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REQUEST FOR J EXCHANGE VISITOR EXCHANGE VISITOR INFORMATION (REV. 05/06)

The International Services Office at the University of Rochester welcomes you to the University. Please read this packet of information and complete the attached questionnaire which is necessary for the International Services Office to prepare a DS-2019 Certificate of Eligibility for Exchange Visitor J-1 Nonimmigrant Status.

RETAIN THE INFORMATION SHEETS FOR YOUR INFORMATION.

Return the questionnaire to your hiring department.

The J Exchange Visitor Program was established by the United States government to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges. The University of Rochester has been authorized by the United States Department of State (DOS) to participate in the J Exchange Visitor Program. The University is authorized to host J Exchange Visitors in the following four categories: professor, research scholar, short-term scholar, and student.

J Exchange Visitors, regardless of category, enter the United States in the J-1 nonimmigrant status on a J visa obtained from the United States Embassy or Consulate in their home country. Spouse and unmarried children under twenty-one years of age enter the United States in the J-2 nonimmigrant status on a J-2 visa. The J Exchange Visitor Program is governed by Federal Immigration Laws and Regulations found in 22 C.F.R. Part 514. The University's J Exchange Visitor Program information sheets and forms have been developed from the aforementioned laws and regulations.

Definitions of J categories and limits of stay in the United States

Professor: An individual primarily teaching, lecturing, observing, or consulting at the University. A professor may also conduct research. Minimum period of stay is three weeks. The limit of stay is three years. Under extraordinary circumstances an additional six months may be granted.

Research Scholar: An individual primarily conducting research, observing, or consulting in connection with a research project at the University. A research scholar may also teach or lecture. Minimum period of stay is three weeks. The limit of stay is three years.

Short-Term Scholar: A professor, research scholar or person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at the University. There is no minimum period of stay. **The limit of stay is six months with no extensions** available.

Student: An individual who is studying in the United States pursuing a full course of study at a secondary accredited educational institution. The limit of stay varies according to the full course of study being pursued.

Change of J Category: DOS generally does not allow a change of category.

12-Month Bar After J participation: If a participant was in the United States in the J nonimmigrant status sponsored by any organization, in any J category, for six months or more during the last twelve months, the University is prohibited from issuing a DS-2019 certificate for a participant to begin a "new" J program with the University in the category of professor or research scholar until he or she has resided outside of the United States for twelve months. However, in some circumstances a "transfer" to the University's J Exchange Visitor Program may be possible.

Work Authorization for J-1 Dependents: J-2 dependents, after arrival in the United States, may apply for work authorization from the Immigration and Naturalization Service.

Two-Year Home Residence Requirement

Some J-1 non-immigrants, and any accompanying family members, are subject to the two-year home residency requirement. Subjection to the two year home residency requirement means that a person must return to the country of last residence or nationality for two years at the completion of the J Exchange Visitor Program before being allowed to return to the United States on an H or L nonimmigrant visa or immigrant visa and before being allowed to change or adjust status while in the United States. The intent of the two-year home residency requirement is to have the home country benefit from the Exchange Visitor's experience in the United States.

Who is subject to the Two- Year Home Residency Requirement?

1. Any exchange visitor who receives funding for the specific purpose of international exchange from his or her home government or the United States government. US grants received by the University for research projects do NOT subject an exchange visitor to the home residence requirement.
2. If an exchange visitor's skills, education, or occupation are listed on their country's "Skills List" then the exchange visitor is subject to the home residence requirement. According to the J Exchange Visitor Program rules, an exchange visitor is acquiring a skill, education, or training in a specific occupation. Countries submit to the United
3. States government a list of skills that are in short supply in their country.
4. Any J exchange visitor in graduate medical education or a training program such as residency, intern or clinical fellowship sponsored by the Educational Commission for Foreign Medical Graduates is subject to the home residence requirement.
5. Any accompanying family members are subject to whichever regulation the J-1 exchange visitor is subject.

Note: There is a waiver process of the two-year home residence requirement that is available in limited circumstances. The waiver process is complicated and lengthy.

