

Oklahoma State University

J-1 Exchange Visitor Program
for
**Short-Term Scholars,
Research Scholars & Professors**



Office of International Students and Scholars

250 Student Union
Stillwater, Ok 74078

The Purpose of the J-1 Exchange Visitor Program

The objective of the J-1 Exchange Visitor Program is "to increase mutual understanding between the people of the United States and people of other countries by means of educational and cultural exchanges." [Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act of 1961)] The Exchange Visitor program is often referred to as a "J-1 Program" because the "J-1" class of visa is issued to international professionals and students invited to the United States to participate in educational and cultural exchange activities.

There are many federal policies and procedures regulating J-1 Exchange Visitor Programs. OSU departments inviting and hosting international visitors and the exchange visitors themselves should thoroughly review and understand these policies contained in this document and on the ISS website.

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United States Citizenship and Immigration Services (USCIS)

<http://uscis.gov/graphics/services/visas.htm>

United States Immigration and Customs Enforcement (ICE)

<http://www.ice.gov/>

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Please note that it is ultimately the Exchange Visitor's responsibility to understand and abide by immigration regulations to which s/he is subject. The Office of International Students and Scholars does its best to inform international visitors associated with the university of the policies governing their programs, however, regulations change rapidly and are quite complex. International visitors, scholars and students must stay informed and abreast of immigration policy which concerns their programs and stays in the United States. (Disclaimer)

Oklahoma State University

J-1 Exchange Visitor Program for Professors, Research Scholars and Short-Term Scholars

Overview

All visiting international scholars, regardless of immigration status, must have official university appointments or academic affiliations with the University. Scholars may or may not be paid by the university. International scholars receiving payment from OSU must hold J-1, H-1b, O-1 or permanent resident status.

The nature of the work, activities, or employment will determine the appropriate visa classification for an international visitor. In most cases, the university invites “non-immigrants” to engage in cultural and educational exchange under the J-1 Exchange Visitor classification. The J-1 Exchange Visitor program is described in this document and ISS website text. Non-immigrants are defined as those who intend to return to their home countries upon completion of their programs. Visiting scholars must come to the United States on appropriate visas. Departments and prospective visiting scholars should clearly understand these distinctions before preparing documents, working with the Office of International Students and Scholars (ISS) and interacting with consular and immigration officers.

The university must maintain strict procedures to maintain the integrity of its international exchange and employment activities. Unauthorized employment of aliens and inappropriate use of exchange visitor programs is a violation of federal law. Employers and the aliens who work illegally may be subject to fines of up to \$10,000 and criminal penalties.

This chart and links may help define what particular program activities may require.

J-1 Scholar Exchange Visitor (professor, research scholar, short-term scholar)	<ul style="list-style-type: none"> ● Non-immigrant status ● Appropriate for educational and cultural exchanges ● Allows temporary employment (Professor & Research Scholar : up to 6 years, Short-Term Scholar : up to 6 months) ● Allows payment of honoraria
J-1 Student (bachelor, master, doctorate, non-degree)	<ul style="list-style-type: none"> ● Full-Time degree seeking students (no specific time limit – student must be progressing towards degree and show sufficient funds) ● Non-degree exchange students (up to 24 months) ● Appropriate for government funded programs & cultural/educational exchanges ● Allows student employment on campus (20 hours/week) ● Allows for “Academic Training” – Employment on or off campus related to field of study
H-1b	<ul style="list-style-type: none"> ● Non-immigrant status ● Appropriate for temporary long-term employment (up to 6 years), or possibly permanent appointments
O-1	<ul style="list-style-type: none"> ● Non-immigrant status ● Appropriate for individuals who have achieved and sustained national or international acclaim for extraordinary ability or achievements. Requires extensive documentation. ● Allows employment and stay up to three years with options for extensions ● Available to former J-1 Exchange Visitors subject to 212(e) home residency requirements
Green Card (Permanent Resident)	<ul style="list-style-type: none"> ● For permanent resident employees with benefits
B1-B2 (visitor – tourist status)	<ul style="list-style-type: none"> ● For tourists or short-term visitors ● Does not allow employment ● Honoraria (only honoraria and expenses, not salary) may be paid for a single event (lecture/master class/demonstration), which does not exceed 9 days. Very restrictive criteria and regulations exist related to paying honoraria. As such, all requests for inviting lecturers must be made to the International Tax Coordinator in ISS at least 8-12 weeks in advance of the event. This will allow time to request a certificate of eligibility for a J-1 visa if a B-1/B-2 is not appropriate.

Collecting and preparing the documents required to invite international scholars to Oklahoma State University may require a few weeks. The processes an international scholar must undergo to apply for a visa can take up to three months. Advanced planning is necessary. Reviewing the proposed activities of an international visitor and their appropriateness for a J-1 Exchange Visitor or H1b visa is important in defining whether or not it is feasible to

obtain proper immigration status for an international scholar within the time available. The accuracy of documents is also very important as they are closely scrutinized. One error in the spelling of a name, financial figure or other supporting data may result in a visa denial. Visa applications and trips to the US Embassy can be costly. To avoid repeating the application process and paying additional fees, please pay close attention to detail when preparing applications and requests.

The remainder of this document describes J-1 Exchange Visitor regulations. Please visit the US Citizenship and Immigration Services website for more information on visa classifications: <http://uscis.gov/graphics/services/visas.htm>. To inquire about visa classifications and visiting scholar programs, at OSU, please contact the [Office of International Students and Scholars](#).

Exchange Visitor Program – General Eligibility Requirements and Program Characteristics

International scholars and researchers invited to Oklahoma State University (OSU) to teach or conduct research are issued U.S. Department of State Certificates of Eligibility for Exchange Visitor (J-1) Status. This document is commonly referred to as a DS-2019 Form (formerly the IAP-66 Form). The holder of a DS-2019 may apply for and be granted a J-1 visa, the special visa class for exchange visitors engaging in educational and cultural exchange. It is generally used for visiting researchers and professors coming to OSU for programs of limited duration. This visa category is not intended for permanent employment. Those appointed to tenure track positions are not eligible for J-1 status.

Exchange Visitors (EV) classified in J-1 status are governed by regulations of the U.S. Department of State, immigration regulations enforced by the Department of Homeland Security and Program Sponsor policies.

Department of State (DOS) –

Creates and administers federal regulations and policies governing the Exchange Visitor Program. Issues **J visas** to Exchange Visitors (EV) and their dependents (J-2) through US consulates and embassies.

Department of Homeland Security (DHS) –

Within the Department of Homeland Security, **three agencies that oversee the majority of immigration activities:**

U.S. Immigration and Customs Enforcement (ICE) manages the **Student and Exchange Visitor Information System (SEVIS)**, a data management system used by officials to monitor participants, programs, sponsor activity and issue forms for immigration purposes. ICE manages immigration investigations, detentions and deportations.

US Customs & Border Protection (CBP) handles immigration enforcement at the borders and admits aliens into the US in J-1 Exchange Visitor status.

US Citizenship and Immigration Services (CIS) are responsible for adjudicating immigration benefits.

Exchange Visitor Program Sponsors –

Organizations and educational institutions, like OSU, that have applied for and received designation from DOS to conduct an Exchange Visitor Program.

Responsible Officers (RO) and Alternate Responsible Officers (ARO) work in the **Student and Exchange Visitor Information System (SEVIS) system**, issue DS-2019 forms, and monitor the Exchange Visitor program.

OSU has obtained specific authorization from the Department of State to invite international exchange visitors in the program categories of Bachelor's Degree Student, Master's Degree Student, Doctorate Degree Student, Non-Degree Student, Professor, Research Scholar and Short-Term Scholar. As participants in these program categories, foreign students, professors and research scholars are able to engage in study, research and scholarly activities that meet the J-1 Exchange Visitor Program eligibility. An exchange visitor's activities must be clearly described by the University department issuing the invitation. Exchange visitors may be **temporarily** employed by OSU as long as their primary activities meet the J-1 Exchange Visitor program criteria. However, the J-1 program is an exchange program and cannot be used for general employment purposes.

Program Categories & Time Limitations: Professor – Research Scholar – Short-Term Scholar

To be eligible for any category of the J-1 Exchange Visitor Program, participants must not be candidates for tenure track positions. Each category has its own acceptable activities and time limitations.

A **Professor** is defined as:

An individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries or similar types of institutions. A professor may also conduct research, unless disallowed by program sponsor.

A **Research Scholar** is defined as:

An individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the sponsor. *Professor* and *Research Scholar* are two separate categories, but because they are related, regulations are similar.

A **Short-Term Scholar** is usually defined as:

A professor, research scholar, or person with similar education or accomplishments who visits the U.S. to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar institutions.

Time Limitations

Category	Minimum Duration of Stay	Maximum Duration of Stay	Other
Professor	3 weeks	5 years	Subject to 12-month bar*, 24 month Participation bar*
Research Scholar	3 weeks	5 years	Subject to 12-month bar*, 24 month Participation bar*
Short-Term Scholar	None	6 months	No Extensions possible. Not subject to 12-month bar.*

*12-month Bar

Only J category scholar participants may not be in the United States in J-visa status for any part of the 12-month period preceding the start date of the program as indicated on the Form DS-2019. The 12-month bar can be waived if the participant is 1) present in the United States no more than 6 months; or 2) participating in the Short-Term Scholar category.

*24-month Participation Bar

Any individual who participates in an Exchange Visitor Program in the Professor or Research scholar categories on or after November 18, 2006 is subject to a two year bar on “repeat participation” in these categories. Scholars subject to the bar may not return to the U.S. as a J-1 scholar in the Professor or Research Scholar categories for a two year period.

The 24 month bar will be in effect regardless of whether the scholar is in the program for a few months or the full five years. Whenever the program ends and the SEVIS record becomes “inactive” the program ends and the time period is closed. The scholar must wait two years before beginning a new program as a Professor or Research Scholar. Any unused time from the five year period cannot be saved and used later.

30-Day Grace Period

Program duration times are governed by the time limitations described above. However, Exchange Visitors may enter the USA up to 30 days before the official program start date and exit the USA up to 30 days after the official end date. During these 30-day grace periods, the EV may travel or prepare for departure. However, any official duties or employment is not permissible outside the official program dates.

Other J-1 Exchange Visitor Categories

There are other categories of exchange visitors that are not discussed in this document. These include students, trainees, specialists, teachers at primary or secondary schools, etc. Oklahoma State University may also sponsor **J-1 students**, but does not have authority to sponsor exchange visitors in any of the other categories.

For more information on the J-1 Exchange Visitor Program, go to:

U.S Department of State website: <http://exchanges.state.gov/education/jexchanges/>

US Immigration and Customs Enforcement website: <http://www.ice.gov/graphics/sevis/students/index.htm>

Eligibility Requirements

All Exchange Visitors are required to meet the following requirements to be eligible for program participation:

- Intent to pursue appropriate activity
- Intent to return to home country (Establishing non-immigrant intent is determined by consular officer)
- Sufficient funding
- Appropriate background/qualifications for program activity - Professors and research scholars are expected to have appropriate academic or similar credentials. Generally, a prospective exchange visitor professor or researcher should have at least a bachelor's degree with appropriate experience in the field of activity.
- Adequate English
- Mandatory Health Insurance Coverage

Professors/Research Scholars:

- May participate in programs of up to 5 years, to engage in research and/or teaching
- May NOT hold or be candidates for tenure
- May NOT receive a DS-2019 if they have been in the US for 6 months or more in any J Status during the immediately preceding 12 months (this does not apply to short-term scholar category)
- May not enter the U.S. if subject to the 24 month repeat participation bar.
- May change categories between research scholar and professor
- Must receive appropriate program orientation offered by program sponsor
- May engage in occasional outside lectures or consultation for compensation with written permission from the Responsible Officer

Short-Term Scholars:

- May participate in programs of up to 6 months to lecture, observe, consult and participate in seminars, workshops, conferences, or other similar types of educational or professional activities.
- Have no minimum length of stay.
- May NOT extend their stay beyond 6 months.
- Are exempt from the 12-month bar for professors and research scholars.
- Are exempt from the 24 month repeat participation bar.
- Exempt from orientation requirement

Program Activities, Invitations & Requests for DS-2019s

To participate in an exchange visitor program, the program host or hosting department must issue a letter of invitation which outlines all of the activities in which the EV will participate or engage in while under OSU's sponsorship. Requests for visiting scholars must be made to the Office of International Students and Scholars (ISS) at least 8-12 weeks in advance of the intended program start date. The hosting department must complete and submit to the Office of International Students and Scholars (ISS) the following:

- DS-2019 Request Form (See section on DS-2019 Forms)
- Scholar's resume or CV
- Copy of the visitor's passport (when available)
- Proof of financial support
- Copy of Invitation letter outlining terms and conditions

Upon receiving this request, ISS reviews the request to verify the visitor's credentials, program activities and funding levels meet the requirements for the proposed category of the J-1 Exchange Visitor Program sponsored by Oklahoma State University. The Responsible Officer (RO) or Alternate Responsible Officer (ARO) at OSU will then issue a DS-2019 form and send it to the exchange visitor so s/he may begin the process of applying for a visa to enter the USA.

In all cases, those invited to come to the United States as Exchange Visitors will:

- Meet program criteria for participation
- Hold a Certificate of Eligibility for Exchange Visitor (J-1) status, known as the DS-2019 Form. This form is issued by your sponsor for specific program activities.
- Pay the SEVIS fee and become registered in the Student and Exchange Visitor Information System (SEVIS), a large database accessed by program sponsors, the US Department of State and the US Department of Homeland Security.
- Follow procedures, pay required fees and go through application process and interviews at a US Embassy or Consulate to successfully obtain a J-1 visa to enter the USA.
- Enter the USA successfully by being issued a "J-1" stamp at port of entry.
- Register with program sponsor upon arrival and continue to follow guidelines for maintaining Exchange Visitor status to avoid violating immigration regulations.

DS-2019 Forms – Certificate of Eligibility for Exchange Visitor (J-1) Status

The document that enables one to obtain an exchange visitor visa (J-1) and obtain and maintain "J" non-immigrant status is **Form DS-2019, the Certificate of Eligibility for Exchange Visitor (J-1) Status**. Dependents of J-1 Exchange visitors are issued DS-2019 forms to be considered for J-2 Status.

The information included on this form must be accurate and correspond with the data on the exchange visitor's passport, visa application, letter of invitation, etc. Departments and Exchange Visitors should review the DS-2019 form carefully to ensure there are no errors. Pay close attention to sections 1, 3, 4 and 5. If there are errors, please notify ISS immediately.

After reviewing all regulations, and reviewing the [Sample DS-2019](#) Form, OSU Departments should refer to the [General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors](#), the [Checklist for Hosting an Exchange Visitor](#) and the [DS-2019 Request Form](#).

After entering the USA, exchange visitors should keep the white I-94 card and the DS-2019 that was stamped and returned at the port of entry into the US. These documents are permanent records of J-1 non-immigrant status and are necessary to prove legal non-immigrant status in the USA. The DS-2019, with a travel endorsement, is necessary for re-entering the US after brief visits outside the USA.

SAMPLE DS-2019 FORM with Explanation



Resource 4-d Sample Draft Form DS-2019

DRAFT

		SEVIS ID here J-1 barcode here
1. Family Name: _____ First Name: _____ Middle Name: _____ Gender: _____ Date of Birth (mm-dd-yyyy): _____ City of Birth: _____ Country of Birth: _____ Obtainable Country Code: _____ Obtainable Country: _____ Legal Permanent Residence Country Code: _____ Legal Permanent Residence Country: _____ Position Code: 213 Position: UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS U.S. Address: _____		
2. Program Details: _____ Exchange Visitor Program Number: _____ Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE Purpose of this form: Begin new program; accompanied by number (1) of immediate family members.		
3. Form Covers Period: From (mm-dd-yyyy): 01-15-2004 To (mm-dd-yyyy): 01-14-2005	4. Exchange Visitor Category: PROFESSOR Subject/Field Code: 01.0101 Subject/Field Code Description: Agricultural Business and Management, General	
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor Funds = \$28,000.00 DEPARTMENT OF AGRICULTURE = \$8,000.00 Personal funds = \$3,880.00 Total = \$39,880.00		
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).		_____ Name of Official Preparing Form _____ Title _____ _____ Address of Responsible Officer or Alternate Responsible Officer _____ Telephone Number _____ _____ Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) _____
7. Statement of Responsible Officer for Relinquishing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy) _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended. _____ Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____		
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (49 FR 488 156) of page 4). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government Sponsoring and/or B. <input type="checkbox"/> The Exchange Visitor Skills Law and/or C. <input type="checkbox"/> PL 94-484 as amended _____ Name _____ Title _____ _____ Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____ THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(a).		TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*) *EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) _____ _____ Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) _____ _____ Signature of Responsible Officer or Alternate Responsible Officer
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document. _____ Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____		

PAGE ONE

Section 1:

- NAME, GENDER - This should include accurate information about the EV and match passport information.
- DATE OF BIRTH, CITY OF BIRTH, COUNTRY OF BIRTH, COUNTRY OF CITIZENSHIP, COUNTRY OF RESIDENCE, ETC. – Please make sure this is correct.
- POSITION CODE & POSITION – This refers to the EV’s status in his/her home country.
- US ADDRESS - The US Address portion will be completed as 250 Student Union Stillwater, OK 74078. This is the ISS office address. The US address will be put into the SEVIS system after arrival.

Section 2:

- PROGRAM SPONSOR & EV PROGRAM # - OSU & OSU’s program number
- PURPOSE OF THIS FORM: Here you will see “Begin new Program” or “Amend Previous Form”

Section 3:

- PROGRAM DATES – Please review these carefully. The EV may enter the USA up to, but no earlier than 30 days before or no later than 30 days after the start date. The EV must leave the USA within 30 days after the completion date.

Section 4:

- EXCHANGE VISITOR CATEGORY: Either Research Scholar, Professor or Short-Term Scholar
- SUBJECT/FIELD: a general category for EV’s activities.

Section 5:

- FUNDING SOURCES: This lists the amount required and demonstrated for the EV’s stay.

Section 6:

- US DOS/INS CERTIFICATION: The Immigration Officer will place a stamp here verifying the EV is in J-1 visa status upon entering the USA. It will most likely be valid for “D/S” the duration of stay of the EV’s program which is indicated in Section 3.

Section 7:

- RESPONSIBLE OFFICER – This will include the name, address and signature of the Responsible Officer (RO) or Alternate Responsible Officer (ARO) who prepared the DS-2019 Form.

Section 8:

- TRANSFER OF PROGRAM – This section is used if an EV transfers from one program to another within the approved limits of the program category.
- PRELIMINARY ENDORSEMENT OF CONSULAR OFFICER REGARDING 212e
The consular officer reviewing a visa application will complete this portion of the form. If an EV is subject to the 2-year home country resident requirement, it will be indicated here. *For more information, please see section on Two-Year Home Presence Requirements included in this handbook.*
- TRAVEL VALIDATION – After entering the USA and validating program participation, the EV must have a travel validation before s/he exits the country again if there is an intention of returning to the USA in J-1 status. This will be signed by the OSU RO or ARO prior to trips outside the USA. *For more information, please see section on TRAVEL included in this handbook.*
- EXCHANGE VISITOR CERTIFICATION: *The exchange visitor must read Page 2 of the Form DS-2019 and sign the document. By signing, the exchange visitor agrees to abide by all federal regulations pertaining to this program as outlined on Page 2.*

PAGE TWO

EVs must read the regulations as they are described on Page 2 of the DS-2019. The EV must sign Page 1, acknowledging that s/he has read, understood and agreed to abide by these regulations. Any willful acts of non-compliance can be considered terms for termination of the program and deportation from the United States.

Page Two covers the following conditions applicable to exchange visitors:

- a) Two-Year Home-Country Physical Presence Requirement – Section 212e of the Immigration and Nationality Act
- b) Extension of Stay/Program Transfers
- c) Limitations of Stay
- d) Documentation Required for Admission/Re-Admission as and Exchange Visitor
- e) Change of Visa Status
- f) Insurance

INSTRUCTIONS FOR AND CERTIFICATION BY THE ALIEN BENEFICIARY NAMED ON PAGE 1 OF THIS FORM:

Read this page and sign the Exchange Visitor Certification block on the bottom of page 1 and prior to presentation to a United States Consular or Immigration Official.

1. I understand that the following conditions are applicable to exchange visitors:

(a) TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(g) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED):

RULE: Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for two years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intracompany transferee (L) status. Likewise, if exchange visitors are acquiring a skill which is in short supply in their home country (whose skills appear on the "Exchange Visitor Skills List") they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the United States to receive graduate medical education or training. The U.S. Department of State reserves the right to make the final determination regarding 212(g).

NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT, OR BIRTH OF A CHILD IN THE UNITED STATES DOES NOT REMOVE THIS REQUIREMENT.

