J-1 Exchange Visitor Information

Request Form Procedures

The Exchange Visitor Program (EVP) has designated the University of West Georgia as program sponsor for Exchange Visitor Program No. (P-1-12619). Under this program, the University of West Georgia is allowed to issue a "Certificate of Eligibility for Exchange Visitor (J-1) Status" (DS-2019 form) to enable foreign visitors who meet the eligibility criteria to apply for a J-1 visa and subsequently enter the United States. For more information, see: http://j1visa.state.gov/.

The Exchange Visitor Program was originally established through the language of the "Fulbright-Hays Act" (formally titled the "Mutual Educational and Cultural Exchange Act of 1961"). This legislation stated that its purpose was to:

"…enable the Government of the United States to increase mutual understanding between the people of the United States and people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations and the contributions being made toward a peaceful and more fruitful cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and other countries of the world." (P.L. 87-256, 21 September 1961, Section 101, as amended).

The University of West Georgia is authorized to issue DS-2019 forms to persons who are to engage in USG's J-1 program in the following categories:

- **PROFESSOR**: A person who is engaging in this program for the purpose of teaching or conducting advanced research or both (3-year program limit)
- **RESEARCH SCHOLAR**: A person who is engaging in a research program at UWG for the purpose of undertaking or participating in research or demonstrating and sharing specialized knowledge or skills (3-year program limit).
- **SHORT-TERM SCHOLAR**: A person who is participating in UWG's J-1 program for six months or less (no extensions).
- **SPECIALIST**: A person considered an expert in a field of specialized knowledge or skill who is coming to the U.S. for observing, consulting, or demonstrating special skills (one-year limit).
- **STUDENT**: A person who is engaging in an academic program at UWG for the purpose of pursuing formal courses, or any combination of courses, research or teaching that leads to a recognized program objective, degree or certificate at their home institution.
1. **J-1 STUDENT ELIGIBILITY**

Students are eligible for the Exchange Visitor Program only if at any time during their college studies in the United States:

- they or their program are financed directly or indirectly by the United States government, the government of their home country, or an international organization of which the United States is a member by treaty or statute;
- the programs are carried out pursuant to an agreement between the United States government and a foreign government;
- the programs are carried out pursuant to a written agreement between American and foreign educational institutions, between an American educational institution and a foreign government, or between a state or local government in the United States and a foreign government; and
- the exchange visitor is supported substantially by funding from any source other than personal or family funds. [22 CFR 514.23 (c)]

2. **APPLICATION PROCEDURES**

Any UWG department wishing to sponsor a J-1 Exchange Visitor must complete an official request form and forward it to the International Services and Programs Office no less than two months prior to the beginning date of the J-1 program. The institutional sponsor will be contacted if additional information is required to determine visitor eligibility. If there are any questions regarding J-1 procedures, the following person is available for assistance:

Kristin Etheredge, Assistant Director
International Services and Programs Office
University of West Georgia
J-1 Responsible Officer – 678-839-4780

After receiving the completed request form, the International Services and Programs Office will issue a DS-2019 form directly to the scholar, along with information about mandatory health insurance, pre-arrival and orientation information, and other relevant documents; the sponsoring department should provide the scholar with any additional documentation relevant to the scholar’s activities with the department. The exchange visitor will use the DS-2019 form to apply for a J-1 visa at a U.S. Embassy or Consular Post in his or her home country.

3. **IMMEDIATE FAMILY**

An exchange visitor is allowed to bring immediate family members to the U.S. provided that the exchange visitor documents support funds available for the dependents (see below). The family may either accompany the visitor or enter the U.S. separately at a later date. Specific information is required for each family member, and the family data section in the request form must be completed. Dependents of exchange visitors will enter on J-2 visas. J-2 status is limited to the spouse and any dependent, unmarried, minor children of the J-1 Exchange Visitor. A J-2 visa holder may apply for work authorization through the U.S. Citizenship and Immigration Services after arrival.

4. **COST ESTIMATES**

The International Services and Programs Office must verify that adequate funding is available for the incoming Exchange Visitor and accompanying dependents. The following
figures constitute an approximate cost estimate (based on monthly maintenance rates suggested by the Institute of International Education):

<table>
<thead>
<tr>
<th>LIVING EXPENSES (PER YEAR):</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>J-1 EXCHANGE VISITOR (STUDENT/SCHOLAR)</td>
<td>$15,600.00</td>
</tr>
<tr>
<td>SPOUSE</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>CHILD (EACH)</td>
<td>$9,600.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH INSURANCE:</th>
<th></th>
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<tbody>
<tr>
<td>J-1 EXCHANGE VISITOR (STUDENT/SCHOLAR)</td>
<td>$850.00 - $1200</td>
</tr>
<tr>
<td>SPOUSE</td>
<td>$2500.00</td>
</tr>
<tr>
<td>CHILD</td>
<td>$1300.00</td>
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</tbody>
</table>

5. HEALTH INSURANCE

Health insurance for all J-1 visitors and their dependents is mandatory and must be valid for the entire length of the Exchange Visitor Program. ISP provides specific information regarding insurance to all exchange visitors prior to their arrival. Exchange visitors and all accompanying dependents will be terminated from the J-1 program if they are not in compliance with mandatory health insurance regulations. See: Proof of Insurance Form

6. U.S. ENTRY

When an exchange visitor enters the United States, the port-of-entry official will inspect and stamp the DS-2019 form of the exchange visitor and will stamp the I-94 Card (Arrival/Departure Record). This card documents the visitor's arrival date, port of entry, and admission number. The card should be kept with the visitor's passport while in the U.S. and must be surrendered upon departure. This DS-2019, passport, the J-1 visa and the I-94 Card are the documents required for I-9 processing by the personnel office at UWG. The DS-2019 form and the I-94 are also used to facilitate re-entry after travel outside the U.S. The DS-2019 page must be certified for re-entry by the program's Responsible Officer or Alternate Responsible Officer at the International Services
and Programs Office prior to travel. This process takes at least 2 business days, so please allow ample time for this process.

7. RESPONSIBILITIES OF UWG DEPARTMENT SPONSORS

The University of West Georgia has been designated as an exchange visitor sponsor by the U.S. Department of State and is thus authorized to issue DS-2019 forms to enable Exchange Visitors to participate on J-1 visa programs. The host department agrees to the following:

1. All J exchange visitors must report to the International Services and Programs Office within three days of arrival with passport, I-94, DS-2019, and proof of insurance.
2. The sponsoring department must provide cross-cultural activities for participants for the purpose of sharing the language, culture, or history of the visitor's home country.
3. Sponsors must adhere to all regulations governing the exchange program.
4. Sponsors must provide accurate, updated, and complete information to the International Services and Programs Office regarding the visitor's local Georgia address and phone number within 7 days of any change.
5. Sponsors must inform the International Services and Programs Office of any changes in the exchange visitor's status, legal name, and early program termination.
6. Sponsors will work with International Services and Programs to provide the scholar with insurance requirements and health and emergency care.
7. Sponsors will provide additional information that will assist the participant to prepare for his or her stay in the U.S.
8. Sponsors will monitor the exchange visitors to ensure that they engage in the activities described on the DS-2019 form.