

J-1 EXCHANGE VISITORS

International Scholars Operations

January 24, 2024



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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TODAY'S TOPICS

- Introduction to J-1
- UW sponsorship requirements
 - Appointment details
 - Funding
- J-1 eligibility requirements
 - English proficiency requirement
 - Health insurance requirement
 - Cultural exchange requirement
- J-1 procedures
- Q&A

INTRODUCTION TO J-1 VISAS

What is The J-1 Exchange Visitor Program?

Key Aspects

- Established in 1961
- Around 300,000 participants every year
- Administered by U.S. Department of State
- Uses the Student and Exchange Visitor Information System (SEVIS)



Mission

To increase mutual understanding between people of the United States and people of other countries by means of educational and cultural exchanges, thereby strengthening the ties between the nations.

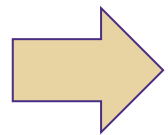
Details of J-1 Status

- Sponsor-, activity-, and location- specific
- Full-time activity only
- Temporary appointments only
- Period of stay can be a few days up to five years
- [12 & 24 month bars](#) on certain categories
- Two-year home residence requirement (possible)
- Can be paid for outside “occasional lectures and short-term consultations” (**only** if authorized by ISO in advance)

Permitted Activities

J-1 exchange visitors may engage in:

- Research
- Observation
- Consultation
- Limited teaching
- Demonstrating special skills



The J visa is not a work permit.

J-1 Categories Sponsored by ISO

- *Research Scholar/Professor*
Up to 5 years **but** 12- and 24-month bars on repeat participation
- *Short-Term Scholar*
Up to 6 months
- *Specialist*
Up to 12 months; by exception only

REVIEW QUESTIONS

1. True or False: J visas can only be used for people engaging in full time program activities.

Answer: **True**. J visas holders must be appointed for full time.

2. True or False: The J visa is considered a work permit for international scholars.

Answer: **False**. It is not considered a work permit. It is meant for educational and cultural exchange.

REVIEW QUESTIONS

3. What is the maximum amount of time a J visa holder in the Research Scholar/Professor category can stay in the U.S. on the program?

- A. 6 months
- B. 1 year
- C. 5 years
- D. There is no time limit as long as they are reappointed.

Answer: **C**; They can stay up to 5 years but there are 12- and 24-month bars on repeat participation.

UW SPONSORSHIP REQUIREMENTS

Appointment Details

UW sponsors the following titles for J-1 status:

- Visiting titles
 - Postdoctoral Scholar
 - Acting Instructor
 - Artist in Residence
-
- > Appointments must be **full-time** and have **regular** UW faculty sponsor **supervision**.
 - > UW cannot sponsor **tenured or tenure-track faculty** as J-1 exchange visitors.

Funding requirements

There are two funding requirements:

- UW J-1 funding minimum
- UW salary minimum



Meeting the J-1 Funding Minimum

Scholar has enough money to support themselves and their family in the U.S.

Meeting the Salary Minimum

UW or another source is compensating the scholar at an appropriate level for the appointment title

J-1 Funding Minimum

UW Funding Minimum (applies regardless of title or salary source)

\$2,100/month for the J-1 exchange visitor

\$1,200/month for the J-2 spouse

\$600/month for each J-2 child

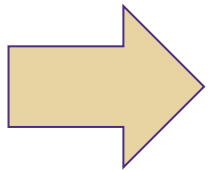
Funding Source

At least 50% of funding minimum must come from a source **other than personal or family funds.**

UW Salary Schedule

For most titles, the J-1 will also have to show outside funding equivalent to the UW [salary minimum](#) for their title and rank.

Outside funding can include one or more government, employer, UW, or third-party sources. Personal or family funds do not count.



As courtesy titles, **visiting scholars** are not subject to the UW salary minimum. However, they still have to meet the J-1 funding minimum.