(b) Extension of Stay/Program Transfer: A completed Form DS-2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with the assistance of the sponsor.

(c) Limitation of Stay: **STUDENTS** - as long as they pursue a full course of study towards a degree, or if engaged full-time in a non-degree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or certificate; post-doctoral academic training may be approved by the sponsor for a period not to exceed 36 months; **SECONDARY STUDENTS** - up to 1 academic year; **TRAINEES** - 18 months; **FLIGHT TRAINEES** - 24 months; **TEACHERS, PROFESSORS, and RESEARCH SCHOLARS** - 3 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALISTS** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIAN** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the U.S. Department of State; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER TRAVEL/WORK** - up to 4 months; **AU PAIR** - 1 year; **INTERN** - up to 12 months.

(d) Documentation Required for Admission/Readmission as an Exchange Visitor: To be eligible for admission to the United States, an exchange visitor must possess the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS-2019 (with 2-D barcode) which must be retained by the exchange visitor for readmission within the period of previously authorized stay. Exchange visitors are permitted to travel abroad and maintain status (e.g., obtain a new visa) under duration of the program as indicated by the dates on this form (see item 3 on page 1 of this form).

(e) Change of Visa Status: Exchange visitors (and dependents) are expected to leave the United States upon completion of their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirement are not eligible to change their status while in the United States to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government(A) or an international organization(G) or member of the family or attendant of either of these types of officials or employees.

(f) Insurance: Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on 7 visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$7,500; and (3) expenses associated with medical evacuation in the amount of U.S. \$10,000. A policy issued to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14. For details, consult your program's Responsible Officer (see item 3 on page 1 of this form).

2. **EXCHANGE VISITOR CERTIFICATION:** I have read and understand the foregoing, including the Two-Year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS-2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining health insurance coverage for myself and my J-2 dependents throughout my J-1 program. **I understand that it is my responsibility to maintain my exchange visitor status.** For the purposes of 20 U.S.C. 1232g and 22 CFR 62, I authorize the U.S. Department of State-designated sponsor and any educational institution named on the Form DS-2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations.

NOTICE TO ALL EXCHANGE VISITORS

To facilitate your readmission to the United States after a visit in another country other than a contiguous territory or adjacent islands, you should have the Responsible Officer of your sponsoring organization indicate on the TRAVEL VALIDATION BY RESPONSIBLE OFFICER or Alternate Responsible Officer section of the Form DS-2019 that you continue to be in good standing.

The signature of the Responsible Officer or the Alternate Responsible Officer on the Form DS-2019 is valid for up to one year* or until the end date in item 3 on page 1 of this Form, or to the validation date authorized by the Responsible Officer, whichever occurs sooner.

*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.

¹ Under the Mutual Educational and Cultural Exchange Act of 1961, as amended, the U.S. Department of State has been delegated the authority to designate Exchange Visitor Programs for U.S. Government agencies, and for public and private educational and cultural exchange organizations. The information is used by Exchange Visitor Program sponsors to appropriately identify an individual seeking to enter the United States as an exchange visitor. The completed form is sent to the prospective exchange visitor abroad, who takes it to the U.S. Consulate (Embassy) to secure an exchange visitor (J-1, J-2) visa. Responses are mandatory. An Agency or organization may not conduct or sponsor, and the respondent is not required to respond to a collection of information unless it displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Department of State, A/RPS/DIR, Washington, D.C. 20520.

Financial Support

Exchange visitors invited as professors, research scholars and short-term scholars must demonstrate they have a minimum of **\$1000** for each month of their stay in Oklahoma. If the exchange visitor is accompanied by a spouse or children who are considered J-2 dependents, an additional **\$500/month** must be shown for a spouse and **\$333/month** for each child.

J-1 Scholars may be financed by:

- Program Sponsor – OSU (e.g. College/University)
- US Government Agencies
- International Organizations
- The Exchange Visitor's Government
- The Binational Commission of the scholar's country
- Other Organizations
- Personal Funds
- Combinations of any of the above

Acceptable documents to demonstrate proof of financial support include original copies of the following with specified amounts in USD or other currencies:

- Letter of Invitation (employment offer) from Program Sponsor – OSU (e.g. College/University)
- Grants or Letters of Sponsorship from US Government Agencies
- Sponsorship documents from International Organizations
- Sponsorship letters/documents from The Exchange Visitor's Government
- Sponsorship letters/documents from The Binational Commission of the scholar's country
- Letters of support from Other Organizations
- Official, original bank statements & letters from Banks verifying Personal Funds
- Combinations of any of the above

12-Month Bar for Research Scholars and Professors after Previous “J” Program Participation

If an individual is invited as a J Exchange Visitor and has previously been in the United States on a J-1 or J-2 visa, the time spent in the USA may affect eligibility to participate in the J-1 program categories of Research Scholar and Professor. One may be eligible to begin a new program if they have not been physically present in the United States as a non-immigrant on J-1 status for all or part of the 12-month period immediately preceding your program start date on the DS-2019. The only exceptions to the 12-month bar are:

- The EV is transferring to another J-1 program sponsor and is still within the maximum time limits for the program category
- The EV has been in the country less than 6 months
- The EV was categorized as a short-term scholar during the most recent stay

Please note that time spent in visa classifications other than J-1 and J-2 is **not** counted towards the 6 months of presence that activates the bar for Research Scholars and Professors. Only time spent in “J” categories in the 12 month period preceding the new program start date is relevant. The 12-month bar is not a home residence requirement. This 12-month period could be spent inside the US in another non-immigrant status or outside the US.

24-Month Repeat Participation Bar after Previous Stay as a Research Scholar or Professor

Any individual who participates in an Exchange Visitor Program in the Professor or Research Scholar categories on or after November 18, 2006 is subject to a two year bar on “repeat participation” in these categories. Scholars subject to the bar may not return to the U.S. as a J-1 scholar in the Professor or Research Scholar categories for a two year period.

The two year bar will be in effect regardless of whether the scholar is in the program for a few months or the full five years. Whenever the program ends and the SEVIS record becomes “inactive” the program ends and the time period is closed. The scholar must wait two years before beginning a new program as a Professor or Research Scholar. Any unused time from the five year period cannot be saved and used later.

Dependents – J-2 Status

Exchange visitors may request that family members accompany them during their program. The spouse and unmarried children under the age of 21 are eligible for “J-2 dependent” status. Other family members are not eligible for J-2 status. They may consider applying for B-2 classification to visit the United States as tourists.

Although family members usually enter as J-2 dependents, they are not required to do so. They may enter as tourists (B2) or in other visa classes such as F-1, J-1 or H-1B if they qualify. Funding requirements are specific to each sponsor and visa class. While the B-2 visa may be appropriate for family members who will visit the US briefly, exchange visitors must avoid trying to use the B-2 classification as a way to avoid meeting funding or insurance requirements for family members. B-2 holders have none of the advantages and protections given to J-2 dependents. B-2 holders are authorized for only short stays and have specific end dates on their I-94 cards. This makes them vulnerable to overstays and unlawful presence if they do not exit the country.

Information about dependents planning to accompany or later join the J-1 principal should be provided on the [DS-2019 Request Form](#) along with copies of passport pages for correct identification and spelling of names. Upon approval, the RO/ARO will issue a DS-2019 for each dependent who will accompany a “J-1 principal.” Each J-2 dependent will have his/her own SEVIS number and DS-2019 form. However, their records and funding are directly tied to the J-1 principal’s SEVIS record and DS-2019.

Funding

The Exchange Visitor must demonstrate adequate funds and health insurance for each dependent. At this time, an Exchange Visitor in the category of Research Scholar, Professor or Short-Term scholar must have collective total to cover the entire program period at the rate of \$1000/month for him/herself, \$500 month for a spouse, and \$333 per child.

2-Year Home Presence Requirement, 12-month Bar, Health Insurance

J-2 dependents are automatically subject to all rules and policies governing the Exchange Visitor Program and the J-1 principal. This means J-2 dependents are subject to the [2-year home physical presence requirement](#), the [12-month bar](#) which may affect future program participation and [the mandatory health insurance requirement](#).

Employment

J-2 dependents are permitted to apply for an Employment Authorization Document (EAD) from USCIS and may begin employment only after receiving the EAD from USCIS. Please see section on [EMPLOYMENT](#) for additional information.

Enrollment – Coursework

J-2 Dependents may enroll in courses at the University. Children may be enrolled in public primary and secondary schools.

Travel Outside the USA – Departures

J-1 and J-2 visa holders may [travel outside the USA](#) separately or together. They may re-enter on “J” status provided they still have valid passports, visas and their DS-2019 forms are validated for travel by the RO/ARO in the Office of International Students and Scholars. J-2 visa holders must reside with the J-1 principal as true “dependents” during their stay in the USA. If the J-1 principal leaves the USA permanently, the J-2 dependents must also depart the USA. The J-2 holder’s immigration status is directly tied to the J-1 principal’s status. A J-1 visa holder may travel outside the USA for a short period (i.e. for a conference or business trip), but may not leave J-2 dependents in the USA alone for more than 30 days. This would be a violation of program status and the J-1 and J-2 visa holders would automatically be considered “out of status,” the program would have to be [terminated](#) and they would have to depart the USA or file for [reinstatement](#).

Change of Status

Restrictions and procedures for a J-2 dependent wishing to change status are the same as those followed by the J-1 principal, although in addition to documenting that the J-2 has maintained status, the J-2 must also submit proof that the J-1 has maintained status.

Pre-Entry and Arrival in the USA

Exchange Visitors must complete several steps in preparation for their arrival. These include paying the Student and Exchange Visitor Information System (SEVIS) Fee, applying for and obtaining a J-1 visa through a US Embassy or Consulate, and validating program participation in SEVIS upon arrival at Oklahoma State University. Please read the following requirements carefully and refer to the [J-1 Scholar Checklist](#) throughout the process.

Student and Exchange Visitor Information System -SEVIS Fee Requirements

The U.S. Department of Homeland Security (DHS) requires the collection of a one-time SEVIS fee of \$180 USD from certain J-1 Exchange Visitor students and scholars. This fee is necessary for a visa application. The SEVIS fee is separate from and in addition to the visa application fee.

Please see the following page for detailed instructions. You may also visit the following website to get the most current information:

<http://www.ice.gov/sevis/i901/faq4.htm>

Applying for a Visa

1. Receive DS-2019 form from Oklahoma State University.
2. Complete Form I-901 and pay the SEVIS fee by credit card or mail. One cannot pay this fee at a US Embassy or Consulate.
3. Print SEVIS fee payment receipt from Internet or receive Form I-797 receipt from DHS via mail.
4. Complete visa application forms (DS-156, DS-157 & DS-158).
5. Attach SEVIS fee receipt (Form I-797) or the internet receipt to visa application forms.
6. Schedule visa interview appointment with U.S. Embassy/Consulate.
7. Take all necessary and related documents to visa interview.

NOTE: If you paid the SEVIS fee at least 3 days before your visa interview, you may take your printed copy of the I-901 form to the interview. You do not have to wait to receive your official receipt (I-797).

8. After interview, necessary security checks, and the consular officer's approval, you receive J-1 visa in passport from U.S. Embassy/Consulate. If your visa application is denied, follow Consular Officer's instructions and request an explanation of the denial in writing.
9. Enter U.S. up to 30 days PRIOR to the program start date on the Form DS-2019 and no later than 30 days AFTER the program start date on the Form DS-2019. You must have your passport with J-1 visa, a stamped DS-2019, your SEVIS FEE receipt and other relevant documents with you as you pass through immigration.
10. Report to the International Students & Scholars (ISS) office to validate your program as soon as you arrive in Stillwater, OK. You must come to the ISS within 30 days AFTER the start date indicated on the Form DS-2019. If your arrival is delayed and you will not be able to report to the ISS office within 30 days after program start date, notify ISS immediately.

SEVIS Fee Application

You must submit Form I-901 and pay the SEVIS fee to the DHS by check through the mail, by credit card through a website, or through Western Union. The fee can be paid by you or by a third party, inside or outside the US. Please note that paying by mail delays the process significantly. We advise you to pay by credit card over the website or through Western Union if possible.

1. Obtain a SEVIS FEE application form (Form I-901) Download the form from www.ice.gov/sevis/901
or Fill out the form online at www.fmjfee.com.
2. Complete the SEVIS FEE application form (Form I-901) and pay SEVIS FEE
 - a. Write your name and date of birth **exactly as it appears** on your Form DS-2019.
 - b. Enter SEVIS ID Number correctly from Form DS-2019. This number appears in the top, right-hand corner of the DS-2019 form and begins with the letter 'N' (Ex. N0001113333)
 - c. Provide accurate address. A receipt will be mailed to you. If you have chosen expedited delivery, your address must be a street address not a post office box.
3. Print Copy of I-901 Form

Paying the SEVIS Fee – Payment Methods

The most current information on paying the SEVIS fee can be found at:
http://www.ice.gov/graphics/sevis/factsheet/090104_pymnt_fs.htm

TO PAY BY CREDIT CARD (Online Website Application)

- Fill out Form I-901 online at www.fmjfee.com. See instructions above.
- Complete the form online and supply the necessary Visa, MasterCard, or American Express information.
- Make a copy of your I-901 Form. Keep it with your important immigration documents.**
- If paying by credit card, print a copy of the online receipt (I-797).** This receipt will be shown as proof of payment to the visa-issuing officer at the US Embassy or Consulate.

TO PAY BY MAIL

Prepare a check, international money order or foreign draft (drawn on US banks only*) in the amount of \$180 USD, made payable to "The Department of Homeland Security." If you have selected expedited delivery of the receipt include an additional \$30 USD and a contact phone number for courier delivery.

**Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may obtain a check from: 1) a bank chartered or operated in the United States; b) a foreign subsidiary of a U.S. bank or c) a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.*

Mail the completed I-901 and accurate payment to the following address:

BY MAIL:

I-901 Student/Exchange Visitor
Processing Fee
PO Box 970020
St. Louis, MO 63197-0020
USA

OR

BY COURRIER:

I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
USA
Phone Number 1-314-418-4393
(USA Country Code 011)

A Form I-797 receipt notice will be mailed within 3 days of processing the fee. If you chose express delivery, you should receive it in 3-5 days. However, the time varies by country and your location within your country.

TO PAY BY WESTERN UNION QUICK PAY

Western Union can collect the SEVIS I-901 Fee along with the needed FORM I-901 data and transmit it to DHS. The completed Western Union receipt serves as immediate proof of payment for a visa interview at a US consulate or for admission at a US port of entry. This option is available in any country where Western Union offers its Quick Pay™ service.

1. GO to http://www.ice.gov/graphics/sevis/i901/wu_instr.htm. Print out the instructions and sample form so you may take them to a local participating Western Union Agent.
2. Go to the Western Union agent. To find the nearest office, go to <http://www.payment-solutions.com/agent.asp>.
3. Request and complete the blue form. This form may say "Payment Services" or "Quick Pay" in the local language. Follow the instructions you printed for completing each field as related to the appropriate visa.

Be sure to make copies of your I-901 Form and your receipt (I-797). Keep these copies with your important immigration documents.

NOTE: DHS will not refund the SEVIS fee. If J-1 students and scholars are not granted a visa or choose not to come to the U.S. after visas are granted, the SEVIS fee is non-refundable. However, one can re-apply within 12 months using the same SEVIS receipt.

For more information regarding the new SEVIS fee requirement contact the International Students and Scholars office or go to the ISS website:

<http://union.okstate.edu/iss/>

or go to the Immigration and Customs Enforcement website:

<http://www.ice.gov/sevis/i901/faq4.htm>



Passports & Expiration Dates

For purposes of immigration law, passports must be valid for 6 months beyond the period of the approved stay in the US. EVs should check the passport expiration date and get a new passport or an extension if needed. It is best to do this before applying for the J-1 visa. If an EV finds an extension is required after arrival, foreign embassies in the US can provide instructions on renewals. This process can take several weeks so allow plenty of time.

J-1 Visas

The J-1 visa stamp in an exchange visitor's passport, along with the DS-2019 gives permission to apply for entry into the US. Exchange visitors should contact the US Embassy or Consulate that has jurisdiction over his/her place of residence and follow the appropriate procedures to obtain a visa to enter the United States. One may also apply for a visa in another consular jurisdiction where you are "physically present, but only if that country has agreed to process visa applications for "third country nationals" (TCNs). The majority of consular officers do accept applications from TCNs, nevertheless, it may be more difficult or time consuming than applying from your home country. If one is already in the United States with a visa classification other than J-1, the person wishing to hold a J-1 visa must apply for a change of status, or consider departing the country and re-entering. See the section on "Change of Status" for more information.

Immigration and consular officials carefully scrutinize a visa applicant's intentions. The burden is on the visa applicant to prove strong ties to his/her home country and intent to return home. Without this proof, an applicant will be denied a visa as it is assumed s/he has intent to stay in the USA or "immigrate."

In general, an exchange visitor will need the following to apply for a J-1 Visa:

- Valid Passport
- Proof of having paid the SEVIS fee
- Form DS-2019 issued by current sponsor
- Financial Support Documentation
- Admission to University or Letter of Invitation for Special Program
- Form DS-156 (Application for Non-immigrant Visa)
- Form DS-157 Supplement to DS-156 for males between 16 and 45
- Form DS-158 Supplement to DS-156 for F, M and J visa applicants
- Photographs
- Machine Readable Visa Fee Payment Receipt
- Any Applicable visa reciprocity fee
- Proof of intent – Evidence of residence abroad and intent to depart the US after completion of the program - such as a letter from employer in home country
- Evidence of English ability sufficient for exchange program

The consular office will evaluate the documents submitted, conduct an interview, and determine if the applicant is eligible for a J-1 visa and whether s/he would be subject to the 2-year home country physical presence requirement. The officer will verify that the DS-2019 was issued through SEVIS by checking the SEVIS data in their database. They will also review funding, English language ability, residency, future plans, etc. If eligible, the officer will sign and return the DS-2019 and issue a J-1 visa, which is affixed in the passport.

The visa for entry to the United States in and of itself does not determine how long one can stay in the US. Do not confuse the validity of a visa stamp as being the sole indication of the length of approved stay here. The visa must be valid at the time of any entry to the US; it does not have to be valid for you to remain in the US as long as you have a valid DS-2019 and are within the stated program dates. The combination of a visa, stamped I-94 card and stamped DS-2019 form indicate the approved length of stay.

Mandatory Security Checks

Please note that security and name checks can significantly delay the visa approval process anywhere from 4-12 weeks. This varies from country to country. More information can be found on U.S. Embassy and Consulate websites.

Please go to the Department of State website for the most accurate and up-to-date information:

<http://www.unitedstatesvisas.gov/>

<http://usembassy.state.gov/>

http://travel.state.gov/visa/temp/without/without_1990.html

Entering the USA

An exchange visitor may enter the United States up to 30 days prior to the start date on the DS-2019 or no later than 30 days after the start date on the DS-2019. If unable to enter within this 60-day period and report to OSU within **10** days of arrival, the EV must inform the Responsible Officer (RO) or Alternate Responsible Officer (ARO) in the Office of International Students and Scholars so program dates can be amended and a new DS-2019 can be issued and sent to the EV. The EV will not be allowed to enter the USA outside this window of 60 days.

At a U.S. port of entry, the EV will present his/her passport and US visa along with the DS-2019 form, which has the preliminary endorsement of a consular or immigration officer. The immigration officials may also ask for other documents that may have been presented to the US Consular Officer (proof of financial support, invitation letter, etc.). The Customs and Border Patrol Officer will approve entry and stamp the passport, I-94 card and DS-2019 Form indicating that the EV has entered the USA on a J-1 visa for a specific period of time. This is usually indicated as "D/S" for Duration of Stay which allows the EV to stay for the length of program indicated by the dates on the DS-2019 form. The date of entry and the port of entry will be recorded in the SEVIS system. **The I-94 card is the actual proof of your immigration status. This small white card is very important and must be kept with the passport to prove your entry and immigration status.**

US-VISIT

All non-immigrant visitors holding visas (regardless of race, national origin, or religion) participate in the US-VISIT, a comprehensive registration tracking system for entries to and exits from the United States. The program involves obtaining a scan of two index fingerprints and a digital photograph. For more information: http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0440.xml

National Security Entry-Exit (NSEER) Registration System

Some individuals will be asked to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. A packet of information will be available at the port of entry explaining the registration procedure. For more information: http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0440.xml

Please go to the US Customs and Immigration Enforcement website to learn more about what to expect:

http://www.ice.gov/graphics/sevis/factsheet/100104ent_exchnq_fs.htm

Validation of Program Participation - Mandatory ISS Check In

When an exchange visitor enters the US for the first time, s/he is in “*Initial*” SEVIS status. The process of converting an exchange visitor from “*Initial*” to “*Active*” is the Validation of Program Participation. Once in the United States and in Oklahoma, the EV must report to Oklahoma State University’s Office of International Students and Scholars (ISS) immediately after arrival. The Responsible Officer will validate program participation in the SEVIS system. If an EV is not validated in this system within 30 days of the program start date (or 30 days after a transfer effective date), the EV will be considered a “no show” and program participation is effectively cancelled or “terminated.” If terminated, an EV must go through a lengthy process (up to several months) of requesting re-instatement through the U.S. Department of State. Such errors may limit EVs from inviting dependents or traveling while corrections are pending. Hence, validation within a few days of arrival is extremely important.

