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 in the same category until at least 2 years have gone by since leaving the U.S. after the DS-2019 program completion date.

APPLICATION PROCESS
Attached is the Request for DS-2019, the immigration document needed to obtain the J-1 visa. **Allow a MINIMUM of three months 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. By completing this form, the UTEP department issues an official invitation to the visitor and agrees to be responsible for ensuring that the exchange visitor performs the intended activity. Please contact the Office of International Programs AND Human Resource Services for advice before extending an offer. Any 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. If the exchange visitor is already employed in the U.S. on a J-1 visa, special restrictions may apply. It is important to 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. 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 their family members can be included on the required paperwork. Sufficient funding must be shown to support these dependents. Attached is a separate form to obtain information necessary to include the dependents.

Make sure that you provide all the information requested on this form, since the U.S. consulate or embassy may refuse to issue a visa if this information is not complete and accurate on the DS-2019. It is particularly important that the funding information is correct, because it is impossible to issue a visa without proof that the exchange visitor will have sufficient financial support while in the U.S. Please refer to the Exchange Visitor Application Checklist for assistance in submitting a complete application to OIP. The completed DS-2019 application must be approved through regular channels within: UTEP department chair and/or dean of college, Human Resources Services (only if the appointment is a paid UTEP position) and Office of International Programs (OIP).

**UTEP ID NUMBER**
Every exchange visitor is required to have a UTEP ID before the application can be submitted to OIP. The sponsoring department should follow the “Affiliate/Adjunct Designation Guidelines” located on the HR Transactions Center website, http://hrtc.at.utep.edu/.

**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 of 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.

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 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. While there are exceptions made to this requirement, they should not be presumed.

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 US or for as long as coverage can be contained. J-2 dependents must also maintain such coverage. Please refer to this website for the J-1 health insurance requirements: http://sa.utep.edu/oip/j-1-visa-requirements/. In order to satisfy the insurance requirements, the policy must be 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.

APPLICATION PROCESSING TIME
Once the Office of International Programs receives the completed application with the required documents and signatures, the DS-2019 will be processed in five business days. All DS-2019 requests will be run though export control checks. When the DS-2019 is processed, the faculty member and/or the department will be notified. There are two mailing options: the department can take responsibility for mailing the DS-2019 to the exchange visitor or the exchange visitor can pay for an express shipment to receive the DS-2019 through University Express Mail Services / eShipGlobal. In the following application, you can select which mailing option you would prefer. Instructions will be emailed to the exchange visitor if UEMS is selected for mailing the DS-2019.

Once the exchange visitor receives the DS-2019, the following must be completed:
1) Pay the SEVIS fee. The fee will need to be processed before the exchange visitor arrives at the U.S. Embassy or U.S. Consulate for the interview.
2) The prospective exchange visitor takes 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) The exchange visitor brings the DS-2019, the passport and financial support documents to the U.S.
4) The inspecting officer at the port of entry will review the exchange visitor’s documents and issue an I-94. If entering by plane, the I-94 will be issued electronically. If entering by land, a small white card will be issued. The exchange visitor should keep the I-94 in the passport.
5) When the exchange visitor arrives in El Paso, he\she should bring all immigration documents to the Office of International Programs for a required orientation. This is a critical step in the process of hosting an exchange visitor because OIP reports the local address and activates the SEVIS record. The visitor will also be briefed on his\her responsibilities and restrictions at that time including proof of adequate health insurance coverage.
6) 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. Before an exchange visitor plans to travel outside the U.S., they should check-in with OIP prior to leaving the country to make sure their DS-2019 Form is endorsed for re-entry into the U.S.

Please contact the Office of International Programs at (915) 747-5664 if you have any questions or for more information about J-1 exchange visitors.

Office of International Programs                             500 W. University Dr.                   (915) 747-5664                               http://sa.utep.edu/oip/
Division of Student Affairs                                      Union East Room 203            Fax (915) 747-5794                                oip@utep.edu          Rev: 08/04/2014
Exchange Visitor Application Checklist for Departments

Once the J-1 Application is complete and it contains all of the applicable items on this checklist below, the UTEP Department should submit the complete application in person at OIP or email it to oip@utep.edu.

