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J-1 VISA INSTRUCTIONS FOR INBOUND STUDENTS

This document contains information that we believe is current and accurate. However, it is always possible that the US government will change or add procedures, so consider these instructions to be general guidelines for your use. If, however, you find that the process has changed, be sure to follow the directions provided by the US Consulates or Embassies, or information you find on their official websites.

To obtain a J-1 visa to come to the United States as an exchange student:

1 **You must have these 5 items:**

- Certification of Eligibility for J-1 visa (the DS-2019 form)
- Online Nonimmigrant Visa Electronic Application, Form DS-160. Visit the [DS-160 website](#) to learn more about the DS-160 online process.
- A passport valid for travel to the U.S. and with a validity date at least six months beyond the applicant's intended period of stay in the U.S.
- A 2 inch x 2 inch (50 mm x 50 mm) passport photograph unless it uploaded properly when completing #3.
- Receipt as proof of payment of I-901 Fee (see section #2 below)

2 There is a **NON-REFUNDABLE "I-901" FEE of US\$200.00** that must be paid by mail or on the internet.

- Go to www.fmjfee.com.
- You will see the I-901 Instruction screen. Scroll to the bottom of screen, and click: "Yes"
- On the Form Selection screen, click "DS-2019" and "OK".
- Complete the **Applicant Validation** screen. (The SEVIS Identification Number is on top right of your DS-2019; *do not type the letter N, just enter 10 numbers.*). Name, city, and date of birth must be exactly the same as on DS-2019.
- On Form I-901 screen, complete the form. The Exchange Visitor Program Number is P-3-10874. The Exchange Visitor Category is "Student".
- On Form Verification Screen, check data and click "Continue"
- On the Student and Exchange Visitor Fee screen, click "Payment Options". **We strongly suggest using a credit card – otherwise there will be a delay.** MasterCard, Visa, and American Express cards are honored. Then click Payment Information.
- If you cannot pay by credit card, the \$200 fee can be paid by mail by downloading the completed Form I-901.

o An international money order or foreign draft, payable in US dollars, must be mailed to:

I-901 Exchange Visitor Processing Fee
PO Box 970020
St Louis MO 6319-0200 USA

o A receipt will be mailed to you. Note that the mail option may take 4-6 weeks.

- If you selected the credit card option, complete the form, provide credit card data, and submit.
- Your computer will print a receipt. Take this receipt to the Consulate.

NOTE: *You must submit a payment receipt to the embassy or consulate at least three working days before your visit. If at all possible, use the credit card option and not the mail option.*

3. **The NON-REFUNDABLE US\$160 Visa Application DS-160 fee.** To be paid when you visit the embassy or consulate. To fill it out on the internet and make appointment for consular interview:

- Go to <http://evisaforms.state.gov> (Do not type “www”.)
- The instruction page for the Electronic Visa Application Form will appear.
- Follow instructions for J-1 Secondary School Visitors Visa.
- Click on the link at the bottom of the page: Form DS-160 Nonimmigrant Visa Application
- Complete the form on line
- When asked for the name and address of the school use the information from “Primary Site of Activity” near the top of the DS-2019. This may be a school name or the Rotary District and number hosting you. If you have received a Guarantee Form the school address is on there.
- Print all pages. Attach your photo if it did not upload properly and sign in appropriate areas.
- Take the DS 160 Application and \$160 in US funds with you when you visit the Consulate.

THINGS YOU SHOULD KNOW – AT THE CONSULATE

The U.S. Consular officer will interview you in English and seal your documents in an envelope. Do NOT open this envelope! Immigration Officials at the U.S. port of entry will open the envelope.

You may be asked at the Consulate for “evidence of financial resources”. Your DS-2019 (Box 5) will show that evidence.

THINGS YOU SHOULD KNOW – ABOUT TRAVELING

You MUST enter the US within **30 days** before the “from” date in Box 3 on your DS-2019. Also, you MUST report arrival in the U.S. within 30 days of the “from” date in Box 3. If these travel dates are not possible, advise your host district chairperson immediately. This date is known as the Program Start Date.

When you travel, **carry your immigration documents** on your person, NOT IN checked luggage (immigration documents are the passport and those in the sealed envelope). Also, carry with you the names and phone numbers of your host family and the District Youth Exchange chairman.

Prior to landing, a flight attendant on your airplane will distribute the Customs Declaration Form. If you do not understand these forms, ask the flight attendant for assistance.

Upon arrival at the Port of Entry (first U.S. city you arrive in), proceed to the terminal area for arriving passengers. Have these items available:

- Sealed Envelope (given to you at the consulate and includes the DS-2019)
- Passport
- Customs Declaration Form (given to you on the plane)

“**Why do you wish** to enter the United States?”

When you are asked this question your reply should be:

“I am a Rotary Exchange student and will attend school for a year”

They may also ask you where you will be staying and what school you will be attending. A reply would be:

“I am staying with _____ and attending _____ high school in _____.” This information is on your Guarantee Form.

After the interview with the immigration officials **you will receive:**

- Your passport with an arrival stamp.
- DS-2019 stamped for a J-1 Visa. KEEP this with your passport at ALL times.

DO NOT be alarmed, but you may be fingerprinted and your picture taken by immigration officials.

Visit http://travel.state.gov/visa/visa_1750.html for more visa information and the location of US Embassies and Consulates around the world.