To validate program participation, EVs must bring the following documents to the ISS Office and complete several forms:

BRING:

- Passport
- I-94 Card
- DS-2019 Form
- Current US Address & Contact Information
- Insurance Verification (including dependents)

COMPLETE:

- Data Information Sheet
- OSU Change of Address Form
- Confirmation of Insurance Coverage Form
- Acceptance of Responsibility
- Other forms as required for specific program

Exchange Visitor Registration & Orientation

The Office of International Students and Scholars provides initial assistance to Exchange Visitors as they begin their adjustment process. ISS assists scholars in their efforts to navigate OSU systems and the greater Stillwater community. This includes assistance with bursar accounts, banking, transportation, housing and web access.

After checking in with the Office of International Students and Scholars, scholars are required to obtain an OSU ID card and obtain J-1 information provided by the Office of International Students and Scholars.

The International Tax Coordinator, located in ISS, will advise the scholars on employment and taxation procedures before referring the scholar to the administrative official in the hosting department.

Departments are required to provide further in-depth administrative, technical and cultural orientation and support throughout the program. Also, departments and scholars alike should make available diverse opportunities for intercultural exchange beyond the office and classrooms.

Maintaining Exchange Visitor and Lawful Immigration Status

Eligibility to remain the United States and engage in exchange visitor program activities is dependent upon maintaining lawful status. When an EV enters the US, an immigration inspector asks EVs to read and sign the DS-2019 form. This signature signifies agreement to abide by the conditions of the J-1 status while in the USA.

To maintain your status, EVs must:

- Hold a valid, current [DS-2019](#)
- Maintain a [passport](#) that is valid for at least 6 months into the future
- Hold an [I-94 card marked D/S](#) – D/S stands for “duration of status” and refers to the program period listed in Item 3 on the DS-2019 form. The definition of J-1 “duration of status” is the period specified on the DS-2019 plus a period of 30 days for the purpose of travel.
- Engage only in [approved program activities](#) at approved sites of activity
- Have [appropriate authorization for any work](#) - Unauthorized employment is a violation of program status. An exchange visitor’s program can be terminated if s/he engages in unauthorized employment.
- Follow [the J-1 insurance requirement](#). Willful failure to carry insurance is considered a violation of program regulations and can result in program termination. The Department of State treats “willful failure” to carry insurance as a serious infraction. One’s record cannot be corrected nor can one be reinstated if charged with this infraction. Please see section on the mandatory insurance requirement.
- Abide by the [2-year home country physical presence requirement](#)
- Have [sufficient funds](#) to support one’s self and dependents for the duration of the program
- Notify program sponsor of any changes in program activities and any [changes of address](#) within 10 days of a move.**

Note: It is unacceptable to become a burden to the state or public charge. Accepting forms of State or Federal aid for which non-immigrants are not eligible may compromise your immigration status.

Required Change of Address Notification

Exchange visitors and dependents must submit any change in address to ISS each time they move. A J-1 or J-2 visa holder who fails to submit a change of current US address as required is considered to be in violation of the Exchange Visitor Program regulations and is not eligible for reinstatement. Please submit all change of addresses to the ISS Office.

Length of Stay in the USA & 30-Day Grace Period

Permission to stay in the US is indicated on the I-94 departure card, the small white card which is usually stapled inside one’s passport upon entry into the USA. It indicates the date and port of entry to the US, the immigration classification (J1) and the date until which the EV is allowed to remain in the US.

For most J-1 Exchange Visitors, the term “D/S” (Duration of Status) is written on the I-94 and DS-2019. This means the EV may continue in program activities until the end date on the DS-2019. No official work can take place after this program end date, however, EVs are given a [grace period](#) of 30 days after the program end date to depart the USA.

The program end date is very important! If an EV wishes to remain in the US beyond this date, to extend the current program or transfer to another program, it must be done before the program end date. Exchange Visitors should consult with the ISS office to request [program extension](#) or [transfer](#).

Overstaying one’s status (i.e. program end date + 30-day grace period) is a SERIOUS immigration violation that almost always has long-term consequences. Any future visa applications are likely to be denied, regardless of the visa classification or purpose of visit.

Two-Year Home Country Physical Presence Requirement – 212(e)

The intent of the J-1 Visitor Exchange program and the two year home country physical presence requirement is to have other countries benefit from the experience of EVs in the United States and their broadened skills and knowledge. Exchange Visitors come to the United States for a specific objective, such as a program of study or a research project. The requirement is intended to ensure that J-1 participants stay only as long as necessary for their intended objectives of their program in the USA and that they spend at least 2 years in their home countries before coming back to the USA for a long-term stay.

Exchange visitors who are subject to this requirement are:

- Financed in whole or part by US federal government or home country government funds. (Grant funding generally doesn't count)
- Those who are from countries where their specific skills are needed, as determined by the [Exchange Visitors Skills list](#) published by the Department of State.
- Medical doctors who come to the US for training

If an EV is subject to the requirement, the EV and his/her J-2 dependents will not be eligible for certain visas or changes in immigration status until they have fulfilled the requirement. Until the EV has "resided and been physically present" for a total of two years in either the country of nationality or country of legal residence, the J-1 holder and J-2 dependents are not eligible for:

- An H, L or immigrant visa in the United States. H includes temporary workers, trainees, and their dependents. L includes intra-company transferees and their dependents. An immigrant is the same as a permanent resident, or holder of a "green card."
- A change of status, inside the United States, from J to any other non-immigrant classification except A or G. The A classification includes a foreign government's diplomats and representatives to the United States government and their dependents. The G classification includes a foreign government's representatives to international organizations, such as the United Nations, and their dependents.

J-1 holders and J-2 dependents are subject to the requirement if:

- J-1 participation is or was funded in whole or in part, directly or indirectly, for the purpose of exchange, by the EV's home government or the United States government;
- As a J-1 Exchange Visitor, the EV is acquiring a skill that is in short supply in his/her home country, according to the United States government's "Exchange Visitor Skills List" as it appears in the Federal Register. The list can be found at: http://exchanges.state.gov/education/jexchanges/participation/skills_list.pdf
- The J-1 holder has participated as a J-1 in a graduate medical education or training program, i.e. a residency, internship, or fellowship sponsored by the Educational Commission for Foreign Medical Graduates; or
- One is a J-2 dependent of a J-1 Exchange Visitor who is subject to the requirement.

If an EV is still not certain if s/he is subject to this requirement, take the following steps:

- Consult the J-1 Responsible Officer or the Office of International Students and Scholars.
- Consult an attorney. Talk to an immigration specialist, preferably a member of the American Immigration Lawyers Association. Call the local chapter of the American Bar Association for a referral or recommendations of immigration attorneys.
- Contact the US Department of State Waiver Review Division, Box 952137, St. Louis, MO 63195-2137, or by writing a cover letter explaining the uncertainty and enclose copies of all forms. Please mail to the following address:

**INA 212(e) Advisory Opinion Request
The Waiver Review Division CA/VO/L/W
SA-1 L-603
U.S. State Department
2401 E. Street, NW
Washington, DC 20522-0106**

FAQs about the 2-Year Home Country Presence Requirement

1. How do I really know if I'm subject to the requirement?

The visa stamp in your passport, or your DS-2019, or both, may show an indication by a consular officer or an immigration inspector that you are or are not subject to the requirement. These indications, labeled "preliminary endorsement" on your DS-2019 are usually accurate even if these are not the final, legally binding determination.

2. One of my DS-2019 forms says I am subject, another says I'm not. Which one is right?

If you have ever been subject to the requirement in the past, and have neither obtained a waiver nor fulfilled it by spending 2 years in your country, it is still a requirement that you go home for two years even if a more current program and DS-2019 reflects no such requirement.

3. Is there any way this requirement can be waived? Can I avoid going home? Am I eligible for other "J" programs?

You should begin by visiting the US Department of State websites for information:

http://travel.state.gov/visa/temp/info/info_1296.html

Please note that if you apply for a waiver and receive notification from the US Department of State that this waiver will be granted, you are no longer eligible for an extension or transfer of your J-1 program. You will either have to apply for and be granted another visa classification before completing your J-1 program or exit the country upon completion of your J-1 program. Keep in mind that if you go home and, in effect, dispose of your waiver, you will be subject to the 12-month bar before you are eligible for new J-1 program participation if you were originally a research scholar or professor.

If you applied for a waiver and are "out of status," you are not eligible for reinstatement. However, if you applied for a waiver and the Department of State has not yet issued a recommendation for a waiver, you are eligible for a correction and reinstatement.

There are five grounds for a waiver of the requirement:

1. "No Objection" statement from the home government
2. The exchange visitor's government must state that it has no objection to the exchange visitor not returning to the home country to satisfy the two-year foreign residence requirement (Section 212(e) of the Immigration and Nationality Act, as amended) and remaining in the US if he or she chooses to do so.
3. Request by an interested (US) Government agency or IGA - If an exchange visitor is working on a project for or of interest to the US Federal Government, and that agency has determined that the visitor's continued stay in the United States is vital to one of its programs, a waiver may be granted if the exchange visitor's continued stay is in the public interest.
4. Persecution - If the exchange visitor believes that he or she will be persecuted upon return to the home country due to race, religion, or political opinion, he or she can apply for a waiver.
5. Exceptional hardship to a United States citizen (or permanent resident) spouse or child of an exchange visitor

Marriage to a US citizen, in and of itself, has no effect on the requirement. However, if the exchange visitor can demonstrate that his or her departure from the US would cause extreme hardship to his or her US citizen or lawful permanent resident spouse or child, s/he can apply for a waiver. Note that mere separation from family is not considered to be sufficient to establish exceptional hardship. They may ask what keeps your spouse from going with you to your home country.

4. If I can't change my J-1 visa status inside the US, can I go out, apply for a new visa and come back in as an F-1 student, for example? F-1s are not subject, right?

You can *apply* for an F-1 visa, and if you get it you *can* come back as an F-1 student. But, until you spend two years at home, or get a waiver, you are still subject to the requirement. F-1 status won't make you subject, but under the condition that you were a J-1 who was subject, you are still subject, even in F-1 status.

- 5. Once I finish my program and leave, can I come back? What about the F-1 visa? Don't the two years have to be uninterrupted?**

If you are subject and you finish your program and go home, there is no regulation that says you have to stay out of the USA for 2 years. It simply means you are still subject to this requirement and its particular limitations on H, L, and immigrant visas. The two years in your home country don't have to be continuous, they can be cumulative.

- 6. I'm subject. If I go home and get married, and a year later my wife gets an H-1B to work in the US, can I come with her as an H-4 dependent?**

Not if you haven't fulfilled the two-year requirement.

Travel outside the USA

All exchange visitors and their family members who plan to leave the US, even for a day, must have a valid passport, visa, and endorsed copy of the DS-2019 Form in order to reenter the USA in J-1 status. The EV should ask the J-1 Responsible Officer or Alternate Responsible Officer to sign or endorse the DS-2019 form at least 2 weeks before traveling. EVs should complete a **Travel Form** in the Office of International Students and Scholars to request this endorsement. The endorsement is valid for 6 months only so it must be endorsed periodically according to your travel schedules.

If your J-1 visa and entry stamps are in an expired passport and you have been reissued a new passport, you will need to carry both passports when you travel. If you go home for a vacation, you may contact the US Embassy/Consulate to request information on the process of acquiring a new stamp/visa in your new passport.

J-1 principals and J-2 dependents can travel independently of one another. However, a J-1 visa holder cannot leave J-2 dependents alone in the USA for more than 30 days. Doing so will result in both the J-1 principal and J-2 dependents being “out of status” and possible program termination. Exchange Visitors should consult with the Responsible Officer/Alternate Responsible in the Office of International Students and Scholars when requesting travel validation on their DS-2019 forms to make certain traveling outside the USA without their dependents will not jeopardize their program status.

If an EV is planning to transfer, change categories or extend in the United States or if any other adjustments to their SEVIS record and DS-2019 are required, these should be done and a new DS-2019 should be issued and signed before the planned travel.

When an EV departs, s/he surrenders the I-94 Form (Arrival/Departure Record); therefore, when s/he returns to the United States, s/he must have the proper documents to get a new I-94 with the correct visa classification and immigration status. EVs must make certain they have obtained the necessary visas and transit visas for all countries of destination.

J-1 students should travel with transcripts, certificates of enrollment and financial statements. J-1 research scholars or professors should take copies of invitation/appointment letters and other supporting documentation. This may help when attempting to re-enter the USA.

Travel to Canada, Mexico or adjacent islands

If J-1 visa holders travel to Canada, Mexico or adjacent islands (except Cuba) for less than 30 days, they may be eligible for an automatic extension of their visas. Upon exiting, the EV must have a valid passport and endorsed (signed for travel) DS-2019 Form and **should not give up the I-94 card at the border when departing**. If the US Visa in the passport has expired and the EV is only planning to travel to one of these countries, an EV may be able to return to the US in J-1 status without obtaining a new visa. Contact the Mexican Consulate or Consulate General of Canada prior to traveling to check policies and procedures. Citizens of some countries may require a visa to enter Mexico or Canada. Please be cautious when driving to Canada or Mexico by car. Be very aware of where the border zone begins. Crossing this line will automatically require you to present immigration documents for departure, entry or re-entry.

Travel within the USA

Once an EV has entered the USA with the proper visa and has a stamped DS-2019 to verify status, s/he may travel within the USA without restriction. EVs may also travel to Puerto Rico, the Virgin Islands, and other US territories. EVs should still carry all documentation in case one needs to prove immigration status. It is very wise to leave a copy of travel plans and an itinerary with an academic advisor, a trusted friend and/or relatives. Leaving photocopies of your important documents in a safe place, in care of a trusted friend or relative can also assist in the event your documents are lost or stolen.



Mandatory Health Insurance



As exchange visitors to the United States, J-1 visa holders must carry health insurance for themselves and J-2 dependents for the full duration of a J-1 program. The insurance policy must include the following:

- A deductible of no more than \$500 per accident per illness
- Minimum benefits of \$50,000 per accident or illness
- \$7,500 benefit for repatriation of remains in case of death
- \$10,000 coverage for medical evacuation travel expenses
- Any waiting periods for pre-existing conditions should be reasonable by current industry standards
- Policy must be backed by full faith and credit of a home country government or must meet minimum rating requirements established by the US government (an A.M Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor's Claims-paying ability rating of "A-" or above, or a Weiss Research, Inc. rating of "B+" or above.

Government regulations stipulate that if a J-1 visa holder does not carry health insurance for himself and all dependents, they will have to depart the USA before completing the program as the J-1 Sponsor must terminate the program and report the program violation.

Why do Exchange Visitors have to carry health insurance?

It is dangerous to be in the United States without adequate health insurance. In the United States, individuals, families and visitors are responsible for paying for health care costs themselves. Unlike many other countries where the government provides health care for its citizens and sometimes visitors, the United States has multiple private health care systems and insurance companies. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat or see uninsured patients except in life threatening emergencies. Most Americans rely on insurance; Exchange Visitors must do the same. Insurance gives one access to better and more timely health care. It also provides the only protection against the enormous costs of health care in this country.

How does medical insurance work?

When one purchases health "coverage" through an insurance company, the money you pay (the premium) is combined with the premiums of all others to form a large pool of money. The large fund is then used to pay the medical bills of those holding insurance policies who need health care services. An individual's coverage remains valid only as long as s/he continues to pay insurance premiums. These premiums are usually based on a monthly rate. Also, in many cases, insurance only pays a percentage of the total bill for health care services.

Once a person purchases insurance, the company provides an insurance identification card for use as proof of coverage. Hospitals and doctors' offices ask for this proof, or card, when you arrive at their offices seeking healthcare. The company will also provide written instructions for reporting and documenting medical expenses ("filing a claim"). The company will evaluate any claim you file, and make the appropriate payment for coverage under your particular policy. In some cases, the insurance company pays the hospital or doctor directly. In other cases, you pay and the company reimburses you after you have paid the bills and filed a claim.

How do I choose an insurance policy?

A J-1 sponsor may include insurance coverage as a part of sponsorship without further charge to you. Alternatively, a J-1 sponsor may have selected and approved a specific policy for all its Exchange Visitors and require EVs to buy that insurance policy as soon as you arrive in the United States. In many cases, however, an EV will be required to review competing policies then select and purchase insurance coverage on his or her own.

In choosing an insurance policy, one should consider many factors, not simply the minimum requirements:

The reliability of the company. Does it treat people fairly? Does it pay its claims promptly? Does it have staff to answer questions and resolve problems? Is it accustomed to working with international students or visiting scholars?

Deductible amounts. Most insurance policies require the policy holder to pay for part of his/her health expenses (the “deductible”), before the company pays anything. Under some policies the deductible is annual, and the policy holder pays only once each year if insurance is used and expenses are claimed. Under other policies, the insured pays the deductible each time there are expenses for an illness or injury up to a maximum. **J-1 regulations limit the deductible to a maximum of \$500 per accident or illness**, but many policies do offer a lower, more advantageous one. In choosing insurance, think carefully about how much you can afford to pay out of your own pocket each time you are sick or injured and weigh the deductible against the premium before you decide.

Co-Insurance Usually, even after you have paid the deductible, an insurance policy pays only a percentage of your medical expenses. The policy might pay 80%, for example, and the remaining 20%, which you would have to pay is called the co-insurance. Thus, if you were injured and incurred \$3,000 in medical expenses, a policy with a \$400 deductible and a 20% co-insurance “co-pay” would cover \$2,080 (80% of \$2,600). You would be responsible for \$920. **The J-1 regulations require you to have a policy where the insurance company covers at least 75% of covered medical expenses.**

Specific Limits Some policies state specific dollar limits on what they will pay for particular services. Other policies pay “usual” or “reasonable and customary” charges which means they pay what is usually charged in the local area. Be very careful in evaluating policies with specific dollar limits; for serious illnesses, the limit might be far too low and you might have large medical bills not covered by your insurance.

Lifetime/per-occurrence maximums Many insurance policies limit the amount they will pay for any single individual’s medical bills or for any specific illness or injury. **Exchange visitors must have insurance with a maximum no lower than \$50,000 for each specific illness or injury**, which may be enough for most conditions. Major illnesses, however, can cost several times that amount.

Benefit Period Some insurance policies limit the amount of time they will go on paying for each illness or injury. In that case, after the benefit period for a condition has expired, you must pay the full cost of continuing treatment of the illness, even if you are still insured by the company. A policy with a long-term benefit period provides the best coverage.

Exclusions and Pre-Existing Conditions Most insurance policies exclude coverage for certain conditions. The J-1 regulations require that if a particular activity is a part of your program, your insurance must cover injuries resulting from your participation in that activity. Read the list of exclusions carefully so that you understand exactly what is NOT covered by the policy.

Where can I get information on insurance?

- Your J-1 Sponsor or Responsible Officer
- Oklahoma State University Student Insurance Contact: Student Health Center, Farm Road and Lincoln, 744-7023
- Personnel Office, for scholars with insurance coverage as a part of employment benefits, 405 Whitehurst, 744-5449

READ POLICY INFORMATION CAREFULLY AND DON'T BE AFRAID TO ASK QUESTIONS BEFORE YOU BUY!!! TAKE THE TIME TO LEARN ABOUT CHOICES.

IF YOU ARE UNCERTAIN OR CONFUSED, DON'T SIGN ANYTHING!!!

Consult a knowledgeable friend, J-1 sponsor and/or, an OSU staff member.

J-1/J-2 VISITING SCHOLAR/STUDENT HEALTH INSURANCE SIGN UP

HOW TO SIGN UP FOR OSU UNIVERSITY ACADEMIC HEALTH PLAN INSURANCE

STUDENTS (degree seeking/non-degree students)

To qualify for student insurance the undergraduate J-1 student must be enrolled in 9 or more credit hours for Fall and Spring and 3 hours in Summer. The Graduate J-1 student must be enrolled in 6 or more credit hours for Fall and Spring and 3 hours in Summer. (These enrollment requirements are of health insurance benefits only and not the immigration regulation requirements.)

