits</td>
<td>$50,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Per accident or illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repatriation of remains</td>
<td>$7,500</td>
<td>$25,000</td>
</tr>
<tr>
<td>Medical evacuation</td>
<td>$10,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Deductible per accident or illness</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

Must inform all Exchange Visitors and dependents that they may also be subject to Affordable Care Act
Offer Cross Culture Activities

• Sponsors must offer or make available to the accompanying spouses and dependents (J-2s), in addition to the exchange visitor (J-1), a variety of appropriate Cross-Culture activities

• ISSS must report the DoS in the Annual Report
Name and Address Standards

• Name in SEVIS
  – No Middle Names
  – No special characters in names
  – No FNU in names

• US Address in SEVIS
  – Must meet USPS standards
  – Cannot be P.O. Box
Reporting Requirements

- Program date changes
- Financial support
- U.S. Home address/phone/email
- J-1 and J-2s email addresses are required
- Report to SEVIS within 10 days of any changes
- Report to SEVIS if J-2s leave U.S. before J-1
- Report lost or stolen DS-2019s
- Report serious program changes on or before next business day
• The U.S. DoS does not allow for a copy of a DS-2019 to be sent through any electronic means.
Commonly asked Qs on DS-2019 Request Form

- Period of time on DS-2019
- Category
- Funding
- When UH HR signature is required
- Others will be addressed in this seminar
Any Questions?

Thank you!