Funding and Salary Examples

	Example 1	Example 2	Example 3
Title	Visiting Scholar	Postdoctoral Scholar (experience level 0)	Visiting Associate Professor (nine-month)
Spouse?	Y	N	Y
Children?	3	0	1
Annual J-1 Funding Minimum	\$61,200	\$25,200	\$46,800
Annual Salary Minimum	(none)	\$68,460	\$56,484

How to document funding

Funding documentation must:

- Come from the funding source
- Be signed and on letterhead
- Be written in English
- Include the scholar's name
- Include the sponsorship dates
- Include the exact funding amount **in U.S. dollars**

ISO will review funding documentation and contact you if it does not match or otherwise meet these requirements. [Feel free to reach out to us with questions!](#)

REVIEW QUESTIONS

1. True or False: UW cannot sponsor tenured or tenure-track faculty as J-1 exchange visitors.

Answer: **True**; UW cannot sponsor tenured or tenure-track positions on a J-1 visa.

2. Each of the following funding sources can be used to help meet the UW salary minimum requirement EXCEPT:

1. Government
2. Employer
3. UW
4. Third-party entities
5. Personal or family funds

Answer: **E**: Outside funding equivalent source cannot be personal or family funds.

REVIEW QUESTIONS

3. What information must be included in funding documentation?

- A. Funding source
- B. Signed and on letterhead
- C. Written in English
- D. Scholar's name
- E. Sponsorship dates
- F. Exact funding amount in U.S. dollars
- G. All of the above

Answer: **G**; it must include all of the information listed.

J-1 ELIGIBILITY REQUIREMENTS

- English proficiency
- Health insurance
- Cultural exchange

J-1 English Proficiency

J-1 Exchange Program sponsors are required to confirm that prospective scholars have “sufficient proficiency in the English language [...] to successfully participate in his or her program and to function on a day-to-day basis.”

- > That proficiency must be determined by an *objective measurement* of English language.

Objective English Proficiency Measurements

- > Acceptable methods for documenting [English proficiency](#):
 - A recognized English language test
 - Signed documentation from an academic institution or English language school
 - A documented interview conducted by the sponsor

- > Units must use one of these three methods to confirm proficiency **before** submitting the visa request.

Recognized English language test

Units should retain a test result copy with exchange visitor's name.

- Pass/fail test: Exchange visitor must have passed. (E.g.: Cambridge English)
- Scored test: The unit can decide necessary score. (E.g.: TOEFL)

Online or informal tests are not acceptable.

Units may choose to use the [UW Admissions requirements for English proficiency](#).

Academic Institution or English Language School Requirements

Units should retain a signed document on school/institutional letterhead including:

- The exchange visitor's name
- Their proficiency level
- Dates of attendance
- Basis for proficiency assessment (e.g. completion of English coursework)

Documented English Proficiency Interview

How and when can the interview take place?

- Must be **in-person or video** if possible
- If neither is possible, a phone interview may be used
- The interview must be conducted **before** the J-1 visa request is submitted to ISO

The interview **must** be conducted by a UW employee, preferably the faculty sponsor or the unit administrator, who is proficient in English.

Proficiency Interview (continued)

Resulting documentation should include:

- Participant names
- Interview date, time, and method
- What was discussed
- Assessment method (e.g. was a rubric or scoring method used)
- Statement that scholar is sufficiently proficient in English
- Signed and dated by interviewer

ISO is happy to review your interview documentation templates!

Proficiency Interview (continued)

Informal assessment: The interviewer can discuss life in the U.S., e.g.:

- Where do you think you'll want to live?
- What support services are you interested in?
- Tell me about what you like to do outside of work.
- What do you think will be most challenging about living and working in the U.S.?

If the visitor can't answer these questions clearly and completely, they're probably not proficient enough for daily life in the U.S.

Formal assessment: The interviewer can use the [TOEFL Scoring Rubric](#) or another proficiency rubric of their choice.