To sign up for the University Academic Health Plan go to: www.AHPCare.com/okstate

You can pay online with a check or credit card, or use a mail in paper enrollment form with a check or credit card. You will receive a receipt showing the effective dates of the insurance. This receipt must be submitted to the ISS within 10 days of your arrival in the U.S. for proof of compliance.

The insurance coverage must include all J-2 family members that reside in your household while in the U .S. This policy has spouse and children options.

RESEARCH SCHOLARS – SHORT TERM SCHOLARS

As a scholar you are participating in research and scholarly activity for a specific date.

To sign up for the Academic Health Plan go to: www.AHPCare.com/intl

You can pay online with a check or credit card, or use a mail in paper enrollment form with credit or credit card. You will receive a receipt showing the effective dates of the insurance. This receipt must be submitted to the ISS within 10 days for proof of compliance.

The insurance coverage must include all J-2 family members that reside in your household while in the U .S. This policy has spouse and children options.

If you have questions about the insurance policy or need assistance with insurance sign up you can visit the OSU Student Health Center at 1202 W. Farm Road or phone (405) 744-7665.

RESEARCH SCHOLARS – SHORT TERM SCHOLARS EMPLOYED BY OSU

If you are a J-1 Visiting Scholar who is receiving a salary by an OSU department you may have the opportunity to sign up for the University Health Insurance (Blue Cross & Blue Shield) through the university benefit office. Please confirm this benefit with the department and provide evidence of health insurance for you and any family members.

The proof of health insurance must be submitted to the ISS within 10 days of your arrival on the OSU campus. The insurance coverage must include all J-2 family members that reside in your household while in the U .S.

ACCEPTING U.S. GOVERNMENT PUBLIC ASSISTANCE OR PUBLIC BENEFITS

Just a reminder, as a J-1 student or scholar, you and your families are **not** eligible for “**public aid or assistance**” as non-immigrants in the U.S. Common forms of “**public aid or assistance**” are subsidized housing, food stamps, medical care, and nutritious foods for pregnant women and children.

When you accept “**public aid or assistance**” benefits it may cause you to lose your legal status in the United States and prevent your lawful re-entry into this country. At the time you applied for J status you certified to the U.S. Consulate that you and your family had sufficient funds to support yourselves while in the U.S.

At present, cooperation between state social service agencies and the Citizenship and Immigration Services (CIS) and Department of State make it possible for a Port of Entry inspector or U.S. Consular officer to verify that an individual and his/her family have accepted “**public aid or assistance**” benefits is interpreted that the student is unable to meet his or her financial obligations and which makes him or herself ineligible for J-1 status.

You may have heard from other international families that social service agencies, hospitals, or public housing administrators may offer such assistance and not realize that non-immigrants are ineligible for “**public aid or assistance**” benefits. Additionally, even though U.S. born children of non-immigrant parents may be eligible for pre and post-natal public benefits, the non-immigrant parents may still be denied visas or re-entry based upon the child’s receiving those benefits. Again, this could be interpreted as the non-immigrant family not being able to meet their financial obligations despite the child being born as a U.S. citizen.

In order to avoid financial difficulties it is suggested that you and your family:

1. Purchase the mandatory health insurance.
2. Carefully budget your financial resources during your J Program.
3. Seek advice about financial concerns before a crisis arises.

Women who become pregnant before medical insurance is purchased will not be covered under most insurance plans because the pregnancy is a pre-existing condition. If the family cannot afford the birth of the child in the U.S., another option would be to return home for the duration of the pregnancy and the delivery.

If you have additional questions or concerns, please contact the ISS Office.

Program Completion and Terminations

Ending a Program – Departure Reports

An EV must complete all program and work related activities as of the program end date on the DS-2019. The EV has an additional 30 days after the official end date to depart the country. This grace period of 30 days is meant to allow time to prepare for departure, travel and engage in cultural exchange activities.

If for any reason, an EV plans to finish the program before the actual end date on the DS-2019, s/he must inform the hosting department and the Office of International Students and Scholars (ISS). This is important as SEVIS records may need to be adjusted. This may affect future applications and eligibility for J-1 status.

Overstaying one's visa (i.e. program end date + 30-day grace period) is a SERIOUS immigration violation that almost always has long-term consequences. Any future visa applications are likely to be denied, regardless of the visa classification or purpose of visit to the USA.

When preparing for the completion of a program and stay, the hosting department should prepare a **Departure Report** and submit it to ISS. EVs should finalize all accounts and outstanding obligations or commitments. Failure to do so could result in being classified as ineligible for reentry to the USA. Here is a check list of reminders:

- Departure Report
- Visit to ISS Office to check on SEVIS record & Closeout
- Bursar Account
- Bank Accounts
- Rent/Deposit Return
- Utilities – Close accounts/obtain deposits
- Provide forwarding addresses & Contact information to University, ISS, etc.
- Supply Post Office with Change of Address Form
- If employed, notify former employers of new address (necessary for tax or payroll documents)
- Check final payment data – forwarding address for check/direct deposit
- Submit final reports/documents/keys
- Request letters of recommendation

Terminating an Exchange Visitor - Program Violations

If, for any reason, an exchange visitor violated the regulations for the J-1 Exchange Visitor Program and immigration status, his/her SEVIS record may be “terminated” immediately. Terminated EVs cannot apply for reinstatement, extensions of stay, changes of category, or any other benefit. They are required to depart the country as their immigration status is no longer valid.

Terminations reasons are as follows:

- Conviction of a Crime
- Disciplinary Action
- Engaging in unauthorized employment
- Failure to engage in or pursue EV program activities
- Failure to submit change of current address within 10 days
- Failure to maintain a full-course of study (if a student)
- Failure to maintain health insurance
- Involuntary suspension from school or from employment
- Violation of Exchange Visitor Program regulation
- Violation of Sponsor rules – OSU policies and regulations

Special note: Becoming a burden to the state as a non-immigrant is unacceptable. You are advised not to accept State or Federal aid or benefits for which non-immigrants are not eligible.

Program Modifications – Extensions, Transfers & Changes

Extensions

Permission to stay in the US ends on the date shown on the I-94 Departure Record card unless the card is marked “D/S” or “Duration of Status.” Most J-1 Exchange Visitors will see D/S marked on their I-94 cards and DS-2019s. In this case, program activities must end on the program date and permission to stay in the USA will expire 30 days after the program expiration date on the DS-2019.

Overstaying one’s status (i.e. program end date + 30-day grace period) is a SERIOUS immigration violation that almost always has long-term consequences. Any future visa applications are likely to be denied, regardless of the visa classification or purpose of visit.

If an extension within the maximum time allowed for a particular program category is necessary, an EV should contact the J-1 Responsible Officer/Alternate Responsible Officer to request an extension at least 2 months before the expiration date on the DS-2019. The EV should bring proof of your funding sources and health insurance for the period of the extension. The RO/ARO will determine if the EV has been maintaining program status and that the extension meets the criteria for approval. If approved, the RO/ARO will amend the program in SEVIS and issue a new DS-2019. Extensions must be processed in SEVIS before the program end date.

J-1 Professors and Research Scholars are limited to a maximum period of **five** years.

For more information, please contact the Responsible Officer. You may also refer to:

http://exchanges.state.gov/jexchanges/j-1_visas/adjustments.html

Transfers between Program Sponsors (within J-1 Status)

Transfers must be done when an exchange visitor wishes to begin a new program at another institution or when an exchange visitor needs to change sponsorship from one institution or agency to another. This means a formal transfer process must take place to go from OSU to another sponsor or vice versa.

The transfer of a participant from one program (sponsor) to another may be allowed at the discretion of the responsible officers and must be within the same category. The responsible officer of the program to which the participant seeks to transfer is required to verify the participant’s visa status and eligibility, to issue a new Form DS-2019 reflecting the transfer, and to obtain the release of the participant from the current responsible officer. Transfers are not permitted in all categories, and a transfer does not extend the maximum duration of the program. Participants should address all inquiries regarding change of category to the responsible officer of their programs.

http://exchanges.state.gov/jexchanges/j-1_visas/adjustments.html

Transfers from OSU to another institution

Transfer Out Request Form

- Obtain a letter from the new sponsor/host and the Responsible Officer (RO). This letter should state you will be accepted into their program, list the date of transfer and confirm the new sponsor’s Exchange Visitor Program Number
- Follow all guidance and instructions from new program sponsor.
- Settle all financial obligations with university.
- Obtain verification of release of sponsorship from OSU (host department and ISS permission)
- Ask RO at OSU to initiate communication with new institution and transfer record in SEVIS to new program sponsor.
- Confirm that SEVIS record has been transferred.

Transfers from another institution to OSU

[Transfer In Request Form](#)
[DS-2019 Request Form](#)

- OSU host department completes and submits a [Request for DS-2019 form](#) to the ISS office. This form must be accompanied by a copy of the letter of invitation/offer from the OSU department, CV, proof of English capabilities and proof of financial support.
- EV submits copies of passport, J-1 visa, I-94 card, DS-2019 form, and Transfer In Request Form
- Current Responsible Officer/Program Sponsor contacts OSU RO/ARO in ISS office to provide verification of release and confirm intent to transfer your record in the SEVIS system
- EV checks in with OSU ISS office immediately upon arrival to validate program participation in SEVIS and obtain new, updated DS-2019. EV also needs to be registered in the OSU system. Do not delay. If the EV is not validated within 30 days of the official transfer date they will be considered a “no show” and the program will be cancelled.

Change of Status to another Non-immigrant Category

FROM J-1 to another non-immigrant status

J-1 research scholars and short-term scholars interested in enrolling in a full-time degree program at a College or University must either leave the country and re-enter on F-1 status or, if there is no 2-year home presence requirement, request a change of status to F-1. Please note the latter may require many months to obtain.

Persons with a 2-year home residence requirement will not be eligible for a change in visa classification in the US and may not meet the J-1 student criteria. In such case, they will be required to leave the US, obtain a new visa and if admitted as an F-1 visa holder return to the USA to start their studies.

Please be aware there are risks of being refused a visa or re-entry to the United States. Also, even if issued an F-1 visa, a former exchange visitor/J-1 visa holder who was subject to the home residence requirement is still subject to the requirement after finishing their program under F-1 status. Please see section on [Two-Year Home Presence Requirement](#).

Exchange visitors who are not subject to the 2-year home country physical presence requirement [212(e)] are eligible to apply to change status to any other visa type for which they qualify. EVs who are subject to 212(e) are not eligible to change to any other status in the US except A (diplomatic or government official) or G (international organization). Exchange visitors who were admitted in or acquired J-1 status for the purpose of obtaining graduate medical education or training are ineligible for any change of non-immigrant status regardless of their 212(e) requirement status. EVs interested in a change of status should consult with the RO/ARO in the Office of International Students and Scholars. This is a very lengthy and costly process. EVs may want to consider exiting the USA and attempt to re-entry under a new program.

If an EV is inside the US...

Procedures for changing status from J to another non-immigrant status vary depending on the category that is being sought. Please request information from your RO/ARO. Generally, an exchange visitor will submit **Form I-539**, a copy of Form I-94, the required fee, and other documents to USCIS. For a change to H status, you must seek the services of an immigration attorney to assist you with this application. Please request an appointment with the Responsible Officer before proceeding with any request for a change of status.

Moving from J-1 to J-2 and vice versa is considered a change of non-immigrant status that needs to be requested by filing Form I-539 with USCIS. If you are not subject to 212(e), a change of status will be treated like other changes of status. If the J-1 holder is subject to 212(e), s/he is not eligible to change status in the USA until a waiver or a DOS recommendation that a waiver be granted has been issued. The only way for a J-2 dependent to obtain a waiver is to be included in a waiver for the J-1 exchange visitor.

If an EV is outside the USA...

If an EV is outside the USA but had previously been in the US as an exchange visitor, s/he may apply for a different type of non-immigrant visa at the US Embassy or consulate. No minimum time abroad is required to obtain a different visa unless s/he is subject to the 2-year home country physical presence requirement and you are applying for an H or L visa. If s/he is subject to 212(e) and is granted another visa in another category, they are still subject to the 2-year home presence requirement and must fulfill it before ever applying for an H or L visa.

TO J-1

If the person seeking J-1 status is already present in the United States in another non-immigrant status, s/he must apply to the [United States Citizenship and Immigration Services \(USCIS\)](#) office for a change of status to J-1. Any benefits of J-1 status, including employment eligibility, are not available until the change of status is approved by [USCIS](#).

Processing times for change of status requests can be extraordinarily long. Holder of a C, D, K, WB or WT visa are not eligible for changes of status within the USA. A J-2 who is subject to the 212(e) home residence requirement may not change from J-2 to J-1 status in the United States. Aliens in good standing from any other non-immigrant classification may apply to change to any other non-immigrant status for which they qualify.

In any application for change of status, the alien should explain satisfactorily why s/he did not originally enter the US in the status now being requested. Changes of circumstances or intention should be documented and explained. Applicants for change of status must send the following to the [UCIS](#) Service Center that has jurisdiction over the exchange visitor's place of residence to request a change of status:

- DS-2019 Form(s) for J-1 Exchange visitor and dependents
- SEVIS fee payment receipt
- Form I-539
- Correct I-539 Fee
- Copies of financial support documents
- Photocopies of I-94 and any other documents establishing current maintenance of non-immigrant status
- I-566 if changing from A or G status.
- Copies of passports and visas
- Letter of explanation

For More information: http://travel.state.gov/visa/temp/types/types_1267.html#7

Reinstatement

On occasion, exchange visitors fail to maintain valid program status through circumstances beyond their control, inadvertence, or neglect on their part or as result of an error made by their program sponsor or RO.

Some minor errors that might be considered violations can be corrected without a need for a formal reinstatement, provided no more than 120 days have elapsed since the infraction. However, if an EV is out of program status for more than 120 days and if the violations are substantive, such as failing to maintain a full course of study without prior approval from the RO/ARO and academic advisor, the EV must file for reinstatement.

An EV is not eligible for reinstatement if s/he has:

- Knowingly or willfully failed to obtain or maintain the required health insurance at all times while in the USA.
- Engaged in unauthorized employment
- Been suspended or terminated from most recent exchange visitor program
- Failed to maintain valid program status for more than 270 calendar days
- Received favorable recommendation from DOS on an application for waiver of 212(e)*; or,
- Failed to pay the SEVIS fee

****Please note that if the Department of State has recommended a waiver for the 212(e) home residence requirement, you are not eligible for reinstatement. If you have applied for a waiver but the Department of State has not yet issued a recommendation for a waiver, you are eligible for a correction and reinstatement.***

The process of requesting reinstatement is as follows:

1. Request RO/ARO approval for Reinstatement Request. The EV must submit proof that **both** inadvertence or circumstances beyond one's control **and** unusual hardship will occur if s/he is not reinstated.
2. RO/ARO submits Reinstatement Request through SEVIS.
3. Send \$246 fee to US Department of State
4. Send written statement from RO/ARO containing an explanation of the violation, a declaration of the EV's intention to pursue intended activities and confirmation that the violation was due to circumstances beyond the control of the EV or inadvertence, administrative delays or excusable neglect on the part of the exchange visitor or RO/ARO.

If approved, the EV is reinstated back to the date of receipt of the application, not back to the date when they failed to maintain status. It is generally understood that this gap will not result in any prejudice and will not make an exchange visitor "unlawfully present" during that gap.

For more information on the reinstatement application and process, visit:

http://exchanges.state.gov/jexchanges/j-1_visas/adjustments.html#reinstatement



Employment & Taxes

“Employment” is any type of work performed or any type of services provided in exchange for money, tuition, fees, books, supplies, lodging, services, or any other benefit.

Employment at OSU

Exchange visitors in the category of Research Scholar, Professor or Short-Term Scholar sponsored by Oklahoma State University are eligible to participate in activities authorized in a letter of invitation and the information stated on the DS-2019. EVs in these categories are also eligible to receive compensation from OSU, as the sponsor. If OSU will be paying a salary, wage, stipend or other form of compensation, the process is as follows:

- 1) EV submits the OSU letter of offer issued by the OSU department where the EV will be working and request authorization for employment from the Responsible Officer (RO/ARO) in the Office of International Students and Scholars (ISS).
- 2) EV meets with the International Tax Coordinator in the Office of International Students and Scholars to obtain a work permit and receive counseling related to their employment.
- 3) EV delivers original work permit to the Administrative Official in the hosting department.
- 4) EV works with department administrative official on completion of documents necessary for OSU payroll system.
- 5) EV takes DS-2019, I-94 and passport to the Social Security Administration Office and submits an application for a Social Security Number. EV must request receipt of application. This office is located at 518 N. Lakeview, Stillwater, OK 74075 (at the corner of Lakeview and Perkins Road) and can be accessed on the Gray bus line. This office is open Monday through Friday, 9:00am to 4:00pm.
- 6) When the Social Security arrives in the mail, present it to the administrative official in the department.
- 7) If the EV qualifies for an income tax treaty, s/he should present the Social Security number to the International Tax Coordinator and sign the required forms. No treaty exemptions are available to EVs until this process has been completed.

J-1 scholars and professors are not eligible for an Employment Authorization Document (EAD Card). Exchange Visitor employment is restricted to Oklahoma State University with few exceptions. Please note that engaging in any unauthorized employment is a violation of J-1 program and immigration status.

Incidental Employment for Employers other than OSU

To work for any employer other than Oklahoma State University, EVs must first obtain approval in writing from the J-1 Responsible Officer (RO) or Alternate Responsible Officer (ARO). The J-1 Responsible Officer is the person who issues the DS-2019 forms and who must evaluate proposed employment in the context of program requirements and personal circumstances.

Employment authorization for exchange visitors at Oklahoma State University should be requested through the J-1 Responsible Officer in the Office of International Students and Scholars (ISS). If the J-1 sponsor is an agency or another university, the EV must contact them to ask for written permission to work at OSU. ISS can assist EVs in contacting other sponsors, but has no authority to override their decision regarding employment.

The proposed employment:

- Must be directly related to the objectives of the specific Exchange Visitor program.
- Must be described in detail in a letter of invitation
- Must be incidental to primary program activities; and
- Must not delay the completion of the Exchange Visitor program

Documents Necessary for Employment



A Social Security Number and Card

To put an Exchange Visitor on the payroll, an employer must have the EV's Social Security number. The EV must take his/her passport, I-94 Departure Record card, DS-2019 to a Social Security Administration office. In Stillwater, this office is located at 518 Lakeview Road. It is recommended that the EV wait 10 days after arrival in the United States before applying for a social security number.



I-9 Form: "Employment Eligibility Verification"

When an EV begins work, the EV and the employer must complete Form I-9, which requires each new employee to provide proof of identity and proof that s/he is eligible to work in this country. This form must be completed within three business days of the date one begins working. The employer should have this form. The employer will keep Form I-9. The EV should be sure to keep their original supporting documents.

Instructions for Exchange Visitors

Section 1: Employee Information and Verification: Complete this section in full.

- In the part that asks for your status in this country, check the box beside "An alien authorized to work until..." indicate the date that your work authorization will expire. This date can be determined by looking at the authorization letter provided by your J-1 Responsible Officer, your DS-2019 which shows your program dates, and your I-94 Departure Record, the white card that was issued to you when you entered the US. This card shows an expiration date or "D/S" for "Duration of Status."
- Enter your Admission number. Your Admission number is eleven digits long, and appears as a serial number on your I-94 card.
- Sign and date the form in the spaces provided.

Section 2: Employer Review and Verification: This is where you present a combination of acceptable documents to prove your identity and eligibility to work. You will need to provide a combination of acceptable identification. It is best to provide your passport, I-94 Departure Record card, DS-2019 and your letter of offer.

Taxes



INCOME TAX

Earnings from J-1 Employment are usually subject to federal, state, and local income taxes. An employer is required by law to withhold these taxes from paychecks. All J-1s who have earned income from US sources must file income tax forms by April 15. Even if an EV departs the USA, s/he is still obliged to file tax returns.

By April 15, federal income tax returns must be filed with earning statements from employers covering the prior calendar year to determine whether one owes more taxes or is due a refund. If financial support is being provided from home country sources and the EV does not have US income, s/he generally does not have to report or "file" income taxes. Persons who earned income from a job in the US will receive a W-2 form that must be included with the documents submitted to the Internal Revenue Service with a "tax return" form. The ISS Office provides general guidance on completing these forms.

If an EV qualifies under a tax treaty between the United States and his/her home government, earnings, or some portion of earnings, may not be taxable. Please consult the International Tax Coordinator in the Office of International Students and Scholars for more information.

SOCIAL SECURITY NUMBERS, CARDS & TAX

J-1 visa holders are subject to Social Security and Medicare tax withholding if they are resident aliens for tax purposes. Generally, J-1 professors and researchers become residents and subject to these taxes after 2 years.

