

UH Faculty/Staff Guide to J-1 Program



**How to Invite J Visa Exchange Visitors
J Visa Regulatory Requirements**

The Purpose of the J Program

- “To increase mutual understanding between the people of the U.S. and the people of other countries by means of educational and cultural exchanges.”
- Give and take (security issues)
- 212(e)
- Repeating Bars



Who are the J-1's?

- Non-Immigrants
- Here temporarily
- Exchange Visitor (EV) is the general name
- 5 Categories approved by DOS at UH
 - Students (Including “ Student Intern” subcategory)
 - Research Scholars
 - Professors
 - Short-term scholars (maximum 6 mos.)
 - Specialist

UH Commonly Used Categories

Requirements	Student-Intern	Short-term Scholar	Research Scholar	Professor
Bachelor Degree?	no	yes	yes	yes
Max. Time	12 months	6 months	5 years	5 years
Min. Time	3 weeks	No	3 weeks	3 weeks
Fund	Personal/Org./UH/Gov.	Personal/Org./UH/Gov.	Personal/Org./UH/Gov.	
			Renewal on a one year or less basis	

English Proficiency Measurements

- A recognized English Language test (attach a score report); OR
- Signed documentation from an academic institution of English language school (attach a copy of the grade document); OR
- Conducted in-person interview on _____ date) by _____ (faculty/staff name) or by videoconferencing on _____ (date) by _____ (faculty/staff name).
- Exemption: English is spoken as native language

How to Invite J Visa EVs

**Communicate
with Exchange
Visitor (EV)**

**Measure English
Proficiency**

**Gather Funding
Information**

**Request Copies
of passport (s)**

**Dept. requests
DS-2019 from
ISSS**

**Dept. mails
documents to
EV**

**EV pays \$180
SEVIS Fee: I-901
(Receipt)**

**EV applies for
visa (Security
Delays)**

**EV submits
documents at
Port of Entry**

**Report to ISSS
(Validation &
Orientation)**

**Report to the
Department and
HR as needed**

**If applicable
apply for annual
extension**

Insurance Requirements

Medical benefits
Per accident or illness \$100,000

Repatriation of remains \$25,000

Medical evacuation \$50,000

Deductible
per accident or illness \$500

Must inform all Exchange Visitors and dependents that they may also be subject to Affordable Care Act

Cannot receive public benefits (CHIP, WIC and etc.)

Offer Cross Culture Activities

- Sponsors must offer or make available to the accompanying spouses and dependents (J-2s), in addition to the exchange visitor (J-1), a variety of appropriate Cross-Culture activities
- ISSS must report the DoS in the Annual Report



Name and Address Standards

- Name in SEVIS
 - No Middle Names
 - No special characters in names
 - No FNU in names
- US Address in SEVIS
 - Must meet USPS standards
 - Cannot be P.O. Box

Reporting Requirements

- Program date changes
- Financial support
- U.S. Home address/phone/email
- J-1 and J-2s email addresses are required
- Report to SEVIS within 10 days of any changes
- Report to SEVIS if J-2s leave U.S. before J-1
- Report lost or stolen DS-2019s
- Report program date changes
- Report serious problems or controversies on or before next business day

DS-2019 Form

- The U.S. DoS does not allow for a copy of a DS-2019 to be sent through any electronic means.
- ISSS must report to SEVIS if the EV will come later or not come by amending the DS-2019 form
- ISSS must report to SEVIS if the EV will complete the program sooner

Commonly asked Qs on DS-2019 Request Form

- Period of time on DS-2019
- Category
- Funding
- When UH HR signature is required
- Others will be addressed in this seminar

ISSS Website

ISSS

ISSS Services

Students

Optional Practical Training

International Faculty and Scholars

Information for Departments

Tax Information

Health Insurance

International Friendship Program

Forms and Publications

Information for Departments

- [Inviting J-Visa Research and Professors](#)
- [UH Employer Letter Template](#)
- [Social Security Information](#)
- [Social Security Letter For F-1 Students](#)
- [Social Security Letter For J-1 Exchange Visitors](#)

ISSS Website

ISSS

ISSS Services

Students

Optional Practical Training

International Faculty and Scholars

Before Arrival

Upon Arrival

J1 Research And Scholars and Professors

For Colleges

Inviting J-Visa Exchange Professors

Inviting J-Visa Research and Professors

-  UH Faculty and Staff Guide to J-1 Program
-  How to Select Category for Prospective J-1
-  Process Outline
- Sample Invitation Letter
- Download DS-2019 Request Form

Any Questions?

Thank you!