- Obtain the UTEP ID Number for the exchange visitor.

- J-1 Application completed by the UTEP Sponsoring Department: Part I-A and Part I-B of the application.
  Supplemental documents needed:
  A) Job offer letter/invitation letter with a description of research program and details of what UTEP is providing for the exchange visitor (i.e. lab space, desk, funding)
  B) Letter/memo for proof of English language ability or an English language certificate of completion from the exchange visitor
  C) 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
  D) Application is approved by Human Resources (UTEP funding only)

- J-1 Application completed by the Exchange Visitor: Part II-A and Part II-B of the application.
  Supplemental documents needed:
  A) Copy of passport ID page (and passport ID pages for dependents, if applicable)
  B) Current résumé
  C) For non-UTEP funding: financial support documentation & English translation (scans and originals accepted)
  D) Copy of health insurance if not funded by UTEP and the position is not benefit eligible
      o Names of the insured people on the policy
      o Descriptions, amounts and dates of coverage
  E) Copy of previous DS-2019 and visa (if applicable)

FUNDING AMOUNTS

Funding must meet or exceed these total costs as an Exchange Visitor at UTEP for 2014-2015. Please add $4,180 per dependent (yearly amount).

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses</td>
<td>$16,163</td>
</tr>
<tr>
<td>Insurance</td>
<td>$1,773</td>
</tr>
<tr>
<td>Yearly Total</td>
<td>$17,396</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>$1,450</td>
</tr>
<tr>
<td>Daily Total</td>
<td>$ 48</td>
</tr>
</tbody>
</table>
J-1 EXCHANGE VISITOR APPLICATION
PART I – A (this section must be completed by the sponsoring department).

Exchange Visitor: __________________________________________________________ UTEP ID#________________________

Host Department at UTEP: ____________________________________________________________

Supervising Professor: ________________________________________________________________

Email: ___________________________________________ Phone: ____________________________

Department Address: __________________________________________________________________________

Program Duration: Begin Date: ________________ End Date: ________________
(Month/ Day/Year) (Month/ Day/Year)

1. Exchange Visitor Category: ☐ Professor ☐ Research Scholar ☐ Short-Term Scholar (6 months or less)
For more information regarding the appropriate J-1 category, go to: http://sa.utep.edu/oip/sponsoring-j-scholars-professors/

2. Please include a job offer letter/invitation letter from the department with a description of research program and details of what UTEP is providing for the exchange visitor. Please also include the exchange visitor category, i.e. research scholar, professor or short-term scholar in the letter.

3. The exchange visitor will be engaged in the following activity:
_________________________________________________________________________________________________
_________________________________________________________________________________________________

a. State briefly the job title and the exchange visitor’s responsibilities, such as, “research associate in organic chemistry.”

4. Does the exchange visitor have adequate English skills to complete the program? ☐ Yes ☐ No
(**Please include a letter/memo for proof of English language ability or an English language certificate of completion from the exchange visitor.)

5. Will the exchange visitor be paid by UTEP? (offer letter required) ☐ Yes ☐ No Account #:________________________

If yes, how much funding? $________________________ per ☐ Month ☐ Year
Is any of this funding specifically for international exchange? ☐ Yes ☐ No

5. DS-2019 Mailing Information (please check one)

_____ The sponsoring department will pick up the DS-2019 at the Office of International Programs and send it to the exchange visitor.

_____ The Office of International Programs will mail the DS-2019 at the exchange visitor’s expense through eShipGlobal.
J-1 EXCHANGE VISITOR APPLICATION

PART I - B (this section must be completed by the sponsoring department)

If the Exchange Visitor receives monetary compensation from the University, approval from Human Resources is required. If the Exchange Visitor does not receive monetary compensation from the University, approval from Human Resources is not required.