For more information, see Internal Revenue Service Publication 519, "US Tax Guide for Aliens" at

www.irs.gov or <http://www.irs.gov/publications/p519/index.html>

Employment for J-2 dependents



J-2 dependents may apply to the US Citizenship and Immigration Services (USCIS) for authorization to work. Applications are made with form I-765, I-765 fee, photos, copies of all DS-2019s and a letter indicating why the employment is needed – usually by showing a budget and indicating that the income will not be used by the J-1 principal or in support of the J-1. J-2 dependents may not legally work to support the J-1 scholar or researcher.

You may download information, the I-765 form and instructions from the USCIS website:

<http://www.uscis.gov/files/form/I-765.pdf>

If permission to work is granted by receiving an Employment Authorization Document (EAD), the J-2 can work part- or full-time for any employer with the exception of practicing medicine (even if s/he has a license). There is no legal limit to the amount the J-2 can earn and all earnings of J-2 dependents are subject to federal, state, and local taxes. Unlike the J-1 principal, J-2s are immediately subject to social security taxes. J-2 employment can be authorized for as long as the J-1 holder has permission to stay .

Please come to the ISS Office for a [J-2 Work Employment Authorization application packet](#). If the J-2 dependent plans to work on campus, an OSU Work Permit must be issued by the Office of International Students and Scholars.



NOTE OF CAUTION

J-1 visa holders are eligible for employment within the regulations of the Exchange Visitor Program. Working without proper authorization for employment is a **SERIOUS** violation of J-1 status and could affect all future attempts to apply for visas to the United States. Remember that before starting any kind of employment, J-1 Exchange Visitors must first consult the J-1 Responsible Officer or Alternate Responsible Officer in the Office of International Students and Scholars. **Written approval/authorization for employment is necessary in advance of starting work.**

General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors

Most visiting researchers and scholars come to the United States on J-1 exchange visitor visas. The Exchange Visitor program is administered by the US Department of State and is designed specifically for international educational and cultural exchange. Before proceeding, please read the information provided on the OSU Office of International Students and Scholars website and the complete text of the guidelines titled, "[Oklahoma State University J-1 Exchange Visitor Program for Professors, Research Scholars and Short-Term Scholars](#)". This document provides important information on J-1 Exchange program policies, procedures and limitations. It will answer your questions about program eligibility, limits on length of stay, financing and employment. It will also clarify whether the J-1 Exchange program is appropriate.

Oklahoma State University has been designated by the Department of State to sponsor an Exchange Visitor program. As such, all departments inviting Exchange Visitors are subject to all program regulations and carry certain obligations for hosting Exchange Visitors.

Keep in mind that negotiating exchanges, appointments and handling immigration matters can be a time consuming process. It is very important that OSU Departments not issue letters of offer or invitation to international scholars before confirming with the Office of International Students and Scholars that intended employment or activities are appropriate for the immigration status sought. Foreign scholars coming to OSU on permanent faculty appointments for regular employment must obtain immigrant status; they are not eligible for the J-1 Exchange Program. Please see information about the [H1B visa](#) and immigration status.

Once you have read the J-1 Exchange Visitor Program information and have consulted with ISS to make certain the J-1 program is appropriate, please review the following procedures and obligations for hosting Exchange Visitors listed in the [Checklist for Hosting an Exchange Visitor](#).

If you have further questions, please contact the Office of International Students and Scholars for clarification.

Resources for OSU Departments Hosting J-1 Exchange Visitors as Professors, Research Scholars and Short-Term Scholars

- [Oklahoma State University J-1 Exchange Visitor Program for Professors, Research Scholars and Short-Term Scholars](#)
- [General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors](#)
- [Checklist for Hosting an Exchange Visitor](#)
- [Welcome Kit Ideas](#)
- [DS-2019 Request Form](#)
- [DS-2019 Extension Request Form](#)
- [Other Forms](#)

Checklist for Hosting an Exchange Visitor

OSU Office of International Students and Scholars

1. Before issuing an invitation, verify the following with the Exchange Visitor:

- Length of Stay & Intended Activities**: This affects the category of program and eligibility for extensions - short-term scholar, professor, and research scholar.
- Employment Eligibility, Tax Obligations and Incidental Employment**: Both the hosting department and visitor must fully understand employment regulations, tax obligations and employment responsibilities for J-1 Exchange Visitors. Verify that the scholar understands s/he may only be employed by OSU with the exception of a pre-approved occasional outside lecture or other activity. All activities must directly relate to the cited program activities.
- Dependents**: Clarify the scholar's intention on bringing dependents and his/her full understanding that all J-2 dependents are subject to J-1 regulations, including the [2-year home presence requirement](#) and [J-2 employment guidelines](#).
- Funding** available to the scholar
 - A minimum of \$1000/month is required for the scholar and \$500/month for a spouse and \$333/month for each dependent child.
- Health Insurance**: The scholar must have sufficient **health insurance** for himself/herself and all dependents. This insurance **must meet the mandatory State Department requirements**. If home country insurance policies do not meet these requirements, the scholar will be required to purchase insurance in the USA to cover the period of stay. **Failure to maintain the required insurance coverage can result in program termination.**
- Visa History**: The **scholar's history of US visa's held and dates of stay in the USA**. The scholar is not eligible for a J-1 visa in the categories of research scholar or professor if s/he has been in the US for six or more months during the previous 12 months in J status in the category of research scholar or professor. This is referred to as the [12-month bar](#).
- 24 Month Repeat Participation Bar**: Any individual who participates in an Exchange Visitor Program in the Professor or Research scholar categories on or after November 18, 2006 is subject to a two year bar on "repeat participation" in these categories. Scholars subject to the bar may not return to the U.S. as a J-1 scholar in the Professor or Research Scholar categories for a two year period.

The two year bar will be in effect regardless of whether the scholar is in the program for a few months or the full five years. Whenever the program ends and the SEVIS record becomes "inactive" the program ends and the time period is closed. The scholar must wait two years before beginning a new program as a Professor or Research Scholar. Any unused time from the five year period cannot be saved and used later.

- Future Plans, the 2-year Home Presence Requirement & Program Modifications**: Verify the scholar's full understanding of the 2-year home country physical presence requirement and program modifications (transfers, extensions) possible on J-1 status.

Before coming on a J-1 visa, an exchange visitor must understand that while there may be opportunities to extend a current program, they may not change their non-immigrant classification in the United States and that they are not eligible for status as permanent residents or H-1B temporary workers until they have lived in their country of last legal permanent residence for two years after completing their J-1 Exchange Visitor program in the USA.

Exchange visitors who are subject to this requirement are:

- Financed in whole or part by US federal government or home country government funds. (Grant funding generally doesn't count)
 - Those who are from countries where their specific skills are needed, as determined by the [Exchange Visitors Skills list](#) published by the Department of State.
 - Medical doctors who come to the US for training
- Plans for logistical and personal support – Hosting Department Obligations**
Clarify what the hosting department can and will or can't and will not be able to assist with. Clear expectations will help strengthen collaboration and exchange. Please refer to the Host Department Obligations below.

2. Read instructions, complete and submit the [DS-2019 Request Form](#) at least 8 weeks in advance of the intended start date of the program with the following documents:

- Letter of Invitation** from OSU department describing activities of EV, length of stay, financial support and equipment and facilities available to the visiting scholar. Outline all terms and conditions of the scholar's visit and/or work.
- Resume/CV** of exchange visitor
- Financial Certification** – If the Exchange Visitor is supported by a source other than OSU, an official document describing the amount and source of funding is needed. If the EV plans to use personal funds, recent bank statements are required.
- Personal information page of Passports** of Exchange Visitor and all dependents who will accompany the visiting scholar. These can be scanned and emailed or faxed copies. It is very important for ISS to have this document to verify date of birth, correct spelling and order of names, citizenship, etc.
- Department Charge Codes for \$65 Processing Fee**

3. Provide Instructions to ISS for mailing or send Documents to the Scholar

(6-8 weeks before program start date – Sufficient time must be allowed for paying SEVIS fee and applying for a visa.)

A package will be prepared for the scholar, which minimally includes the following:

- Signed DS-2019 forms for scholar and all accompanying dependents
- Letter of Invitation from Department ([see sample](#))
- Instructions from the Office of International Students and Scholars ([see sample](#))

The documents can be sent directly to the scholar from ISS via express mail services provided a correct address, telephone number and permission to charge the international express mail fees (\$30-\$40) to the department is included on the DS-2019 Request Form.

After receiving the documents and verifying their accuracy, the exchange visitor should begin the process of paying the [SEVIS fee](#) and applying for a [visa](#).

4. Fulfill Host Department Obligations of Hosting an Exchange Visitor:

Pre-Arrival

- Housing:** Make appropriate housing arrangements for scholar (at the least on a temporary basis).
- Welcome Kit:** Ensure the scholar has "immediate need" or welcome packet items. Scholars are traveling from great distances and may arrive at night after businesses are closed. Please review the [Welcome Kit Idea List](#) and consider what items the scholar may need based on his/her housing arrangements.
- Confirm Arrival Date/Time – Inform ISS – VERY IMPORTANT!!!:** The exchange visitor must arrive within 30 days (before or after) of the start date listed on the DS-2019 form. Please inform the Office of International Students and Scholars of the intended arrival date if it is outside this 60-day window. **If the EV's expected arrival is outside the 60-day window, program dates must be amended! Failure to arrive within this window and have the program validated within the SEVIS system may result in program termination and the visitor will be considered "out of status" in terms of immigration.** This termination cannot be fixed easily. It requires a lengthy administrative process involving multiple federal government offices. If an EV's SEVIS record shows an "Invalid" or "No Show" status, it may take as much as a year or more for the error to be fixed. Such an error can prevent an Exchange Visitor from inviting J-2 dependents, traveling outside the US, etc.
- Transportation:** Arrange for transportation from airport to Stillwater (clarify who will pay if it is a shuttle service arranged through ISS)
- Pre-Arrival Communication & Orientation:** Communicate with scholar and answer pre-arrival questions they may have about Stillwater, OSU, etc. Send contact lists, emergency phone numbers, documents and information via mail or email.

Arrival & Beyond

- **Welcome Packet:** Make certain scholar has appropriate housing and “immediate need” or “Welcome Packet” items.
- **ISS Check In:** Escort the Scholar to the Office of International Students and Scholars (ISS) in 250 Student Union to check in and validate program participation. The scholar must bring passport, DS-2019, I-94 card and all related immigration documents for J-1 and J-2 holders.
- **Medical Insurance & Orientation on Medical Services:** Verify that the scholar has required medical insurance effective upon or within one day of arrival. Help them understand the costs associated with medical care. It is especially important to advise international visitors when to use hospital emergency room care and when to use walk in clinics and other resources for less urgent care.
- **Employment Verification:** Check in with the International Tax Coordinator in ISS if the scholar is to be put on OSU payroll.
- **OSU ID Card:** Upon check in with the ISS Office, your information will be faxed to the ID Office. Upon receiving your information, the ID Office will take at least 24 hours to process your ID request. The ID Office will notify your advisor by email when they are ready for you to come in to have your ID Card made. Please note, the ISS Office is only responsible for faxing your information to the ID Office. Please contact the ID Office at 405-744-4357 with all questions and concerns. The ID Office is located in 113 Math Sciences.
- **Departmental & OSU Orientation:** Provide scholar and dependents with orientation to the department, staff, work & expected outcomes, work ethics & timelines, facilities, equipment (phones, computers, lab equipment), etc. Provide phone lists and email lists. Also provide emergency contacts and procedures. Also provide a greater orientation to OSU systems, facilities and opportunities for the scholar and his dependents within the greater community. Devise a schedule that allows a specific time for the scholar to ask questions and raise concerns.
- **Stillwater Orientation:** Provide scholar and dependents with orientation to Stillwater and the greater OSU community. Provide assistance in locating places to shop for various items. Introduce them to various recreation opportunities. Offer assistance in locating childcare options or schools. Introduce visitor to utility companies and their systems. Help them locate churches, mosques or temples.
- **Cultural Exchange:** Provide opportunities for the Exchange Visitor to visit American homes, businesses, industries and participate in professional, government, and social events. Provide opportunities for scholar to share his/her culture with other faculty, staff and community members.
- **Monitor Activities and Program Dates:** Keep abreast of the scholar’s adjustment and activities to ensure educational and cultural exchange program goals are being met. Check in regularly and make time for the scholar to ask questions or raise concerns. Monitor end date on DS-2019 to either prepare for departure or request **extension** (at least 6 weeks prior to end date with proof of funding).
- **Departure Report:** Complete the ISS J-1 Scholar Departure Report and notify ISS of the Exchange Visitor’s intended departure dates, etc.
- **Departure:** See what assistance the scholar may need. Prepare recommendation letters if applicable.

Welcome Kit Ideas

Exchange visitors may arrive late at night when offices and businesses are closed. Even if they arrive during the day, their access to transportation is limited. They may also arrive with very little US currency. Think about immediate needs when planning for arrivals.



Possible Immediate Needs

- calling or emailing home**
- money** – do they have sufficient US currency until they can get to a bank?
- eating/drinking** - international visitors may have altered eating/hunger schedules. They can also be hesitant to venture out on their own the first evening/day of arrival. Can they get to a restaurant or shop? Or, should fruit or other simple items be provided in their rooms/homes for the first evening or breakfast?
- medical or health related needs** after a long journey – consider the well-being of the visitor. Do they need anything from a pharmacy or drugstore?
- knowing who to contact** – do they know how to contact someone once dropped off at their temporary or permanent housing?
- a need to feel safe and secure** – the first hours in a new and strange place can be frightening. Offer information that alleviates some of this anxiety. This may be as simple as assuring them the tap water is okay to drink or driving them around the neighborhood to show the proximity of services.

Information Needs

- Phone lists & Email Lists (office & home)
- Instructions on using phones, phone cards
- Emergency Instructions – health services, emergency services
- Instructions on available computer access before OSU ID is issued
- Restaurants and dining options
- Shopping
- Transportation
- Banking Info – ATMs, currency exchange options
- Campus Map
- Stillwater Map
- Bus Map
- Student Union Map
- Schedules – Orientation/Meeting Schedules

Personal Needs

- Food/Bottled Water** –some fruit or other simple items, a trip to the store or a restaurant
- Over the counter medicines** – a trip to the drugstore
- Currency** – a trip to the ATM or bank

Household Needs

If the scholar is moving into an apartment, consider the items s/he will need before a shopping trip can be made. Also consider loaning the scholar a few of these items for a short period until s/he is able to purchase his/her own items:

- Tissue
- Toilet Tissue
- Paper Towels
- Sheets
- Pillows
- Towels
- Dishes (Glasses, plates, bowls, flatware, coffee mug)
- Pot & frying pan
- Spatula, large spoons
- Plastic storage containers
- Matches (if a gas stove requires them)
- Salt, pepper, sugar

This list is intended to assist in planning. It is not intended to be list of mandatory items that a department must provide to a visiting scholar. It is only intended as an idea list which will help hosting departments and scholars communicate and ease transitions.

Disclaimer

US Immigration laws are very complex. The information contained in this document and on the ISS website is designed specifically for scholars and the departments at Oklahoma State University. Other individuals should seek assistance from immigration specialists. Immigration laws are constantly changing. Even though ISS tries to keep the website and publications up-to-date, we cannot guarantee that the content is fully comprehensive nor can we attest to its accuracy given the ongoing development of immigration policies. The information contained herein cannot be considered as legal advice. Please meet with an advisor in ISS or an immigration attorney before making applications or seeking benefits. Ultimately, foreigners holding US visas are responsible for understanding and complying with immigration regulations.

Forms

PRE - ARRIVAL

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- General Information, Instructions & Departmental Responsibilities
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For Scholars

- J-1 Exchange Visitor Checklist –
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Useful Links & Documents

- [ISS Glossary](#)
- [Bus Map](#)
- [Campus Map](#)
- [US State Department Brochure – Exchange Visitor Program Guidelines](#)

REQUEST FOR DS-2019 FORM
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS
(Cover Page)
OSU Office of International Students and Scholars

This form is to be used by OSU departments wishing to invite exchange visitors to OSU. The data and supporting documents requested with this form will allow ISS to complete a "Certificate of Eligibility for (J-1) Exchange Visitor (J-1) Status" commonly known as a DS-2019 Form. The completed and signed DS-2019 will allow the exchange visitor to apply for a J-1 visa at a US Consulate/Embassy in their country.

The responsible OSU department hosting the Exchange Visitor must:

- 1) Read and verify receipt of instructions for requesting and hosting J-1 Exchange Visitors. Please sign and return receipt page of the handbook titled **General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors**.
- 2) Complete and sign the **DS-2019 Request Form**
- 3) Include all **required supplemental documents**:
 - Letter of invitation** describing terms and conditions and length of stay
 - Prospective visitor's **resume/CV**
 - Financial Documentation** for all sources - Original letter from visitor's funding source(s) specifying amounts in US dollars. This may include letters of offer, bank statements, etc. All documents must be dated within 6 months of request and have the exchange visitor's name on the document.
 - Passport Picture Pages** - Copies of personal information pages from passports of visitor and all dependents
 - Copies of all **DS-2019s and J visas**
(If visitor or dependents have held J-1 or J-2 status within past two years.)
 - Copies of **I-94 Card, visa, I-20/DS-2019, etc.** (If visitor is currently in the US.)
- 4) **Verify that ALL data on request form is identical to information page(s) on passport(s).**
- 5) Provide **instructions and payment** for sending the document to the visitor.

FOR MORE INFORMATION CONTACT:

Regina Henry, Responsible Officer – Exchange Visitor Program
regina.henry@okstate.edu, Tel: (405) 744-5459
Naho Timson, Alternate Responsible Officer – Senior Administrative Assistant
naho.timson@okstate.edu, Tel: (405)744-5482

FORM DS-2019 Request

OSU Office of International Students and Scholars
Submit to: 250 Student Union

This form is to be completed by the OSU Department inviting an Exchange Visitor. It is important to read and understand the *General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors* before you complete and submit this form. Please confirm all data on form with Exchange Visitor before submitting to ISS.

SECTION I - REQUESTING DEPARTMENT

Department: _____	Address: _____
Supervisor of Visitor: _____	Tel: _____ Email: _____
Other Contacts in Unit: _____	Tel: _____ Email: _____

SECTION II - PURPOSE OF REQUEST

<input type="checkbox"/> Begin New J-1 Program <input type="checkbox"/> Exchange visitor will apply for J-1 visa at US consulate/embassy abroad <i>Or</i> <input type="checkbox"/> Exchange visitor is in the US and will request a change of status within US - If the exchange visitor is in the US, include e copies of immigration documents (latest I-94, visa, I-20/DS- 2019, etc).	Start Date ____/____/____ (Month/Day/Year)	End Date ____/____/____ (Month/Day/Year)
<input type="checkbox"/> Transfer from other institution to OSU Provide all documentation necessary for new exchange visitors: copies of all DS-2019s, visas, invitation letter, funding, etc. The Exchange Visitor should complete a "TRANSFER-IN" form and return it to OSU before ISS can accept the transfer and generate a new DS-2019. Transfer In forms are posted on the ISS website.	Start Date ____/____/____ (Month/Day/Year)	End Date ____/____/____ (Month/Day/Year)

SECTION III - EXCHANGE VISITOR'S CATEGORY

<input type="checkbox"/> Research Scholar (minimum program 3 weeks, maximum 5 years) <input type="checkbox"/> Professor (minimum program 3 weeks, max. 5 years) <input type="checkbox"/> Short-Term Scholar (no minimum, maximum 6 months with no extensions) <input type="checkbox"/> Student- Non-Degree (minimum 3 weeks, maximum 24 months)	
Will the EV be employed by OSU? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Field of Specialization: _____	
Description of Visitor's program at OSU: _____	

SECTION IV - EXCHANGE VISITOR'S BIOGRAPHICAL INFORMATION

Include passport picture page and make sure data matches.

LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH: Month: _____ Date: _____ Year: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
City of Birth: _____ Country of Birth: _____		
Country of Citizenship: _____ Country of Legal Permanent Residence: _____		
Current Position/Occupation: (Title) _____		
Current Employer or Place of occupation: _____		

VISITOR'S PERMANENT ADDRESS: in country of permanent residence – This address will be used for mailing documents unless otherwise directed.

Email Address: _____ Home Country Telephone Number: _____

Alternate Contact Information: _____

SECTION V - REQUIRED BACKGROUND INFORMATION

Has the exchange visitor or any of his/her dependents ever been to the United States before?

Yes No

If Yes, please list all trips, dates to the closest month and year, and visa types.

Has the exchange visitor (or dependents) ever held J-1 or J-2 status in the past two years preceding this proposed program?

Yes - If yes, include all copies of previous DS-2019s and J visas from past 2 years.
 No

Has the J-1 (or dependents) applied for a waiver of the 212(e)2-year home presence requirement?

