INSTRUCTIONS & APPLICATION INFORMATION FOR UTEP DEPARTMENTS, 2015-2016

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).

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. Part II includes a form for obtaining dependent information.

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 (if the appointment is a paid UTEP position) and Office of International Programs (OIP).

UTEPOID 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.utep.edu/, in order for the ID number to be issued.

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.
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 U.S. 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/health-care-and-insurance/. In order to satisfy the insurance requirements, 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.

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) | 1. IELTS: 6.5 minimum score |
|                                                                                   | 2. TOEFL:                  |
|                                                                                   | a. Paper-based (only accept exam taken at UTEP): minimum score of 500 |
|                                                                                   | b. Computer-based: minimum score of 173 |
|                                                                                   | c. Internet exam (TOEFL IBT): minimum score of 61 |
|                                                                                   | 3. 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: https://www.versanttest.com/

Transcripts showing a degree earned in a U.S. college or university. May not be a bilingual program and degree must have been obtained within the last 5 years

Interview in English conducted by the UTEP sponsoring professor Can be in person, by phone or video-chat

For more information, please visit: http://sa.utep.edu/oip/sponsoring-j-scholars-professors/

APPLICATION PROCESSING AND MAILING
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 (UEMS). 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.
**VISA PROCESSING AND ARRIVAL**

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 with visa 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 or oip@utep.edu if you have any questions or for more information about J-1 exchange visitors.
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.

- 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 assigned.
- J-1 Application completed by the UTEP Sponsoring Department: Part I 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) Proof of English language ability. Any one of the below options is acceptable:

<table>
<thead>
<tr>
<th>Any of the following exam scores (Test must have been taken within the last 2 years)</th>
<th>1. IELTS: 6.5 minimum score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. TOEFL:</td>
</tr>
<tr>
<td></td>
<td>a. Paper-based: minimum score of 500</td>
</tr>
<tr>
<td></td>
<td>b. Computer-based: minimum score of 173</td>
</tr>
<tr>
<td></td>
<td>c. Internet exam (TOEFL IBT): minimum score of 61</td>
</tr>
<tr>
<td></td>
<td>3. PTE (Pearson Test of English): minimum score of 44</td>
</tr>
<tr>
<td>Online Pearson Versant English Test. Average cost $35. Requires microphone, internet connection. (Test must have been taken within the last 2 years)</td>
<td>Global Scale of English (GSE) score minimum of 59 or a level of B-2 or higher</td>
</tr>
<tr>
<td>Transcripts showing a degree earned in a U.S. college or university.</td>
<td>May not be a bilingual program and degree must have been obtained within the last 5 years</td>
</tr>
<tr>
<td>Interview in English conducted by the UTEP sponsoring professor</td>
<td>Can be in person, by phone or video-chat</td>
</tr>
</tbody>
</table>

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 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
     - Names of the insured people on the policy
     - 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 2015-2016. Please add $4,210 per dependent (yearly amount).

<table>
<thead>
<tr>
<th>Living Expenses</th>
<th>$16,062</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>$ 2,307</td>
</tr>
<tr>
<td>Yearly Total</td>
<td>$18,369</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>$ 1,531</td>
</tr>
<tr>
<td>Daily Total</td>
<td>$  50</td>
</tr>
</tbody>
</table>
J-1 EXCHANGE VISITOR APPLICATION  
PART I (this section must be completed by the sponsoring department).

| Exchange Visitor Name: __________________________ | 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:**  
For more information regarding the appropriate J-1 category, go to: [http://sa.utep.edu/oip/sponsoring-j-scholars-professors/](http://sa.utep.edu/oip/sponsoring-j-scholars-professors/)

- [ ] Professor  
- [ ] Research Scholar  
- [ ] Short-Term Scholar (6 months or less)

**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.”

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.
J-1 EXCHANGE VISITOR APPLICATION
PART I (this section must be completed by the sponsoring department).

3. The exchange visitor must have sufficient proficiency in the English language to participate in his or her program and to function on a day to day basis.

The U.S. Department of State regulations for J-1 Exchange Visitors [22 CFR 62.11(a)(2)] require that program sponsors verify that a prospective J-1 Exchange Visitor’s English proficiency is sufficient to participate in his or her program and to function on a day-to-day basis as determined by an objective measurement of English language proficiency.

At UTEP, any of the following are acceptable proof of English Proficiency:

**ENGLISH PROFICIENCY:** Please select any of the following measures of the English Language and attach the corresponding supporting documentation.

- The exchange visitor is from a country where the primary language is English.
  
  Country of origin: _____________________________

- Any of the following exam scores (Test must have been taken within the last 2 years)
  
  - IELTS: 6.5 minimum score
  - TOEFL:
    - Paper-based: 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: [https://www.versanttest.com/](https://www.versanttest.com/)

- Transcripts showing a degree earned in a U.S. college or university. May not be a bilingual program and degree must have been obtained within the last 5 years

- Interview, in English, was conducted by the UTEP sponsoring professor.
  
  I certify that I conducted an interview, in English, with the prospective J-1 Exchange Visitor on this date: ________________, and attest to the individual’s necessary English proficiency for successful participation in the program and to function on a day to day basis.

  Type of interview:  □ In person  □ Video-chat  □ Phone  Date of interview: ________________

  UTEP Sponsoring Professor name and title: ________________________________________________

  Signature: __________________________________               Date: ______________________________

For more information, please visit: [http://sa.utep.edu/oip/sponsoring-j-scholars-professors/](http://sa.utep.edu/oip/sponsoring-j-scholars-professors/)
J-1 EXCHANGE VISITOR APPLICATION
PART I (this section must be completed by the sponsoring department).

4. 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

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

_____________________________________________
Printed Name and Title

Is this position benefits eligible?  □ Yes  □ No

Approval from Human Resources Services

_____________________________________________  ___________________________
Signature                                              Date

_____________________________________________
Printed Name and Title

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 II (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 ____________________________  □ Male  □ Female

   Last Name ____________________________  First Name ____________________________  Middle

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 (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. Eligible dependents are spouse and children under the age of 21.

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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 $100,000 per accident or illness;
- In case of death, repatriation of remains in the amount of $25,000;
- 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 $50,000; 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 within 15 days of having entered the country. Insurance is required for the entire 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/](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 of this application is correct and complete to my knowledge.

Exchange Visitor’s Signature: ___________________________ Date: ___________________________