Approval from Academic Department Chair or Dean of College

________________________________________
Signature Date

________________________________________
Please type Name and Title

Is this position benefit eligible? ☐Yes  ☐No

Approval from Human Resources Services

________________________________________
Signature Date

________________________________________
Please type Name and Title
J-1 EXCHANGE VISITOR APPLICATION
PART II - A (this section must be completed by the exchange visitor)

The exchange visitor must attach the following documents to application and send to department:
☐ Copy of passport ID page (and passport ID pages for dependents, if applicable)
☐ Current résumé
☐ For non-UTEP funding: financial support documentation & English translation (scans and originals accepted)
☐ For non-UTEP funding and not benefits eligible, submit proof of health insurance.

1. Name ____________________________________________________
   Last Name   First Name                       Middle
   ☐ Male ☐ Female

2. Date of Birth __________________________
3. Place of Birth __________________________
   Month/Day/Year                        City          Country

3. Country of Citizenship __________________________

4. Country of Permanent Residence __________________________

5. Job or Position in home country __________________________

6. Have you completed a previous term as a J-1 Research Scholar or Visiting Professor?  ☐Yes ☐No
   If yes, please provide copies of your previous DS-2019, visa, and I-94 and dependents documents if applicable.

7. Are you currently in the U.S.?  ☐Yes ☐No
   If yes, what type of visa are you on? __________________________
   Please provide copies of your previous immigration document, visa, and I-94 and dependents documents if applicable.

8. Will you receive any funding from sources other than UTEP?  ☐Yes ☐No
   If yes, please provide information on the sources of funding. Important: Provide documentation of any non-UTEP funding, normally a letter from the funding organization specifying the dates and amount of funding. A letter from the visitor is not sufficient documentation.

Visitor’s government: __________________________
Amount of funding $________________ per  ☐ Month ☐ Year  ☐ Entire Program

Other organization(s): __________________________
Amount of funding $________________ per  ☐ Month ☐ Year  ☐ Entire Program

Personal funds (if necessary to supplement other funds only; provide original or copy of documentation.)
Amount of funding $________________ per  ☐ Month ☐ Year  ☐ Entire Program

9. Exchange visitor’s complete home address where the DS-2019 will be mailed:
   __________________________________________________________________________
   __________________________________________________________________________

10. Email Address: _____________________________________________________________
J-1 EXCHANGE VISITOR APPLICATION
PART II - B (this section must be completed by the exchange visitor)

11. Will dependents accompany you at UTEP? ☐ Yes ☐ No

If you will be bringing dependents, please fill out the chart below and provide a copy of the passport for each dependent.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth (MM/DD/YY)</th>
<th>City &amp; Country of Birth</th>
<th>Country of Citizenship</th>
<th>Country of Residence</th>
<th>Relationship</th>
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</tbody>
</table>

Spouse email address: ________________________________________________

Health Insurance Requirement

Visiting researchers and professors who hold a J-1 visa are required to carry insurance coverage for themselves and any J-2 dependents that are accompanying them for the entire length of their program.

The federal regulations are very specific regarding the amount and type of insurance required:

- Medical benefits of at least $50,000 per accident or illness;
- In case of death, repatriation of remains in the amount of $7,500;
- In case of serious illness or injury, payment of expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $10,000; and
- A deductible not to exceed $500 per accident or illness.

If the exchange visitor will be funded by UTEP and the position is benefits eligible, health insurance will be processed upon arrival to the US. If the exchange visitor is not funded by UTEP, he/she must provide proof of health insurance with this application for the entire requested length of the program in the US.

In order to satisfy the insurance requirements, the policy must be 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:

1) Names of the insured people on the policy and description of the coverage.
2) Amounts and dates of the coverage for the entire length of stay on the requested application.

Our website provides a list of some of the companies that provide health insurance: http://sa.utep.edu/oip/health-insurance-plans/. As long as the health insurance meets the requirements listed above, you could use an insurance plan from your home country also.

By signing below, I acknowledge that I will be responsible for complying with the insurance requirements set forth by the U.S. Department of State. I also acknowledge that PART II – A and PART II – B on this application are correct and complete to my knowledge.

Exchange Visitor’s Signature: ___________________________ Date: ________________