Yes
 No

Has the DOS waiver recommendation been received? Yes No

Social Security Number (If any): _____ OSU ID Number (If any): _____

SECTION VI - ENGLISH LANGUAGE PROFICIENCY

Has the Department confirmed the Exchange Visitor has adequate English Language skills for this program? Yes No

What methods were used to evaluate English language proficiency? _____

SECTION VII - HEALTH & EMERGENCY EVACUATION INSURANCE

The Department of State requires that all J-1 visa holders maintain health and emergency evacuation insurance. Minimum levels of coverage required by the State Department are published in program guidelines. Failure to fulfill this requirement can result in the termination of an exchange visitor's program. Proof of insurance must be provided to the ISS office within 10 days of arrival.

How will the insurance requirement for J-1 Exchange Visitor Programs be fulfilled?

SECTION VIII - DEPENDENTS ACCOMPANYING THE EXCHANGE VISITOR

1	Name LAST First Middle		Relationship Wife,Son, etc.	Date of Birth
				_____ / _____ / _____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship <small>Please note if different from country of legal permanent residence</small>	

2	Name LAST First Middle		Relationship Wife,Son, etc.	Date of Birth
				_____ / _____ / _____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship <small>Please note if different from country of legal permanent residence</small>	

3	Name LAST First Middle		Relationship Wife,Son, etc.	Date of Birth
				_____ / _____ / _____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship <small>Please note if different from country of legal permanent residence</small>	

4	Name LAST First Middle		Relationship Wife,Son, etc.	Date of Birth
				_____ / _____ / _____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship <small>Please note if different from country of legal permanent residence</small>	

5	Name LAST First Middle		Relationship Wife,Son, etc.	Date of Birth
				_____ / _____ / _____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship <small>Please note if different from country of legal permanent residence</small>	

SECTION IX - FUNDING SOURCES (attach documents verifying funds)

Financial support of the visitor will be provided by:

SOURCE	DESCRIPTION	AMOUNT IN USD
1 OSU Salary from Academic Department:		\$ _____ per _____
2 Grant to OSU Please provide a description of the source.		\$ _____ per _____
Does any of the funding provided by OSU come from a US governmental agency specifically for the purpose of facilitating International exchange or for the support of this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include copies of grant documentation.		
3 Other:	Documentation must be included for all non-OSU funds. Must be translated into English and converted to USD.	\$ _____ per _____
4 Personal Funds of Scholar		\$ _____ per _____

TOTAL FUNDING FOR REQUESTED TIME PERIOD \$ _____

The minimum financial support for a Visiting Exchange scholars is \$1000/month (\$12,000/year). Support of \$500/month (6,000/year) must be shown for a spouse and \$333/month (\$4,000/year) for each child. Documents verifying funds must be dated within 6 months of request. Documents should be in English and amounts must be in US currency.

SECTION X - PROCESSING FEES & MAILING INSTRUCTIONS

The ISS fee of \$65 processing, registration and orientation fee, and \$17 OSU ID fee should be charged to the following account: If there is any outstanding balance in bursar account after an exchange visitor leaves department will be responsible for it.

Department Account Name, Number and Sub-code

Name of Department Administrative Contact: _____

Department: _____ Address: _____

Phone: _____

Send DS-2019 form to Department by Campus Mail Hold and notify Department

Send directly to the exchange visitor via express mail. Permanent address unless otherwise noted.
Please charge express mail costs to the following account number: _____

The department authorizes charges related to any corrections of documents and required mailing.

SECTION XI – DEPARTMENTAL CERTIFICATION Please read before signing below.

In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge. My signature indicates that I have read, understand and agree to the Departmental Responsibilities outlined in the *OSU J-1 Exchange Visitor Guidelines* and **General Information, Instructions & Departmental Responsibilities for**

Hosting J-1 Exchange Visitors. I also authorize all charges to accounts as outlined above.

Dean/Director/Chair	Name:	Title:
	Signature	Date
Inviting/Supervising Faculty Member	Name:	Title:
	Signature	Date

**Request for
EXTENSION or AMENDMENT
of EV Program & DS-2019 FORM**
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS
OSU Office of International Students and Scholars

This form is to be used by OSU departments wishing to extend the program dates of exchange visitors currently at OSU. The data and supporting documents requested with this form will allow ISS to extend the program dates within the maximum allowable duration of the program on the "Certificate of Eligibility for (J-1) Exchange Visitor (J-1) Status," commonly known as a DS-2019 Form.

The responsible OSU department hosting the Exchange Visitor must:

1. Review the handbook titled ***General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors.***
2. Complete and sign the **Request for DS-2019 Extension Request Form**
3. Include all **required supplemental documents:**
 - Letter of invitation (for extension or program amendment)**
Attach a letter from the department describing new terms and conditions or length of stay of program.
 - Financial Documentation** for all sources - Original letter from visitor's funding source(s) specifying amounts in US dollars. This may include letters of offer, bank statements, etc. All documents must be dated within 1 month of request and have the exchange visitor's name on the document.
 - Copies of all **DS-2019s, J visas, and I-94 cards**
4. **Verify that ALL data on request form is correct.**
5. Provide **instructions for delivery of new DS-2019 and payment of \$25 processing fee.**

FOR MORE INFORMATION CONTACT:

Karen Sebring, Alternate Responsible Officer – Exchange Visitor Program
karen.sebring@okstate.edu, Tel: (405) 744-5482
Regina Henry, Responsible Officer – Exchange Visitor Program
regina.henry@okstate.edu, Tel: (405) 744-5482
Naho Timson, Senior Administrative Assistant
naho.timson@okstate.edu, Tel: (405) 744-5482
Trisha Chaparala, International Student Specialist
trisha.chaparala@okstate.edu, Tel: (405) 744-5482

FORM DS-2019 Extension or Amendment Request

OSU Office of International Students and Scholars

SECTION I - PURPOSE OF REQUEST

<input type="checkbox"/> Extend Current J-1 Program Include letter confirming extension, proof of funding, copies of all I-94s, DS-2019s & visas.	Current End Date ____/____/____ (Month/Day/Year)	New End Date ____/____/____ (Month/Day/Year)
<input type="checkbox"/> Amend Data - Please comment <input type="checkbox"/> Request additional J-2 Dependents		

SECTION II - EXCHANGE VISITOR INFORMATION

LAST/FAMILY NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH: Month: _____ Date: _____ Year: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
City of Birth: _____ Country of Birth: _____		
Country of Citizenship: _____ Country of Legal Permanent Residence: _____		
Current Position/Occupation: (Title) _____		
Current Program Category:		
<input type="checkbox"/> Research Scholar (minimum program 3 weeks, maximum 3 years)		
<input type="checkbox"/> Professor (minimum program 3 weeks, max. 3 years)		
<input type="checkbox"/> Short-Term Scholar (no minimum, maximum 6 months with no extensions)		
<input type="checkbox"/> Student- Non-Degree (minimum 3 weeks, maximum 24 months)		
SEVIS ID NUMBER (from DS-2019): _____		
OSU ID NUMBER: _____		
SOCIAL SECURITY NUMBER: _____		
Has the EV been employed by OSU? <input type="checkbox"/> Y <input type="checkbox"/> N Will the EV be employed by OSU? <input type="checkbox"/> Y <input type="checkbox"/> N		

SECTION III - DEPARTMENT INFORMATION

Department: _____	Address: _____
Dean/Department Head: Name: _____	Title: _____
Supervisor of Visitor: _____	Tel: _____ Email: _____
Administrative Contacts in Unit: _____	Tel: _____ Email: _____

SECTION IV - EXCHANGE VISITOR'S PROGRAM INFORMATION

Field of Specialization: _____

Description of Visitor's program at OSU: _____

What, if any, problems has the visitor or the department experienced in the current program?

Describe what, if any, changes are expected in the visitor's program.

Information for US State Department Annual Report:

The J-1 Exchange Visitor Program is designed for intercultural exchange among international visitors and Americans. Please list cross-cultural activities in which the visitor has participated (ex. Meetings, social events, excursions, community events, etc.)

SECTION V - EXCHANGE VISITOR CONTACT INFORMATION

VISITOR'S CURRENT U.S. ADDRESS:

Email Address: _____ **Email Address:** _____

Home Phone: _____ **Cell Phone:** _____ **Office Phone:** _____

Office Address: _____

VISITOR'S PERMANENT ADDRESS: in country of permanent residence

Email Address: _____ **Home Country Telephone Number:** _____

Alternate Contact Information: _____

SECTION VI - HEALTH & EMERGENCY EVACUATION INSURANCE

What type of health and emergency evacuation insurance does the visitor currently hold?

How does the exchange visitor intend to maintain the mandatory insurance for J-1 participation in the future?

SECTION VII - DEPENDENTS ACCOMPANYING THE EXCHANGE VISITOR

Family Members currently with Exchange Visitor

Name (Last, First, Middle)	Relationship	Date of Birth (Month/Day/Year)	City and Country of Birth

Requests for DS-2019s for additional dependent

1	Name LAST First Middle		Relationship Wife, Son, etc.	Date of Birth
				____/____/____ Month Day Year
	City of Birth	Country of Birth	Country of Citizenship	

Please note if different from country of legal permanent residence

SECTION VIII - FUNDING SOURCES FOR PERIOD OF EXTENSION and/or ADDITIONAL DEPENDENTS

<input type="checkbox"/> Extend Current J-1 Program	Current End Date	New End Date
Funding must be verified with original documents dated within one month of request. Documents must include name of exchange visitor, be in English, refer to USD amounts, and specify dates of validity in the case of salary offers, etc.	____/____/____ (Month/Day/Year)	____/____/____ (Month/Day/Year)

Financial support of the visitor will be provided by:

	SOURCE	DESCRIPTION	AMOUNT IN USD
1	OSU Salary from Academic Department:		\$ _____ per _____
2	Grant to OSU Please provide a description of the source.		\$ _____ per _____
Does any of the funding provided by OSU come from a US governmental agency specifically for the purpose of facilitating International exchange or for the support of this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include copies of grant documentation.			
3	Other: Documentation must be included for all non-OSU funds. Must be translated into English and converted to USD.		\$ _____ per _____
4	Personal Funds of Scholar		\$ _____ per _____
TOTAL FUNDING FOR REQUESTED TIME PERIOD			\$ _____

The minimum financial support for a Visiting Exchange scholars is \$1000/month (\$12,000/year). Support of \$500/month (6,000/year) must be shown for a spouse and \$333/month (\$4,000/year) for each child.

SECTION IX - PROCESSING FEES & MAILING INSTRUCTIONS

The \$25 processing, registration and orientation fee should be charged to the following account:

Department Account Name, Number and Sub-code

Name of Department Administrative Contact: _____

Department: _____ **Address:** _____ **Phone:** _____

Send DS-2019 form to Department by Campus Mail **Hold and notify Department**

SECTION X – DEPARTMENTAL CERTIFICATION Please read before signing below.

In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge. My signature indicates that I have read, understand and agree to the Departmental Responsibilities outlined in the **General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors**. I also authorize all charges to accounts as outlined above.

Dean/Director/Chair	Name:	Title:
	Signature	Date
Inviting/Supervising Faculty Member	Name:	Title:
	Signature	Date
Official Preparing this Form	Name:	Title:
	Signature	Date

General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors

Most visiting researchers and scholars come to the United States on J-1 exchange visitor visas. The Exchange Visitor program is run by the US Department of State and is designed specifically for international educational and cultural exchange. Before proceeding, please read the information provided on the OSU Office of International Students and Scholars website and the complete text of the guidelines titled, "[Oklahoma State University J-1 Exchange Visitor Program for Professors, Research Scholars and Short-Term Scholars](#)". This document provides important information on J-1 Exchange program policies, procedures and limitations. It will answer your questions about program eligibility, limits on length of stay, financing and employment. It will also clarify whether the J-1 Exchange program is appropriate.

Oklahoma State University has been designated by the Department of State to sponsor an Exchange Visitor program. As such, all departments inviting Exchange Visitors are subject to all program regulations and carry certain obligations for hosting Exchange Visitors.

Keep in mind that negotiating exchanges, appointments and handling immigration matters can be a time consuming process. It is very important that OSU Departments not issue letters of offer or invitation to international scholars before confirming with the Office of International Students and Scholars that intended employment or activities are appropriate for the immigration status sought. Foreign scholars coming to OSU on permanent faculty appointments for regular employment are not eligible for the J-1 Exchange Program. Please see information about the [H1B visa](#) and immigration status.

Once you have read the J-1 Exchange Visitor Program information and have consulted with ISS to make certain the J-1 program is appropriate, please review the following procedures and obligations for hosting Exchange Visitors listed in the [Checklist for Hosting an Exchange Visitor](#).

PLEASE START THE PROCESS EARLY!!

OSU DEPARTMENTS SHOULD SUBMIT REQUESTS FOR EXCHANGE VISITORS TO THE OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS **AT LEAST 8-12 WEEKS BEFORE THE INTENDED PROGRAM START DATE.**

If you have further questions, please contact the Office of International Students and Scholars for clarification.

Resources for OSU Departments Hosting J-1 Exchange Visitors as Professors, Research Scholars and Short-Term Scholars

- [Oklahoma State University J-1 Exchange Visitor Program for Professors, Research Scholars and Short-Term Scholars](#)
- [General Information, Instructions & Departmental Responsibilities for Hosting J-1 Exchange Visitors](#)
- [Instructions for Payments to Foreign Nationals for honoraria and travel expenses \(For OSU Administrative Officers\)](#)
- [Checklist for Hosting an Exchange Visitor](#)
- [Welcome Kit Ideas](#)
- [DS-2019 Request Form](#)
- [DS-2019 Extension Request Form](#)
- [Other Forms](#)

Checklist for Hosting an Exchange Visitor

OSU Office of International Students and Scholars

1. Before issuing an invitation (at least 8-16 weeks before the program start date), verify the following with the Exchange Visitor:

- Length of Stay & Intended Activities**: This affects the category of program and eligibility for extensions - short-term scholar, professor, and research scholar.
- Employment Eligibility, Tax Obligations and Incidental Employment**: Both the hosting department and visitor must fully understand employment regulations, tax obligations and employment responsibilities for J-1 Exchange Visitors. Verify that the scholar understands s/he may only be employed by OSU with the exception of a pre-approved occasional outside lecture or other activity. All activities must directly relate to the cited program activities.
- Dependents**: Clarify the scholar's intention on bringing dependents and his/her full understanding that all J-2 dependents are subject to J-1 regulations, including the [2-year home presence requirement](#) and [J-2 employment guidelines](#).
- Funding** available to the scholar
 - A minimum of \$1000/month is required for the scholar and \$500/month for a spouse and \$333/month for each dependent child.
- Health Insurance**: The scholar must have sufficient **health insurance** for himself/herself and all dependents. This insurance **must meet the mandatory State Department requirements**. If home country insurance policies do not meet these requirements, the scholar will be required to purchase insurance in the USA to cover the period of stay. **Failure to maintain the required insurance coverage can result in program termination.**
- Visa History**: The **scholar's history of US visa's held and dates of stay in the USA**. The scholar is not eligible for a J-1 visa in the categories of research scholar or professor if s/he has been in the US for six or more months during the previous 12 months in J status in the category of research scholar or professor. This is referred to as the [12-month bar](#).
- Future Plans, the 2-year Home Presence Requirement & Program Modifications**: Verify the scholar's full understanding of the 2-year home country physical presence requirement and program modifications (transfers, extensions) possible on J-1 status.

Before coming on a J-1 visa, an exchange visitor must understand that while there may be opportunities to extend a current program, they may not change their non-immigrant classification in the United States and that they are not eligible for status as permanent residents or H-1B temporary workers until they have lived in their country of last legal permanent residence for two years after completing their J-1 Exchange Visitor program in the USA.

Exchange visitors who are subject to this requirement are:

- Financed in whole or part by US federal government or home country government funds. (Grant funding generally doesn't count)
 - Those who are from countries where their specific skills are needed, as determined by the [Exchange Visitors Skills list](#) published by the Department of State.
 - Medical doctors who come to the US for training
- Plans for logistical and personal support – Hosting Department Obligations**
Clarify what the hosting department can and will or can't and will not be able to assist with. Clear expectations will help strengthen collaboration and exchange. Please refer to the Host Department Obligations below.

2. Read instructions, consult with ISS, then complete and submit the [DS-2019 Request Form](#) at least 8-12 weeks in advance of the intended start date of the program with the following documents:

- Letter of Invitation** from OSU department describing activities of EV, length of stay, financial support and equipment and facilities available to the visiting scholar. Outline all terms and conditions of the scholar's visit and/or work.
 - Resume/CV** of exchange visitor
 - Financial Certification** – If the Exchange Visitor is supported by a source other than OSU, an official document describing the amount and source of funding is needed. If the EV plans to use personal funds, recent bank statements are required.
 - Personal information page of Passports** of Exchange Visitor and all dependents who will accompany the visiting scholar. These can be scanned and emailed or faxed copies. It is very important for ISS to have this document to verify date of birth, correct spelling and order of names, citizenship, etc.
 - Department Charge Codes for \$65 Processing Fee**
-

3. Provide Instructions to ISS for mailing or send Documents to the Scholar

(6-8 weeks before program start date – Sufficient time must be allowed for paying SEVIS fee and applying for a visa.)

A package will be prepared for the scholar, which minimally includes the following:

- Signed DS-2019 forms for scholar and all accompanying dependents
- Letter of Invitation from Department ([see sample](#))
- Instructions from the Office of International Students and Scholars ([see sample](#))

The documents can be sent directly to the scholar from ISS via express mail services so long as a correct address, telephone number and permission to charge the express mail processing fee to the department is included on the DS-2019 Request Form.

After receiving the documents and verifying their accuracy, the exchange visitor should begin the process of paying the [SEVIS fee](#) and applying for a [visa](#).

4. Fulfill Host Department Obligations of Hosting an Exchange Visitor:

Pre-Arrival

- Housing:** Make appropriate housing arrangements for scholar (at the least on a temporary basis).
- Welcome Kit:** Ensure the scholar has “immediate need” or welcome packet items. Scholars are traveling from great distances and may arrive at night after businesses are closed. Please review the [Welcome Kit Idea List](#) and consider what items the scholar may need based on his/her housing arrangements.
- Confirm Arrival Date/Time – Inform ISS – VERY IMPORTANT!!!:** The exchange visitor must arrive within 30 days (before or after) of the start date listed on the DS-2019 form. Please inform the Office of International Students and Scholars of the intended arrival date if it is outside this 60-day window. **If the EV's expected arrival is outside the 60-day window, program dates must be amended! Failure to arrive within this window and have the program validated within the SEVIS system may result in program termination and the visitor will be considered “out of status” in terms of immigration.** This termination cannot be fixed easily. It requires a lengthy administrative process involving multiple federal government offices. If an EV's SEVIS record shows an “Invalid” or “No Show” status, it may take as much as a year or more for the error to be fixed. Such an error can prevent an Exchange Visitor from inviting J-2 dependents, traveling outside the US, etc.
- Transportation:** Arrange for transportation from airport to Stillwater (clarify who will pay if it is a shuttle service arranged through ISS)
- Pre-Arrival Communication & Orientation:** Communicate with scholar and answer pre-arrival questions they may have about Stillwater, OSU, etc. Send contact lists, emergency phone numbers, documents and information via mail or email.

Arrival & Beyond

- Welcome Packet:** Make certain scholar has appropriate housing and “immediate need” or “Welcome Packet” items.
- ISS Check In:** Escort the Scholar to the Office of International Students and Scholars (ISS) in 250 Student Union to check in and validate program participation. The scholar must bring passport, DS-2019, I-94 card and all related immigration documents for J-1 and J-2 holders.
- Medical Insurance & Orientation on Medical Services:** Verify that the scholar has required medical insurance effective upon or within one day of arrival. Help them understand the costs associated with medical care. It is especially important to advise international visitors when to use hospital emergency room care and when to use walk in clinics and other resources for less urgent care.
- Employment Verification:** Check in with the International Tax Coordinator in ISS if the scholar is to be put on OSU payroll.
- OSU ID Card:** The card can be obtained by taking the ID Request Form completed in the ISS Office to the ID Services office in 432 Student Union.
- Departmental & OSU Orientation:** Provide scholar and dependents with orientation to the department, staff, work & expected outcomes, work ethics & timelines, facilities, equipment (phones, computers, lab equipment), etc. Provide phone lists and email lists. Also provide emergency contacts and procedures. Also provide a greater orientation to OSU systems, facilities and opportunities for the scholar and his dependents within the greater community. Devise a schedule that allows a specific time for the scholar to ask questions and raise concerns.
- Stillwater Orientation:** Provide scholar and dependents with orientation to Stillwater and the greater OSU community. Provide assistance in locating places to shop for various items. Introduce them to various recreation opportunities. Offer assistance in locating childcare options or schools. Introduce visitor to how utility companies operation. Help them locate churches, mosques or temples.
- Cultural Exchange:** Provide opportunities for the Exchange Visitor to visit American homes, businesses, industries and participate in professional, government, and social events. Provide opportunities for scholar to share his/her culture with other faculty, staff and community members.
- Monitor Activities and Program Dates:** Keep abreast of the scholar’s adjustment and activities to ensure educational and cultural exchange program goals are being met. Check in regularly and make time for the scholar to ask questions or raise concerns. Monitor end date on DS-2019 to either prepare for departure or request **extension** (at least 6 weeks prior to end date with proof of funding).
- Departure Report:** Complete the ISS J-1 Scholar Departure Report and notify ISS of the Exchange Visitor’s intended departure dates, etc.
- Departure:** See what assistance the scholar may need. Prepare recommendation letters if applicable.

