UH Faculty/Staff Guide to

J-1 Program

How to Invite J Visa Exchange Visitors

J Visa Regulatory Requirements
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)

• 212(e)

• Repeating Bars
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
<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>Min. Time</td>
<td>3 weeks</td>
<td>No</td>
<td>3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Fund</td>
<td>Personal/Org./UH/Gov.</td>
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<td>Personal/Org./UH/Gov.</td>
<td>Renewal on a one year or less basis</td>
</tr>
</tbody>
</table>
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
Insurance Requirements

Medical benefits $100,000
Per accident or illness

Repatriation of remains $25,000

Medical evacuation $50,000

Deductible $500
per accident or illness

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

Cannot receive public benefits (CHIP, WIC and etc.)
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 program date changes
• Report serious problems or controversies 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.
• ISSS must report to SEVIS if the EV will come later or not come by amending the DS-2019 form
• ISSS must report to SEVIS if the EV will complete the program sooner
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
ISSS Website

ISSS Services
Students
Optional Practical Training
International Faculty and Scholars

Information for Departments
Tax Information
Health Insurance
International Friendship Program
Forms and Publications

- Inviting J-Visa Research and Professors
- UH Employer Letter Template
- Social Security Information
- Social Security Letter For F-1 Students
- Social Security Letter For J-1 Exchange Visitors
Inviting J-Visa Research and Professors

- UH Faculty and Staff Guide to J-1 Program
- How to Select Category for Prospective J-1
- Process Outline
- Sample Invitation Letter
- Download DS-2019 Request Form
Any Questions?

Thank you!