The countries with skills lists for the time period of March 17, 1997 through the present time are listed below:

Albania, Algeria, Argentina, Azerbaijan, Bahamas, Bahrain, Bangladesh, Benin, Bolivia, Botswana, Brazil, Burkina Faso, Burma (see Myanmar), Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Chile, People's Republic of China (Please note that the skills list for the P .R. of China DOES NOT apply to the citizens of Taiwan), Costa Rica, Coted' Ivoire (formerly Ivory Coast), Croatia, Czech Republic, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, India, Indonesia, Jordan, Kazakhstan, Kenya, Korea, Kuwait, Laos, Lebanon, Lesotho, Liberia, Macedonia, Malawi, Malaysia, Mali, Malta, Mauritania, Mauritius, Morocco, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Oman, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Qatar, Romania, Rwanda, Saudi Arabia, Senegal, Sierra Leone, Singapore, Somalia, Sri Lanka (including Maldives), Sudan, Swaziland, Tanzania, Thailand, Tonga, Tunisia, Turkey, Uganda, United Arab Emirates, Upper Volt (see Burkina Faso), Uruguay, Venezuela, Western Samoa, Yemen, Zaire, Zambia, Zimbabwe

General Requirements for Professor, Research Scholar, and Short-Term Scholar

1. The exchange visitor may not be a candidate for a tenure track position at the University.
2. The program in which the exchange visitor will participate must be suitable to the exchange visitor's education, experience, and needs.
3. The exchange visitor must possess sufficient proficiency in the English language to participate in the program. All exchange visitors must have the ability to speak and understand verbal English, as well as the ability to read, write and comprehend written English. The Host Department will be responsible for the cost of English language training for exchange visitors who arrive with inadequate English language skills.
4. The exchange visitor must maintain health insurance and medical evacuation and repatriation of remains insurance for him or her and any accompanying family members in order to legally maintain the J nonimmigrant status.
5. The J-1 Exchange Visitor is only authorized to work for the University and cannot work for another employer without permission from the International Services Office. If work at another place of employment is part of the original J program and indicated in the agreement between the University of Rochester Department and the Exchange Visitor, the International Services Office may issue a letter authorizing the employment.
6. The exchange visitor must have proof of enough financial support to provide the required health insurance, medical evacuation and repatriation of remains insurance, medical care, shelter, food, clothing, travel expenses, resettlement expenses, transportation expenses, childcare expenses and other expenses required to support him or her and any accompanying family members in the Rochester area.
7. A valid passport for him or herself and any accompanying family members.
8. Under the University's J Exchange Visitor Program an exchange visitor may not be involved in a clinical program, which entails the exchange visitor providing patient care. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only organization authorized by the United States Department of State (USIA) to sponsor foreign medical residents in the United States. Jean Boedecker, at (585) 275-1795, is the University's ECFMG liaison. It is the policy of the University of Rochester's School of Medicine and Dentistry that all medical residents and Instructor Fellows with clinical responsibilities be in the J-1 nonimmigrant status, in the category of medical trainee, sponsored by ECFMG.
9. An exchange visitor must prove his or her and any accompanying family members' nonimmigrant intent to the United States Embassy or Consulate in his or her home country. He or she must also present a DS-2019 Certificate of Eligibility for Exchange Visitor J-1 Nonimmigrant Status issued by the University in order to obtain a J-1 visa in his or her passport and J-2 visa in accompanying family member passports for entrance into the United States.

Health Insurance Requirements

J nonimmigrant exchange visitors MUST maintain health insurance for him/her and any accompanying family members in order to legally maintain the J nonimmigrant status. Exchange visitors can purchase health insurance for him or herself and any accompanying family members through University Health Services. Single plans are approximately \$1,100 per year. Family plans are available for approximately \$5,400. An exchange visitor can also purchase health insurance for him or herself through the University Benefit Office for those positions that provide the health insurance benefit.

Any insurance purchased must at least provide for the following listed below. Exchange visitors are encouraged to obtain health insurance that exceeds these minimums.

1. Medical benefits of at least \$50,000 per accident or illness
2. A deductible which does not exceed \$500 per accident or illness
3. Any insurance policy secured to fulfill the above requirements must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-i" or above, a Standard & Poor's Claims-paying Ability rating of "A-" or above, and a Weiss Research, Inc. rating of "B+" or above.