Welcome Kit Ideas

Exchange visitors may arrive late at night when offices and businesses are closed. Even if they arrive during the day, their access to transportation is limited. They may also arrive with very little US currency. Think about their immediate needs when planning for their arrival.

Possible Immediate Needs

- calling or emailing home**
- money** – do they have sufficient US currency until they can get to a bank?
- eating/drinking** - international visitors may have altered eating/hunger schedules. They can also be hesitant about venturing out on their own the first evening/day of arrival. Can they get to a restaurant or shop? Or, should fruit or other simple items be provided in their rooms/homes for the first evening or breakfast?
- medical or health related needs** after a long journey – consider the well-being of the visitor. Do they need anything from a pharmacy or drugstore?
- knowing who to contact** – do they know how to contact someone once dropped off at their temporary or permanent housing?
- a need to feel safe and secure** – the first hours in a new and strange place can be frightening. Offer information that alleviates some of this anxiety. This may be as simple as assuring them the tap water is okay to drink or driving them around the neighborhood to show the proximity of services.

Information Needs

- Phone lists & Email Lists (office & home)
- Instructions on using phones, phone cards
- Emergency Instructions – health services, emergency services
- Instructions on available computer access before OSU ID is issued
- Restaurants and dining options
- Shopping
- Transportation
- Banking Info – ATMs, currency exchange options
- Campus Map
- Stillwater Map
- Bus Map
- Student Union Map
- Schedules – Orientation/Meeting Schedules



Personal Needs

- Food/Bottled Water** –some fruit or other simple items, a trip to the store or a restaurant
- Over the counter medicines** – a trip to the drugstore
- Currency** – a trip to the ATM or bank

Household Needs

If the scholar is moving into an apartment, consider the items s/he will need before a shopping trip can be made. Also consider loaning the scholar a few of these items for a short period until s/he is able to purchase his/her own items:

- Tissue
- Toilet Tissue
- Paper Towels
- Sheets
- Pillows
- Towels
- Dishes (Glasses, plates, bowls, flatware, coffee mug)
- Pot & frying pan
- Spatula, large spoons
- Plastic storage containers
- Matches (if a gas stove requires them)
- Salt, pepper, sugar

This list is intended to assist in planning. It is not intended to be list of mandatory items that a department must provide to a visiting scholar. It is only intended as an idea list which will help hosting departments and scholars communicate and ease transitions

INSTRUCTIONS FOR LETTER OF INVITATION for J-1 Exchange Visitors (Research Scholar, Professor or Short-Term Scholar)

OSU Office of International Students and Scholars

Several topics must be addressed in letters of invitation extended to J-1 Exchange Visitors. Please read all guidance related to the J-1 Exchange Visitor program before issuing a letter of invitation/offer. Then, use this list and the following sample as guidance in preparing letters of invitation for research scholars, professors and short-term scholars. Standard offers of employment are not appropriate and do not adhere to the guidelines for international exchange visitors who will hold J-1 visas, even though these visitors may be employed by the University in some case. All letters of invitation must be placed on official letterhead with original signatures of department officials.

Please include in letters of invitation:

ACTIVITIES:

- Position/Role: Title the person will hold at OSU or a description of formal affiliation
- Recognition that this activity has been approved by the Department, College & Provost*
- Category of J-1 Exchange Visitor: Professor, Research Scholar or Short-Term Scholar, Non-Degree Student)
- Program Dates
- Description of proposed activities and responsibilities
- Opportunities for cultural exchange

SUPPORT & FINANCES:

- Materials/equipment/support provided or not provided by department
- Salary or Compensation (If applicable)
- Reminder of minimum stay requirements (\$1000/mo for visiting scholars at OSU)
- Health Insurance Requirement (see sample paragraph)
- Fees & Other monetary considerations(who is responsible? Department or EV?)
 - Program Fee for Special Programs (Non-Degree Students)
 - \$19 Fee for OSU ID Card
 - \$65 Fee for ISS Processing/Assistance
 - \$25 Fee for extensions of program – modifications to DS-2019
 - OTHER (Colvin Center, IT charges, etc.)
- J-1 EV must adhere to all University, immigration & Exchange Visitor Program regulations and policies
- Dependents – Minimum support required (spouse: \$500/mo, child \$333/mo) & process for inviting dependents
- Housing – Who will identify temporary housing? Provide options and rate.
- Transport from/to airport - Who is responsible for logistical arrangements & costs?
- Transportation in Stillwater – Who is responsible? Likely costs, options

SAMPLE #1 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Please review all three sample letters for sample content, conditions, provisions.

Date

Name of Exchange Visitor
Title
University Department/Name
City, Postal Code
COUNTRY

Dear Dr. Brainy:

I am pleased to extend an invitation to you to be a Visiting Research Scholar in the Department of Freakonomics at Oklahoma State University. As proposed, you will collaborate closely with Dr. Superbrain on research related to quigglyggle theory and its applications in jibbleittering. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Agriculture and the University Provost and is valid for a period of one year beginning August 1, 2005 and will conclude on July 31, 2006. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support and computer and internet access. We cannot provide you with any form of salary nor can we pay any of your expenses. We understand that you will be using personal funds or be supported by your host university during your stay here. However, our department will make arrangements for your transportation from the airport upon your arrival. We will also identify options for temporary housing and their estimated costs and forward this information to you in the coming weeks.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1000 per month of intended stay. You will also be required to purchase and maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. Additionally, you will be responsible for all fees and expenses related to your visa and stay here. These include the following: \$180 SEVIS fee, Visa application Fee, \$65 ISS Fee, \$19 OSU ID fee and any subsequent fees or related costs for services at the university. If you intend to bring dependents, you will need to demonstrate you have the required health insurance for all family members and financial support for your spouse (\$500/mo) and children (\$333/mo per child).

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. The Office of International Students and Scholars will provide you with the DS-2019 form and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration and exchange visitor program regulations and procedures.

We look forward to your time here at Oklahoma State University. I believe our program and the interests you expressed overlap and intersect in may areas. I believe our mutual interests and this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Reallybrainy
Professor and Department Head

SAMPLE #2 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Please review all three sample letters for sample content, conditions, provisions.

Date

Name of Exchange Visitor

Title

University Department/Name

City, Postal Code

COUNTRY

Dear Dr. Smart:

I am pleased to extend an invitation to you to be a Visiting Professor in the Department of Aliens at Oklahoma State University. As proposed, you will collaborate closely with Dr. French in the preparation and teaching of the Igglyook Language introductory and intermediate courses. Additionally, we expect that you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Agriculture and the University Provost and is valid for a period of one year beginning August 10, 2005 and will conclude on May15, 2006. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us so we may adjust your program dates appropriately.

During your stay here, we will be able to provide you with office space, secretarial support and computer and internet access. You will also have access to the support of one graduate teaching assistant. You will be compensated at the rate of \$3,333 per month and provided health insurance through the university. While housing is your responsibility, we will identify options for temporary housing and their estimated costs and forward this information to you in the coming weeks. In general, you should expect to pay approximately \$450 – \$750/month for housing in Stillwater depending on the size of apartment or home. Please contact the Office of International Students and Scholars to arrange for their airport transportation service. Please do not pay the driver as our department will be responsible for the charges.

To satisfy immigration and program requirements, you must demonstrate that you have the required minimum of \$1000 per month of intended stay. This can be demonstrated by this letter. You will also be required maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. The University insurance should satisfy this requirement. Additional fees and expenses related to your visa are your responsibility. These include the \$180 SEVIS fee, Visa application Fee and an OSU ID fee.

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. . If you intend to bring dependents, they will also be issued DS-2019 forms so long as you have demonstrated you have the required health insurance for all family members and financial support for your spouse (\$500/mo) and children (\$333/mo per child). The Office of International Students and Scholars will provide you with the DS-2019 form(s) and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration and exchange visitor program regulations and procedures. If you have additional questions about logistical arrangements, please do not hesitate to contact Mr. Super Assistant at sass@okstate.edu.

We look forward to your time here at Oklahoma State University. I believe our program will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Babbelfish

Professor and Department Head

SAMPLE #3 - LETTER OF INVITATION for J-1 Exchange Visitors

OSU Office of International Students and Scholars

Date

Iman A. Student

Title

University Department/Name

City, Postal Code

COUNTRY

Dear Iman:

I am pleased to extend an invitation to you to participate in our International Physics & Engineering short course as a Non-Degree Student at Oklahoma State University. As outlined in the program description, you will take short courses in Ups, Downs, Arouns, and have observation an research time in our Incredible Forces laboratory. Additionally, you will be involved in many activities that will allow for cultural exchange among faculty, staff and students. The invitation is extended has been approved by the College of Engineering and the Office of the Provost and is valid for the program period which begins July 1, 2005 and will conclude on August 15, 2005. In the even that your arrival must be postponed or is delayed due to the required visa application process, please inform us immediately.

The program fee you paid in the amount of \$2500 includes course fees, housing, transportation and insurance. During your stay here, you will live in the university dormitories and have access to student facilities including the library and computer labs. Services for program participants will be provided by the College of Engineering and the Office of International Students and Scholars. We will provide transportation to and from the airport and on all official excursions for the student group. In Stillwater, you will be able to use the local university and community bus at no cost. All transportation needs beyond this will be your responsibility.

To satisfy immigration and program requirements, you are required to maintain health and emergency evacuation insurance that meets the minimum standards set by the Exchange Visitor Program. This insurance has been purchased on your behalf and is included in your program fee. You are also required to show you have sufficient funds to support yourself during your stay. If you are receiving this letter, you have already demonstrated that you have paid the program fee and have a minimum of \$100/week in cash for food and incidental expenses.

You will be issued a Certificate of Eligibility for Exchange Visitor (J-1) status (Form DS-2019), which will allow you to apply for a J-1 Visa and participate in the Exchange Visitor Program. . The Office of International Students and Scholars will provide you with the DS-2019 form(s) and additional information regarding the Exchange Visitor Program regulations and your responsibilities. Please note that during your stay here you are responsible for adhering to all university, immigration and exchange visitor program regulations and procedures. If you have additional questions about logistical arrangements, please do not hesitate to contact Ms. Patience at groupprogram@okstate.edu.

We look forward to your time here at Oklahoma State University. I believe our program will benefit greatly from your contributions and that this opportunity for exchange will allow us to learn much from each other.

Sincerely,

Dr. Newton

Professor and Department Head

J-1 EXCHANGE VISITOR CHECKLIST

Professors, Research Scholars, Short-Term Scholars

OSU Office of International Students and Scholars

PRE-ARRIVAL:

- Read and understand J-1 Exchange Visitor program regulations. It may also be beneficial to read the guidelines and checklist for OSU hosting departments.
- Communicate openly and precisely with host department and colleagues about expectations for exchange visitor program activities and length of stay in USA (Refer to Checklist for Hosting and Exchange Visitor)
- Receive the following documents from OSU Office of International Students and Scholars (ISS)
 - DS-2019 Form – Certificate of eligibility for (J-1) Exchange Visitor Status
Please review carefully to make certain all information is correct before proceeding with visa application process!
 - Invitation Letter from Hosting Department
 - ISS Instruction Letter
 - SEVIS Fee Instructions
 - Pre-Arrival Sheet
 - Pay the SEVIS Fee
- Complete application and interview process for J-1 Visa
- Inform OSU hosting department and ISS of arrival date and flight information
- Communicate openly with department on arrival logistics and orientation arrangements.
- TRAVEL -
 - Read all travel instructions provided by your airline and US Department of State
 - Carry the SEVIS \$180.00 FEE Receipt Notice (I-901) you receive from The Department of Homeland Security, with you during your trip since you may be asked to present it at the Port of Entry upon arrival in the USA.
 - Do not pack jewelry, cash or other valuables in your checked baggage
 - Make photocopies of all your important documents and keep them separate from originals in case originals are lost or stolen.

ARRIVAL:

- Visit the International Students & Scholars office located at 250 Student Union with 24-48 hours of your arrival in the USA.
- Bring this checklist, your passport, I-94 and DS-2019 documents to ISS. ISS will make copies of your documents and validate your SEVIS (Student and Exchange Visitor Information System) record.
- In the ISS office, complete the following forms:
 - a. Data sheet
 - b. Insurance Verification form
 - c. ID sheet (to obtain an OSU picture ID)
 - d. Bursar Request sheet
- If you are to be employed by OSU, you will also need to see the ISS International Tax Coordinator.
- Within ten days of your arrival, please return to the Office of International Students & Scholars to report your permanent local address. ISS is required to provide SEVIS with this information.
- Receive appropriate orientation from ISS and your hosting department.
- Apply for Social Security card, if applicable.
- Comply with all J-1 regulations.

DEPARTURE:

- At least 30 days before your program end date (found on your DS-2019 at Box # 3), complete the Departure Report with your department and notify ISS if you intend to leave, or whether your program will be extended. If you intend to extend your program, your department head complete an extension form and submit it to ISS. If you intend to depart, we will ask you to complete a J-1 Departure Form.

SEVIS FEE REQUIREMENTS FOR EXCHANGE VISITORS (J-1)

(05/31/2007)

The U.S. Department of Homeland Security (DHS) requires the collection of a one-time SEVIS fee for Exchange Visitor students and scholars. **As of October 27, 2008 the fee is \$180.00.** This fee is necessary for your visa application. The SEVIS fee is separate from and in addition to your visa application fee.

APPLYING FOR A VISA

- 1) Receive DS-2019 form from Oklahoma State University.
- 2) Complete Form I-901 and pay the SEVIS fee by credit card or mail. You cannot pay this fee at a US Embassy or Consulate.
- 3) Print SEVIS fee payment receipt from Internet *or* receive Form I-797 receipt from DHS via mail.
- 4) Complete visa application forms (DS-156, DS-157 & DS-158). Attach SEVIS fee receipt (I-797) to visa application forms.
- 5) Schedule visa interview appointment with U.S. Embassy/Consulate.
- 6) Take all necessary and related documents to visa interview.

NOTE: If you paid the SEVIS fee at least 3 days before your visa interview, you may take your printed copy of the I-901 form to the interview. You do not have to wait to receive your official receipt (I-797).
- 7) After interview, necessary security checks, and the consular officer's approval, you receive J-1 visa in passport from U.S. Embassy/Consulate. If your visa application is denied, follow Consular Officer's instructions.
- 8) Enter the U.S. up to 30 days PRIOR to the program start date on the Form DS-2019 and no later than 30 days AFTER the program start date on the Form DS-2019. You must have your passport with J-1 visa, a stamped DS-2019, your SEVIS FEE receipt and other relevant documents with you as you pass through immigration.
- 9) Report to the International Students & Scholars (ISS) office to validate your program as soon as you arrive in Stillwater, OK. You must come to the ISS within 30 days AFTER the start date indicated on the Form DS-2019. If your arrival is delayed and you will not be able to report to the ISS office within 30 days after program start date, notify ISS immediately.

SEVIS FEE APPLICATION

You must submit Form I-901 and pay the SEVIS fee to the DHS by check through the mail or by credit card through a website. The fee can be paid by you or by a third party, inside or outside the US. Please note that paying by mail delays the process significantly. We advise you to pay by credit card over the website if at all possible.

2. Obtain a SEVIS FEE application form (Form I-901)

Download the form from www.ice.gov/sevis/901
or Fill out the form online at www.fmjfee.com.
3. Complete the SEVIS FEE application form (Form I-901) and pay SEVIS FEE
 - Write your name and date of birth **exactly as it appears** on your Form DS-2019.
 - Enter SEVIS ID Number correctly from Form DS-2019. This number appears in the top, right-hand corner of the DS-2019 form and begins with the letter 'N' (Ex. N0001113333)
 - Provide accurate address. A receipt will be mailed to you. If you have chosen expedited delivery, your address must be a street address not a post office box.
 - Print Copy of I-901Form

PAYING THE SEVIS FEE - PAYMENT METHODS

TO PAY BY CREDIT CARD (ONLINE WEBSITE APPLICATION)

1. Fill out Form I-901 online at www.fmjfee.com. See instructions above.
2. Complete the form online and supply the necessary Visa, MasterCard, or American Express information.
3. **Make a copy of your I-901 Form. Keep it with your important immigration documents.**
4. **If paying by credit card, print a copy of the online receipt (I-797).** This receipt will be shown as proof of payment to the visa-issuing officer at the US Embassy or Consulate.

TO PAY BY MAIL

1. Prepare a check, international money order or foreign draft (drawn on US banks only*) in the amount of \$180 USD, made payable to "The Department of Homeland Security." If you have selected expedited delivery of the receipt include an additional \$30 USD and a contact phone number for courier delivery.

**Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may obtain a check from: 1) a bank chartered or operated in the United States; b) a foreign subsidiary of a U.S. bank, or c) a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.*

2. Mail the completed I-901 and accurate payment to the following address:

By Mail:

I-901 Student/Exchange
Visitor Processing Fee
P.O.BOX 970020
St. Louis, MO 63197-0020
USA

OR

By Courier (expedite delivery)

I-901 Student/Exchange Visitor
1005 Convention Plaza
St. Louis, MO 63101
USA
Phone Number 1-314-418-4393 (USA Country Code 011)

3. A Form I-797 receipt notice will be mailed within 3 days of processing the fee. If you chose express delivery, you should receive it in 3-5 days. However, the time varies by country and your location within your country. Currently, DHL is the official SEVP Courier. The DHL web site can provide the estimated delivery time for your country.
 - **Be sure to make copies of your I-901 Form and your receipt (I-797). Keep these copies with your important immigration documents.**

NOTE: DHS will not refund the SEVIS fee. If J-1 students and scholars are not granted a visa or choose not to come to the U.S. after visas are granted, the SEVIS fee is non-refundable.

For more information regarding the new SEVIS fee requirement contact the International Students and Scholars office. See ISS web site at: <http://osunet.okstate.edu/iss/default.asp> or <http://www.ice.gov/graphics/sevis/index.htm>

PRE-ARRIVAL INFORMATION FOR OSU EXCHANGE VISITORS

WELCOME!

The International Students and Scholars Office (ISS) would like to welcome you to Oklahoma State University. We, as well as all the other members of the OSU family, try our best to make your stay in the United States pleasant and rewarding. As a part of this effort we send you this brochure. Please read it carefully because it contains important information on traveling to the US and on the registration process in our office.

ENTERING THE U.S.A.

If this is your first entry to the U.S.A. as a scholar or student please be sure to obtain the following:

- A valid current passport.
- A J-1 visa from a United States Consulate or Embassy
- DS 2019

Take the following documents with you for your visa application:

- Valid current Passport
- Certificate of Eligibility: the DS-2019 scholar document
- Evidence of your financial ability to pay for your visitor exchange visit
- Any other documentation your embassy/consulate requires – check their web sites.

TRAVEL TO STILLWATER FROM OKLAHOMA CITY

You may choose one of the options below to travel to Stillwater unless prior arrangements have been made. This is **NOT** a **FREE** service and does require cash (or credit card) for the fare.

- Oklahoma City Airport Express (blue van): This service is a charter service and thus available at any time of the day. Their office is located near the baggage claim area. The cost ranges between US \$100.00 and \$120.00. If there is more than one passenger in the van the cost is split among the passengers. Phone 405-681-3311.
- Taxi Service (Yellow Cab): Phone 405-232-6161
Cost: Between US \$110.00 and \$130.00.

TRAVEL TO STILLWATER FROM TULSA

- Taxi Service (Yellow Cab): Phone 918-582-6161 / Cost: between US \$110.00 and \$130.00.

For travel in Stillwater the local taxi service is 372-8294, “Cowboy Taxi” or 743-1700, “Roy’s Taxi”. OSU also has an extensive on and off campus bus service for local travel.