Insurance Requirement

J-1 exchange visitors must obtain and maintain the following [insurance requirements](#) throughout their stay :

- Health insurance
- Medical repatriation
- Evacuation insurance

Benefit	Required amount
Medical benefits	\$100,000
Deductible per accident or illness	\$500 maximum
Repatriation of remains	\$25,000
Medical evacuation	\$50,000

ISO collects the [Insurance Compliance Form](#) at check-in and with all J-1 extensions.

Cultural exchange requirement

All sponsors must have cultural exchange plans in place for the J-1 and J-2(s)

For possible activities, see:

- [Our cultural exchange page](#)
- [CIRCLE](#)
- [The Whole U](#)
- [FIUTS](#)
- [Visiting Seattle](#) (City of Seattle website)
- [Experience Washington](#) (commercial website)

REVIEW QUESTIONS

1. What is NOT an acceptable method for documenting English proficiency?
 - A. A recognized English language test
 - B. Letting ISO know the scholar is from an English speaking country
 - C. Signed documentation from an academic institution or English language school
 - D. A documented interview conducted by the sponsor

Answer: **B**; Even if the scholar is from an English speaking country, ISO still needs proof of English language proficiency.

2. True or False: It is optional for J-1 exchange visitors to obtain and maintain health insurance for the duration of their program.

Answer: **False**; it is a federal requirement the scholars obtain and maintain health insurance throughout their program.

REVIEW QUESTIONS

3. Who is responsible for providing cultural exchange opportunities and activities for J visa holding scholars?

- A. The sponsoring unit
- B. ISO
- C. The Whole U
- D. The scholar

Answer: **A**; the sponsoring unit is responsible for creating or directing scholars to opportunities for cultural exchange and activities.

J-1 Procedures

Preparing the J Visa Request

- Start at least **three months** before the start date
- Review [How to Sponsor a J-1 Exchange Visitor](#) page
- Collect scholar information using [J Visa Intake Form](#)
- Verify and retain evidence of [funding](#) from all sources
- Document scholar's [English proficiency](#)
- Plan [cultural exchange activities](#) for the scholar and their family

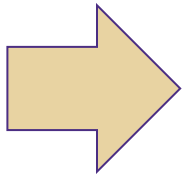
Submitting the J Visa Request

- Submit [J Visa Request](#) to ISO and pay CTI fee(s)
 - Note: **Units may NOT recover the CTI fees for a J-1 from postdoctoral scholars**
- Provide signed visa request, with supporting documentation, to ISO
- Submit a [J1 Amendment Form](#) for any changes in:
 - Sponsorship dates
 - Biographical information
 - Other changes

Supporting Documentation

Supporting documentation includes but is not limited to:

- Copies of passport biographic pages for J-1 and all J-2 dependents
- The offer, invitation, or reappointment letter
- Funding documentation
- Documentation of English proficiency
- Patient care letter for foreign medical graduates



See [J-1 Required Documents](#) for more detail.

DS-2019 Certificate of Eligibility

ISO sends host department Form DS-2019

Department forwards DS-2019 to exchange visitor

Exchange visitor uses DS-2019 to apply for J visa at consulate and enters U.S.

Let ISO know if arrival is delayed by using our [Amendment Form](#) and we can amend the dates on the DS-2019.