Note: Medical insurance coverage backed by the full faith and credit of the government of the exchange visitor's home country shall be deemed to meet the above requirements.

Medical Evacuation and Repatriation of Remains Insurance

The University will provide medical evacuation/repatriation of remains insurance for all Exchange Visitors. Exchange Visitors must enroll and pay for medical evacuation/repatriation insurance for accompanying dependents. The cost is \$20 for one dependent and \$35 for more than dependent.

Required Documentation for J-1 Application

1. A photograph of the J-1 applicant and any accompanying family members with names printed on the back of the photograph(s). These photographs are for the University of Rochester immigration file and not the Department of State. New photographs are not required for extension applications.
2. Copy of identity pages of passport for J-1 applicant and all accompanying family members. If passport is not available, copy of birth registration translated into English
3. If you are in the United States, please attach copies of I-94 card, current and past DS-2019 certificates, J-1 visa stamp.
4. Your curriculum vita
5. Copy of marriage certificate translated into English
6. Proof of residency, if you are a citizen of one country but legal permanent resident of another.
7. Proof of funding

SEVIS FEE REQUIREMENTS

Effective September 1, 2004, New F-1 and J-1 students and J-1 exchange visitors are required to pay a \$100 SEVIS fee to begin a new program of study or new exchange visitor program. (Please note the SEVIS fee is in addition to the \$100 visa fee and any other fees paid to the US consulates.) Any F-1 student issued an I-20, or J-1 Exchange Visitor issued a DS-2019 on or after September 1, 2004, is required to pay the \$100 SEVIS fee prior to his or her consulate interview. People exempt from visas, such as Canadians, are required to pay the \$100 SEVIS fee prior to crossing the border. Anyone (department, exchange visitor, or third party) can pay the fee for the F-1 or J-1 and no fee is required for F or J dependents.

Form I-901 will be used to pay the SEVIS fee. We encourage people to go to the Student Exchange Visitor Program (SEVP) web site www.ice.gov/sevis to review the "I-901 Fee Frequently Asked Questions" and to www.fmjfee.com to complete the online I-901 and pay the fee online. The fee can be paid online by credit card, by check or bank draft drawn on a U.S. bank sent via the mail or courier service or payment can be made at a Western Union. (fees paid via the mail or courier service can take up to one month for processing and return of fee receipt to the F-1 or J-1). The quickest way to pay the fee and receive the receipt is online via a credit card or Western Union. **The SEVIS fee receipt must be taken to the consulate interview or border crossing (for those exempted from visas).**

The International Services Office (ISO) strongly encourages department contacts and F-1 students and J-1 exchange visitors to review the www.ice.gov/sevis and www.fmjfee.com websites before calling the ISO with questions. The ISO will be distributing more information regarding the SEVIS fee in the near future.



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Exchange Visitor Questionnaire (Rev. 09/05)

Return this form along with supporting documentation as outlined on page three of this packet.

- 1. Name of visitor _____
surname or family name as on passport/birth reg. given name middle name
- 2. Gender Male Female
- 3. Name of University of Rochester Department where you will be an exchange visitor _____
- 4. Marital Status Married Engaged Not Married
- 5. Date and place of birth _____
Date City of birth state of province country
- 6. Country of citizenship _____
- 7. Country of legal permanent residence (provide proof) _____
- 8. Passport # _____ Passport Expiration Date _____

- 9. Current or most recent position, occupation or profession, and name of employer or school, in country of legal permanent residence

- 10. Specify degrees held, name of school, country where school is located, and year degrees were awarded.