HOUSING:

We strongly recommend that you make arrangements for permanent housing before your arrival in Stillwater. For those interested in “on-campus” housing please contact Residential Life at <http://www.reslife.okstate.edu> or 405-744-5592 (phone), 405-744-6775 (fax), or fill in the form “Residence Hall Application 2006-2007” that came in your application packet. To search for “off-campus” housing, use this link <http://www.offcampushousingguide.com>.

ADDITIONAL INFORMATION

If you need additional information on any of the above topics, please go to <http://union.okstate.edu/iss/>.

Office of International Students & Scholars (ISS)

Telephone: (405) 744-5459

Fax: (405) 744-8120

Email: su-iss@okstate.edu

Website: <http://union.okstate.edu/iss/>

Oklahoma State University

250 Student Union

Stillwater OK 74078

U.S.A.

J-1 Exchange Visitor Program
ACCEPTANCE OF RESPONSIBILITY
Receipt of J-1 Exchange Visitor Guidelines
 OSU Office of International Students and Scholars

To be completed by J-1 Exchange Visitor

I acknowledge that I have received, read and understand the J-1 Exchange Visitor Program regulations that affect my immigration status and program participation while I am in the United States.

I understand that I am obligated to have a current address and telephone number on file in the Office of International Students and Scholars and in the SEVIS system and that any moves or changes must be reported within 10 days of the change.

I understand the mandatory health insurance requirement and verify that I have appropriate coverage for myself and my dependents.

I understand that it is my personal responsibility to follow all regulations and procedures to maintain active J-1 immigration status for myself and my J-2 dependents.

I understand that while Oklahoma State University will do its best to advise me of matters relating to the J-1 Exchange Visitor program, it is ultimately my responsibility to stay abreast of changes, developments and important deadlines and to maintain lawful status.

_____ Printed Name of Exchange Visitor

_____ Signature

_____ SEVIS – DS-2019 Number

_____ Date

Witness (ISS Personnel) _____ Date _____

INTERNATIONAL EXCHANGE VISITOR (J-1) DATA SHEET

OSU Office of International Students and Scholars

Please print clearly.

Today's Date: _____

Semester: _____

Personal Data

Immigration Status <input type="checkbox"/> J-1 <input type="checkbox"/> J-2 Other: _____		SEVIS ID#	OSU ID#
Last Name		First Name	Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/>
Date of Birth Month: _____ Day: _____ Year: _____	Country of Birth	Country of Citizenship/Passport	

Addresses

Home Country Address			Telephone
City	Province/State	Zip/Postal Code	Country
Local or Temporary Local Address			
City	State	Zip/Postal Code	Country USA
Local Home Telephone Number	Mobile/Cell Number	Work Number	
Email Address(es)			

Emergency Contact Information

Who should the Office of International Students & Scholars contact in an emergency (such as an illness or accident)?

Name of Friend or Relative in the USA	Relationship	Telephone Number	Email
Address	City	State	Zip/Postal Code
			Fax Number (If available)
Name of Friend or Relative outside the USA	Relationship	Telephone Number	Email
Address	City	Province/State	Postal Code
			Country
			Fax Number (if available)

Sponsor Information (If other than family)

Who is responsible for your financial support while you are at OSU?

Name of Sponsor or Organization	Contact Person	Telephone
Address		Email

Dependents

Please list names of all dependents accompanying you & attach data sheets for each. If none, write "N/A".

(If you are a dependent, write the name of your principal (F-1/J-1) in this space.)

Prior Activities

Where were you doing or what position did you hold prior to coming to OSU? (ex: Student of ABC, DEF University, GHI City)

FOR STUDENTS ONLY - Academic Information

OSU Major –Field of Study	Academic Level (Should match DS-2019) <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> PhD
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FOR SCHOLARS ONLY – Program Information

OSU Department	Category (See DS-2019) <input type="checkbox"/> Professor <input type="checkbox"/> Research Scholar <input type="checkbox"/> Short-Term Scholar	
Department Contact	Telephone	Email

Transfers – Please attach transcripts from other institutions

Previous Institution	City & State
Dates of Attendance or Program there Start: _____ End: _____	Degrees earned (if applicable)
Have you received a transfer release from your previous university or college? <input type="checkbox"/> Yes – Please enter release date: _____ <input type="checkbox"/> No – Please speak with ISS advisor immediately.	
If you are sponsored, do you have your sponsor’s approval for the transfer? <input type="checkbox"/> Yes – Please attach documentation demonstrating approval. <input type="checkbox"/> No – Please speak with ISS advisor immediately.	

Returning Students & Scholars (READMISSION or NEW PROGRAM)

STUDENTS: Last semester of Attendance at OSU	SCHOLARS: Dates of last program at OSU
--	--

Current & Previous Stays/Visits in the USA Please list all trips/stays in the USA with appropriate data.

Reason	Place	Visa Type	Arrival Date	Departure Date

Signature

I certify that this data is accurate.	
Signature	Today’s Date

FOR ISS USE ONLY –Do not write below this line

<p>Visa - Verify Classification (Circle One) J-1 <input type="checkbox"/> J-2 <input type="checkbox"/> Other _____ If other, advise RO/ARO.</p> <p>Documents - Check Validity, Collect & Attach Copies</p> <p> <input type="checkbox"/> Valid DS-2019 or I-20 <input type="checkbox"/> Copy of DS-2019 or I-20 <input type="checkbox"/> Valid I-94 Card (Exp Date DS) <input type="checkbox"/> Copy of 1-94 Card <input type="checkbox"/> Valid Passport <input type="checkbox"/> Copy of Passport Page <input type="checkbox"/> Valid Visa <input type="checkbox"/> Copy of Visa</p> <p> <input type="checkbox"/> Transfer Students: Transcripts <input type="checkbox"/> J-1 Students & Scholars: Insurance form & Receipt of Regs <input type="checkbox"/> Sponsored Students: Grade Release Form + (J-1 info if applicable)</p> <p>Collected by: _____ Date: _____</p>	<p>ISS Staff Initials (Check those which apply):</p> <p> <input type="checkbox"/> Student Enrollment Clearance - ISS Holds Cleared <input type="checkbox"/> Student Orientation Contract Signed <input type="checkbox"/> J-1 Students & Scholars Regulations/Orientation <input type="checkbox"/> Scholar Fee Paid? <input type="checkbox"/> ID/Bursar Instructions Provided <input type="checkbox"/> Scholar Payroll Consultation</p> <hr/> <p>Validated in SEVIS</p> <p>Signed: _____ Date: _____</p> <p>Comments:</p>
--	---

Agreement to Abide by the Mandatory J-1 Health Insurance Requirement for Exchange Visitors

OSU Office of International Students and Scholars

I have been informed by personnel at Oklahoma State University that Exchange Visitors in J-1 status are required by the *United States Department of State – Bureau of Educational and Cultural Affairs* regulations to maintain a health insurance policy for themselves and all their J-2 dependents during their stay in the United States.

My signature below acknowledges that I understand these regulations and accept responsibility for securing and maintaining the required insurance. Further, my signature confirms my understanding that if I am found to be in willful violation of this regulation; the Office of International Students & Scholars is required to terminate me as a participant in the OSU Exchange Visitor program.

Signature

Printed Name

Current Local Address

Date

J-2 Dependent(s)

Relationship

_____	_____
_____	_____
_____	_____
_____	_____

Please visit the Insurance Office in the Student Health Center to obtain information about insurance plans that meet the requirements of the J-1 regulations. Information may also be obtained from the U. S. Department of State website at: <http://www.exchanges.state.gov/jvisa>.

J-1 SCHOLAR SEVIS TRANSFER IN REQUEST

Oklahoma State University
Office of International Students and Scholars

250 Student Union, Stillwater, OK 74078 - Phone: 405-744-5459, Fax: 405-744-8120

EXCHANGE VISITOR: You are required to obtain a release prior to transferring to Oklahoma State University. Please complete the first section then take this form to the International Office at your current Institution for completion. After completed and signed, please fax the form to the above number or mail it to the International Students & Scholars Office (ISS) prior to your arrival on the OSU campus. If you are planning to travel out of the United States prior to your arrival on campus please contact the ISS office to determine if you will require a new DS-2019 form immediately.

To Be Completed by Exchange Visitor:

NAME OF EXCHANGE VISITOR: _____

OSU Host Department: _____ Contact & Telephone #: _____

Date you expect to start at OSU: _____

Signature: _____ Date: _____

To Be Completed by Current Institution's RO/ARO:

The Office of International Students and Scholars at Oklahoma State University has been requested to process a transfer of the above mentioned J-1 Exchange Visitor from your institution to OSU. If this transfer is authorized by your institution, please complete the following:

Initial Program Start Date: _____ Transfer Release Date in SEVIS _____

Your Institution's J-1 program number: _____

Name and Address of Institution

Telephone Number

Name and title of RO/ARO Completing Form

Signature of RO/ARO

Date

J-1 SCHOLAR TRANSFER OUT REQUEST

OSU Office of International Students and Scholars

250 Student Union, Stillwater, OK 74078 - Phone: 405-744-5459, Fax: 405-744-8120

EXCHANGE VISITOR: You are required to obtain a release prior to transferring from Oklahoma State University to another Exchange Visitor Program. This is a four step process as defined below. After completing these steps please bring the completed form to the ISS office.

STEP 1 -- Complete the following

NAME: _____ OSU ID #: _____ SEVIS # _____

I request that I be authorized to transfer from Oklahoma State University to:

(Name of New Institution)

The requested effective release date from OSU is: _____

I am confident of my decision to transfer. I understand that once I am released from OSU's sponsorship, I must either be accepted under another institution's sponsorship or return home within 30 days. Please release my SEVIS record.

Signature: _____ Date: _____

STEP 2 -- Ask your current supervisor at OSU to complete the following:

Department Supervisor's Name and Telephone Number

I have been informed of the above transfer request and do not oppose it.

Signature Date

STEP 3 -- Verify and provide name and contact information of the J-1 Responsible Officer in the International Office at your new institution:

Name Telephone Number

Institution's J-1 program number: _____

STEP 4 -- Pay any outstanding amount owed on your bursar account and sign below certifying that this has been done.

Signature Date

For ISS use

Date Transfer initiated in SEVIS: _____ Release Date Entered in SEVIS: _____ RO/ARO Initials: _____

J-1 Program Completion Notification and DEPARTURE REPORT

EXCHANGE VISITOR SCHOLAR ACTIVITIES
OSU Office of International Students and Scholars

To be completed by the scholar's supervisor

As required by the U.S. Department of State, program sponsors of Exchange Visitor Programs must report when a J-1 scholar is ending his/her program participation. The following information should be completed, reviewed with the Exchange Visitor, and confirmed, before submitting to the Office of International Students and Scholars (ISS). Notification of intent to end participation is required at least 4 weeks BEFORE the ending date on the Form DS-2019.

Today's Date: _____ OSU I.D. # _____

Name of J-1 Exchange Visitor: _____

Country of Citizenship: _____ Date of Birth: _____

Department: _____

Forwarding Address/Phone/Email: _____

Please check all that apply:

- Scholar has successfully met the program objectives.
- Scholar has NOT met the program objectives.
- Scholar is leaving the program earlier than anticipated.
- Scholar has already terminated participation in the program.
- Scholar maximized his/her stay as a J-1 scholar.
- Alternative non-immigrant options to continue program participation were discussed with this scholar (i.e. Change of Status to H-1B or other visa).

Date that Program Activities will end: _____

Expected Date of Departure: _____

Bursar Account Balance: _____ or Paid In Full

COMMENTS:

Name of Person Completing This Form: _____

Title: _____ Email: _____ Phone: _____

Return to: ISS (International Students & Scholars)
250 Student Union, Stillwater, OK 74078
Ph. (405) 744-5482. Fax. (405) 744-8120
Email: su-iss@okstate.edu

J-1 Exchange Visitor Program DS-2019 Travel Validation Request Form

OSU Office of International Students and Scholars

Instructions

For J-1 Visa Holders Traveling Outside the United States:

In order to travel outside the United States and return to OSU, your DS 2019 must be validated for travel. Validations are effective for six months from the date of signature.

Students

1. Complete full-time enrollment for your next semester.
2. Complete, sign and date this request form.
3. Pay your Bursar's account in full.
4. Before you depart, visit ISS to discuss potential complications with your immigration status and travel.*
5. Submit Form to ISS with latest original DS-2019, passport & I-94 card.

Visiting Scholars & Researchers

1. Request appropriate leave from supervisor
2. Complete, sign and date this request form.
3. Pay your Bursar's account in full.
4. Before you depart, visit ISS to discuss potential complications with your immigration status and travel.*
5. Submit Form to ISS with latest original DS-2019, passport & I-94 card.

*Please inform an ISS J-1 Advisor if:

- you plan to be gone from the US more than 30 days
- your J-2 dependents will be staying in the USA while you are gone
- you have a graduate assistantship
- your DS-2019 is issued by another sponsoring agency (in such cases, this form must still be completed and submitted to ISS to maintain records of your travel. ISS will assist in sending your DS-2019 to your sponsor for validation.

Bring the following items to the ISS Office, 250 Student Union:

- Passport, I-94, and DS 2019 for all J-1 and J-2 visa holders planning to travel
- If student, full-time enrollment verification for present and/or future semester
- If student, OSU transcript from Registrar's office, 332 Student Union

J-1 Exchange Visitor Program DS-2019 Travel Validation Request Form

OSU Office of International Students and Scholars

Name _____ SEVIS number _____
(Family) (Given) (Middle) OSU ID# _____

Country of Birth _____ Date of Birth ____/____/____ Citizenship _____ Gender ___M___F
MM DD YY

Category: Student (B, M or D) Student Non-Degree Short-Term Scholar Research Scholar Professor

Local Address: _____ _____ _____ (City) _____ (State) _____ (Code) Phone #: _____ Email/Phone: _____	Foreign/Destination Address: _____ _____ _____ (City) _____ (Province/Territory) _____ (Code) _____ (Country) Email/Phone: _____
--	--

Passport & Visa Information

I-94 number _____

Passport Expiration Date: ____/____/____
(must be valid at least 6 months beyond reentry date)

Valid Until: _____

J-1 Visa Expiration Date: ____/____/____

I must apply for new J-1 visa during this trip: Yes No

Travel Information

Destination: _____

Departure Date: ____/____/____ Return Date: ____/____/____

Dependents Needing Travel Validation of DS-2019s

(Attach copies of passports, visa & I-94 cards)

	SEVIS ID#	Departure Date	Return Date
_____ <small>(Family) (Given) (Middle)</small>	_____	_____	_____
_____ <small>(Family) (Given) (Middle)</small>	_____	_____	_____

"I certify that the above information is true and correct. I verify that my intention is to return to the United States to continue my J-1 Exchange Visitor program on or about the date listed above. I am aware that I will need to have a valid visa in my passport to re-enter the USA. I have read the information provided by ISS about travel.

Signature of Exchange Visitor: _____

Date ____/____/____

FOR ISS USE ONLY

Bursar Balance: _____ (Screen 408) If over \$100, clearance and stamp from Bursar's Office: _____

Enrollment Information: Hours Enrolled: Fall ____ Spring ____ Summer ____ Academic Status: (Screens 136 & 110)

EV has maintained his/her immigration status. EV has adequate health insurance. This is not the final departure of EV.

Comments: _____ Reviewed by: _____

DS-2019 Signed for Travel (Initials): _____ Date: _____

J-2 Employment Authorization Packet

OSU Office of International Students and Scholars

Eligibility

J-2 visa holders are eligible to receive authorization for employment in the United States from the United States Citizenship and Immigration Services (USCIS). As this authorization is dependant on the status of the J-1 visa holder, it will be granted only for the duration of the program as described on the most recently issued DS-2019 form. The dates on the Employment Authorization Document, or "EAD card", will be the approved dates for authorized employment. **NO OTHER DATES WILL BE VALID.** Employment is not authorized until the Employment Authorization Document (EAD) has been received. The EAD card is the picture ID that should be shown to an employer to verify employment authorization.

Procedures

The following documents are required in order to apply for employment authorization

- | | |
|---|---|
| <input type="checkbox"/> I-765 Form. (Included in this packet) | <input type="checkbox"/> 2 photographs
(See instructions in packet) |
| <input type="checkbox"/> Current Forms DS-2019
for J-1 and J-2 | <input type="checkbox"/> Letter of Request
(See sample in packet) |
| <input type="checkbox"/> I-94 Card - arrival/departure record
(the small white card). | |

Instructions

Detailed instructions and required documentation for the I-765 form are included in this packet. Follow directions carefully in order to avoid processing delays.

This packet explains the first step to filing for an EAD card. Changes, exceptions, and/or additions to required documents and procedures could occur. You are encouraged to contact ISS if you have questions.

For best results, organize documents for mailing in the order listed below with item #1 on top.

1. _____ **\$175.00 fee** Payable to U.S. Citizenship and Immigration Services (USCIS). Either a personal check or a money order is acceptable. **NO CASH.**
2. _____ **Two photographs**
Please note specifications for the photographs as given in the instructions for the I-765 form and the photograph instruction sheet in this packet. The photos should be placed in a small envelope and attached to the application (do not let the staple puncture photos when attaching to application). Do not cut or trim photos.

(Continued on next page)

Instructions Continued

3. _____ **Completed I-765 Form**
Item #16 write (c) (5) ()
4. _____ **Photocopies of previous EAD(s)**
Send if applicable.
5. _____ **DS-2019 Forms – Photocopies**
Copies of both J-1's and J-2's DS-2019 forms.
6. _____ **I-94 – Photocopy**
A photocopy of both sides of the I-94. (May use 1 or 2 sheets of paper)
7. _____ **Letter**

It is suggested that all of the above should be sent by priority mail with a delivery confirmation through the US Postal Service (pay the applicable charge for a tracking number – do not send by certified mail or Federal Express). Documents should be mailed to:

**USCIS
PO BOX 660867
Dallas TX 75266**

You should receive a receipt notice within 3-4 weeks after mailing. Keep this receipt for inquiry about the application. Note that changing your address after submitting your application may delay receipt of the CIS decision. However, to record a change of address or correction of name, call **(800) 375-5283 to reach the National Customer Service Center**. You will need to be very patient and remain on hold. Eventually you will get to talk to an Information Officer. You may also bring the corrections to the attention of the ISS and we will try to communicate with the Service Center. After receiving your receipt notice you may check your case status online by going to www.uscis.gov and selecting the "Case Status Online" link (Right hand side of the website.)

Approval and issuance of the EAD card may take 120 -140 days. **The card will be mailed to the address you entered on the I-765 form. As mail from USCIS will not be forwarded to a new address, you are encouraged to use the ISS address – 250 Student Union, Stillwater, OK 74078. If you use the address for ISS, please complete the EAD Card Mailing Request Form and leave at ISS.** Upon receipt of the EAD the ISS will contact you as directed on this form.

COLOR PHOTOGRAPH SPECIFICATIONS FOR EAD APPLICATION



U.S. Citizenship
and Immigration
Services

USCIS Is Making Photos Simpler



**Old Three-Quarter
Style Photo**



**New Passport
Style Photo**

Photos Must Be in Color

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.

List of forms that require photos is on the back

Sample Letter for Requesting J-2 Employment Authorization

OSU Office of International Students and Scholars

Your Name
Address

United States Citizenship & Immigration Services
PO BOX 660867
Dallas TX 75266

Date

To Whom It May Concern:

I am applying for employment authorization as a J-2 dependant.

My spouse's DS-2019 form shows a total \$xx,xxx of support. Of this total amount, \$x,xxx goes to the university for tuition and fees. We pay approximately \$xxx in income tax and \$xxx for health insurance. This leaves only \$xxx for our living expenses. Our monthly budget is as follows:

Rent	\$ xxx.xx
Food	\$ xxx.xx
Utilities	\$ xxx.xx
Miscellaneous	\$ xxx.xx
Total	\$ xxx.xx

As this budget shows, we have enough to live modestly, but there are no funds left for expenses that are not essential. It is for these non-essential costs, such as travel, extra clothing, improved furnishings and gifts to send home that I desire to be employed. I clearly understand that my earnings are not to be used for the support of my J-1 spouse.

Thank you for your attention to my request for employment authorization.

Sincerely,

Signature

Name

EAD CARD MAILING REQUEST FORM

OSU Office of International Students and Scholars

OSU ID NUMBER: _____

FAMILY NAME: _____

GIVEN NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DATE OF APPLICATION: _____

I will pick up my card at the ISS Office.

Please allow _____ to pick up y EAD card at the ISS Office.

Please forward my EAD to the following address:

NOTE: CONTACT ISS & UPDATE INFORMATION PRIOR TO LEAVING STILLWATER OR THE OSU CAMPUS

\$10.00 Paid (initials _____)

ISS will forward ALL cards by courier mail (FedEx).
The cost for the service is \$10.00 in the USA.
ISS IS UNABLE TO MAIL EAD CARDS OUTSIDE THE USA.

Other/Notes: _____