U.S. Department of State				OMB APPROVAL NO. 1405-0119 EXPIRES 10/31/2020 ESTIMATED BURDEN TIME: 45 min *See Page 2	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)					
1. Surname/Primary Name: Doe		Given Name: John		Gender: MALE	N00 0000 00
Date of Birth (mm-dd-yyyy): 11-11-1990		City of Birth: Shanghai	Country of Birth: CHINA	Citizenship Country Code: CH	Citizenship Country: CHINA
Legal Permanent Residence Country Code: CH		Legal Permanent Residence Country: CHINA		Passport Code: 213	Position: UNIVERSITY TEACHING STAFF INCLUDING R
Primary Site of Activity: Physician & Anesthesiology Bldg 3910 15th Ave NE Seattle, WA 98195					
2. Program Sponsor: University of Washington				Program Number: F-1-00168	
Participating Program or Official Description: PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; 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): 01-21-2019 To (mm-dd-yyyy): 01-20-2020		4. Exchange Visitor Category: RESEARCH SCHOLAR Subject/Field Code: 40.0801 Subject/Field Code Remarks: Dept. of Physics; Research, Observation, Consultation with colleagues			
5. During the period covered by this form, the total estimated financial support for the exchange visitor by: Shanghai University; China Scholarship Council : \$39,600.00 Total : \$39,600.00					
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I attest that prior to issuing this Form DS-2019, the Program Sponsor or organization identified above, for which I serve as the Responsible Officer or Alternate Responsible Officer, has verified, in accordance with the requirements of 22 CFR 62.12(b), that each prospective exchange visitor: (1) is eligible and qualified for, and accepted into, the program in which he or she will participate; (2) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (3) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I attest that upon printing and signing this form, I am physically present in the United States as a U.S. resident. A certified copy of this form has been provided to the U.S. Department of State.		7. Susan Larrance Name of Official Preparing Form International Scholars Operations 229 Garfield Hall, Box 351245 Seattle, WA 98195 Address of Responsible Officer or Alternate Responsible Officer <i>Susan Larrance</i> Signature of Responsible Officer or Alternate Responsible Officer		Alternate Responsible Officer Title 206-685-9022 Telephone Number 07-11-2018 Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Relinquishing Sponsorship (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 1960, 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(g) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 4c) of page 2. The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input checked="" type="checkbox"/> Subject to two-year residence requirement based on: A. <input checked="" type="checkbox"/> Government financing under: B. <input type="checkbox"/> The Exchange Visitor Skills List under: C. <input type="checkbox"/> PL 94-484 as amended. Name: <i>Joel A. Smith</i> Title: <i>Vice Consul</i> Signature of Consular or Immigration Officer: <i>[Signature]</i> Date (mm-dd-yyyy): <i>9-11-18</i>				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year*) *EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel. (1) Exchange Visitor is in good standing at the present time: <i>1/20/2018</i> <i>Holley Schneider</i> Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is not in good standing at the present time: Signature of Responsible Officer or Alternate Responsible Officer	
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document. Name: <i>John Doe</i> Signature of Applicant				Place: <i>Shanghai</i> Date (mm-dd-yyyy): <i>09-11-2018</i>	

Exchange Visitor Responsibilities

- Pay **\$220 SEVIS fee** and other visa application fees
 - But note: **units must reimburse the \$220 SEVIS fee for postdoctoral scholars**
- **Submit remote check-in request form** at ISO within 30 days of start date
- Maintain **health insurance** in compliance with federal law
- Avoid unauthorized employment
- Seek permission from ISO *before* engaging in “occasional lectures and consultations”
- Leave the U.S. within the 30-day grace period

Exchange Visitor Responsibilities – cont'd

J-1 exchange visitors **must report** changes to ISO:

- Late arrival in U.S. (unit admins please use our [Amendment Form](#))
- Changes in address or contact information (scholars use this [form](#))
- Early departure of either J-1 or J-2 (by emailing acadvisa@uw.edu)

Sponsor responsibilities (POST-arrival)

- Make sure scholar **does not start work before start date on DS-2019**
- Help scholar [settle in](#) (Husky card, NetID, housing...)
- Ensure the scholar completes [Mandatory Remote J-1 Check-In](#) requirement
- Provide **cultural exchange opportunities**
- Email acadvisa@uw.edu *in advance* of: early departures, changes in worksite, title, funding, research focus or duties, leave of absence, resignation, etc.
- Notify ISO *immediately* of any [significant incidents](#) involving the scholar: injuries, deaths, lawsuits, arrests, investigations, document loss or theft, etc.
- **Extend** the scholar's stay in a timely manner