Degree	Name of School	Country of School	Year Degree Awarded

- 11. Location of United States Embassy or Consulate at which you will apply for visa (Canadian citizens do not need a visa stamp in passport) _____

- 12. Proposed port of entry into the US, airport, seaport, border crossing, etc. _____

- 13. Mailing address outside of the US where a FedEx may be sent, including telephone and fax number and/or e-mail address: (at least one complete foreign address is required; use a relative's address if necessary)

telephone number with country code fax number with country code e-mail address

14. Provide a complete name, address, telephone, fax number and/or e-mail address for a person to contact in case of an emergency:

_____	_____	_____
name	relationship to exchange visitor	language contact speaks
telephone number with country code	fax number with country code	e-mail address

15. Provide a complete United States address, if known (if not, provide during your checkin with the ISO office)

telephone number	fax number	e-mail address

16. Provide a complete history of your visits to the US for the past six years. List dates of stay and types of visas you used to enter the US. Be sure to include any time spent in the J nonimmigrant status. If you have never been to the US, please write N/A (not applicable.)

Dates of Visit	Visa Type

Note 1: If you were in the US in the J nonimmigrant status sponsored by any organization, in any J category, for six months or more during the last twelve months, the University is prohibited from issuing a DS-2019 certificate for a participant to begin a "new" J program with the University in the category of a professor or research scholar until you have resided outside of the US for twelve months. However, in some circumstances a "transfer" tot the University's J Exchange Visitor program may be possible.

Note 2: The University of Rochester is authorized by the United States Department of State to participate in the J Exchange Visitor Program. The University is authorized to host J Exchange Visitors in the following four categories: professor, research scholar, short-term scholar and student.

Note 3: DOS generally does not allow a change of category.

17. Are you physically located in the United States Other Country (please specify country: _____)

18. If you are in the United States, are you requesting?

- A transfer from current J program to the University of Rochester J program
- An extension of current nonimmigrant status, which is _____
- A change of nonimmigrant status from _____ to _____

19. Have you ever applied for a waiver of the two-year home residence requirement associated with the J visa?

- Yes No If yes, was it approved? Yes No Pending

20. Indicate current nonimmigrant status and expiration date: _____
 (If you are in the United States) *status* *expiration date*

21. If you are in the United States, indicate last date of entry and port of entry: _____
date of entry *port of entry*

22. Indicate the following relatives who are permanent residents or citizens of the United States

- spouse parent child (specify age _____) person you are engaged to be married to

If engaged to a United States citizen, indicate date of the pending marriage: _____

23. Have you ever filed, or has anyone ever filed for you, any forms, petitions, applications or labor certification for lawful permanent residence at a US Immigration Office in the US or at a US Embassy or Consulate outside the US?

- Yes No If yes, please explain: _____

24. Has any US visa application of any kind filed by you or for you ever been denied? Yes No

If yes, please explain: _____

25. Are you, or any family members who will be accompanying you, in US exclusion or deportation proceedings?

- Yes No If yes, please explain: _____

26. Have you or any accompanying family member ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar legal action?

- Yes No If yes, please explain: _____

27. If you have a US Social Security Number, please enter it here:

28. Submit a copy of your curriculum vitae or resume with this form.

29. Submit a photograph of yourself and any accompanying family members with this form. Names must be printed on the back of the photograph(s).

30. If you are married, you must check one box. My spouse and/or children (single and under twenty-one years of age):

- will be accompanying me to the University of Rochester and traveling at the same time as me.
- will be accompanying me to the University of Rochester and traveling separately from me.
- will remain outside of the United States.
- currently reside with me in the United States.

If spouse and/or children who are single and under twenty-one years of age will be accompanying you to the University of Rochester, please complete the family members' information form.

Funding

Will you be paid through the University payroll system? _____

If no, how will you be supported during your stay in the US? _____

People who are not paid by the University of Rochester MUST provide proof of funding.

Proof of funding must be:

1. Written in English
2. On letterhead from the funding source
3. Signed by someone with the authority to dispense the funds from the funding organization
4. Include the specific dates of funding coverage
5. Include amount of funding in US dollars

When the funding is questionable, the hiring department will need to guarantee support before the International Services Office will issue a DS-2019. The US Embassy or Consulate will also need to see the funding documents at the time of visa application by the exchange visitor.

The exchange visitor must have enough funding to provide the following for him or her and all accompanying family members. Departments are encouraged to work out a realistic budget with Exchange Visitors prior to arrival in the US. Estimated costs are listed for some categories

1. Health insurance. Policies can be purchased through the hiring department or University Health Services. (\$3,000-6,000 per year)
2. Housing (\$4,800-9,600 per year)