Reporting Requirements - J-1 Incidents

UW must report the following [incidents](#) to the Department of State:

- Death, disappearance, or serious injury or illness of the exchange visitor
- Incidents involving the criminal justice system, or sexually-related incidents or abuse
- Serious behavioral problems or mental health concerns surrounding the exchange visitor
- Incidents involving child protective services
- Fraud (e.g., visa, immigration, or financial fraud or scam)

Please report any such incidents to ISO at acadvisa@uw.edu as soon as possible.

Reporting Requirements - J-1 Incidents (continued)

UW must report the following [incidents](#) to the Department of State:

- Unsuitable host/work conditions (e.g., incident or allegation involving workplace bullying, harassment, discrimination, hostile work environment, or work hours and/or wage-related issues)
- Negative press involving the J-1 program, or incidents where a foreign government has become involved
- Lost or stolen immigration documents
- Theft of intellectual property, or violation of export controls
- Other situations impacting exchange visitor safety

Please report any such incidents to ISO at acadvisa@uw.edu as soon as possible.

Reporting Requirements - Absences

- Absences from U.S. of 30+ days should be [reported to ISO](#) if scholar has:
 - Approved International Remote Work Request from UW Tax Office, or
 - Approved protected leave request from OAP

All changes and/or incidents can be emailed to ISO at acadvisa@uw.edu.

Transfer Procedures

Transferring *to* UW:

- Unit must submit a new [J Visa Request](#) and a copy or scan of the exchange visitor's current DS-2019
- ISO will contact the *current* program sponsor to arrange the transfer

Transferring *from* UW:

- Exchange visitor must submit a [Transfer Verification Form](#) to ISO
- ISO will contact the *new* program sponsor to arrange the transfer

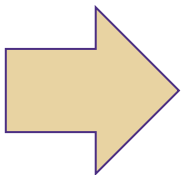
Leaving the U.S.

Grace period

- Exchange visitors have up to 30 days after the DS-2019 end date to leave the U.S.
- If they leave during the grace period, **no notice to ISO is necessary.**

Leaving before DS-2019 end date

- Report departure to ISO so that the DS-2019 can be updated.



Please encourage your exchange visitors to complete our [J-1 Scholar Exit Interview](#) form before leaving the U.S.!

REVIEW QUESTIONS

1. At minimum, how far in advance of the start date should you start preparing a J visa request?
 1. 1 year
 2. 6 months
 3. 3 months
 4. 1 month

Answer: **C**; at least 3 months in advance (but can be earlier).

2. True or False: The scholar can start work before the start date listed on the DS-2019 if they arrive in the U.S. early.

Answer: **False**; the scholar should not start work prior to the start date listed on the DS-2019.

REVIEW QUESTIONS

3. How long of an absence needs to be reported to ISO if a scholar will be out of the U.S. for international work or on protected leave?

- A. 15 days or more
- B. 30 days or more
- C. 3 months or more
- D. It does not need to be reported to ISO if their request is approved

Answer: **B**; Approved absences of 30 days or more should be reported to the ISO

Any questions?



Contact us: acadvisa@uw.edu

For more resources, visit:
<https://ap.washington.edu/ahr/visas/admin-resources/j1/>

Question & Answer Section

- > **Question:** What does an extension entail? What if they are coming from another UW department is that process different?
 - **Answer:** The process is largely the same for either. Units must submit another J visa request;
 - > For an extension, list “Purpose of Form: Extend an Ongoing Program”
 - > For a change of unit or title, list “Purpose of Form: Change of Unit or Title”
 - > ISO can extend them at the same time as the change of unit request, based on one visa request. See Required Documents for a change of unit or title at:
<https://ap.washington.edu/ahr/visas/admin-resources/j1/how-to-sponsor-a-j1-visa/required-documents/>