

# J-1 EXCHANGE VISITORS

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International Scholars Operations

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UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

[acadpers@uw.edu](mailto:acadpers@uw.edu) | <http://ap.washington.edu/>

# 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?

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## 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

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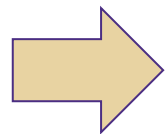
- Sponsor-, activity-, and location- specific
- Full-time activity only
- Temporary appointments only
- Period of stay can be a few days up to five years
- [12 & 24 month bars](#) on certain categories
- Two-year home residence requirement (possible)
- Can be paid for outside “occasional lectures and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

# Permitted Activities

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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

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- *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

# **UW SPONSORSHIP REQUIREMENTS**



# Appointment Details

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UW sponsors the following titles for J-1 status:

- Visiting titles
  - Postdoctoral Scholar
  - Acting Instructor
  - Artist in Residence
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- 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

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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

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**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**

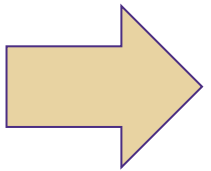
At least 50% of funding minimum must come from a source **other than personal or family funds.**

# UW Salary Schedule

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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)	\$65,508	\$56,484

# How to document funding

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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!](#)

# J-1 ELIGIBILITY REQUIREMENTS

- English proficiency
- Health insurance
- Cultural exchange

## J-1 English Proficiency

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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

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- > 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

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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**

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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

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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)

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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)

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**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

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J-1 exchange visitors must obtain and maintain the following 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

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



# J-1 Procedures

# Preparing the J Visa Request

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- 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

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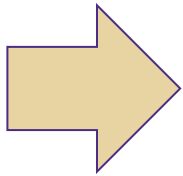
- Submit [J Visa Request](#) to ISO and pay CTI fee(s)
- Provide signed visa request, with supporting documentation, to ISO
- Submit a [J1 Amendment Form](#) for any changes in:
  - Sponsorship dates
  - Biographical information
  - Other changes

# Supporting Documentation

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Supporting documentation includes but is not limited to:

- Copies of 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 & Astronomy 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 (U.S. \$) is to be provided to the exchange visitor by: University of Washington; China Scholarship Council : \$39,600.00 Total : \$39,600.00					
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I am that prior to issuing this Form DS-2019, the Program Sponsor 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: (i) is eligible and qualified for, and accepted into, the program in which he or she will participate; (ii) possesses adequate financial resources to participate in and complete his or her exchange visitor program; and (iii) possesses adequate financial resources to support an accompanying spouse and dependent, if any. I also 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> THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (g).				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

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- Pay **\$220 SEVIS fee** and other visa application fees
- **Attend check-in/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

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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](mailto:acadvisa@uw.edu))

# Sponsor responsibilities (POST-arrival)

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- 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

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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
- 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](mailto:acadvisa@uw.edu) as soon as possible.

# Reporting Requirements - Absences

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- 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](mailto:acadvisa@uw.edu).

# Transfer Procedures

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## 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.

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## 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.!

**Any questions?**



Contact us: [acadvisa@uw.edu](mailto:acadvisa@uw.edu)

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

# QUESTION & ANSWER SECTION

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**Question:** Should a J-1 always be pursued rather than an H-1B for visitors who are J-1 eligible?

•**Answer:** ISO looks at various factors to determine visa sponsorship options, including the appointment title and the individual's visa history. J-1 visa sponsorship is generally quicker, easier, and less costly than H-1B visa sponsorship, so if the individual and position are eligible for a J-1, the J-1 should be pursued.

**Question:** Can you give examples of sponsorship under the specialist category?

•**Answer:** The J-1 "Specialist" Exchange Visitor category is used in limited circumstances, usually for artists and musicians who are coming to UW to demonstrate special skills. You should contact ISO for preapproval to use this category.

**Question:** If someone has a J-1 visa at a different institution would they still be able to get a J-1 visa through UW after their one expires?

•**Answer:** In order to be eligible for a J-1 transfer, the scholar must have a valid (unexpired) DS-2019, usually in the J-1 "Research Scholar" category. Please feel free to reach out to ISO with specific questions regarding J-1 transfer eligibility.

**Question:** Can you please provide the link where we can get more information about the various visas / various J-1 visa categories etc.? Thank you!

•**Answer:** <https://ap.washington.edu/ahr/visas/admin-resources/j1/how-to-sponsor-a-j1-visa/categories/>

# QUESTION & ANSWER SECTION

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**Question:** Are J-1 visiting scholars able to take UW courses (for example as a non-matriculated student) while in Seattle?

•**Answer:** As long as J-1 scholars maintain their primary program objective listed on their DS-2019, the J-1 regulations do not prohibit them from taking incidental course(s).

**Question:** Are there specific forms that proof of funding can be provided (i.e. a letter signed and in letterhead, bank statements, etc.) as long as they provide the details as mentioned in the previous slide?

•**Answer:** ISO's [Funding for J-1 Exchange Visitors](#) webpage has detailed information regarding acceptable funding documentation. Please reach out to ISO with any additional questions after reviewing this webpage.

**Question:** We recently sent a letter to confirm a visiting scholar for the 23-24 academic year. It did not include any funding information. Is there a link to forms/templates that we can use for follow up?

•**Answer:** If the academic unit isn't providing the funding source, we wouldn't expect it to include funding information; funding documentation would have to come from the funding source and meet the requirements listed on ISO's [Funding for J-1 Exchange Visitors](#) webpage.

# QUESTION & ANSWER SECTION

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**Question:** If a visiting scholar is on Fulbright sponsorship for one year and wants to transfer funding and get a J1 for a second year of study, when is the best time to reach out to start the renew/transfer process?

•**Answer:** ISO recommends beginning the transfer process as early as possible. The scholar should reach out to their Fulbright advisor for details regarding Fulbright's transfer out process and timeline.

**Question:** Are there best practices for sharing documents such as DS-2019, IDs, etc. when communicating with J-1 applicants? For example, email, Google Drive.

•**Answer:** The Department of State prohibits the scanning and emailing of DS-2019s to scholars, although you may email scholars their SEVIS number and UW's J-1 Program number (both are listed on the DS-2019) so that they can use this information to schedule a visa appointment.

When providing documents to ISO as part of the J visa packet, uploading documentation as a single pdf to the "Manage Files" page of the visa request is the preferred method, although documents can also be attached as a single pdf to the email ticket for the visa request.

**Question:** If we don't know how long it will take to obtain a visa, can we ask for a start date far in the future and then amend the start date to much earlier (several months) if they are able to get a visa appointment/visa earlier than anticipated?

•**Answer:** We don't recommend this approach as it can be very difficult to predict when/how the scholar would get their visa stamp. We'd ask the unit to project a start date that they would like to have the scholar start and then go from there, then use the [Amendment Form](#) if the scholar is unable to come on the anticipated start date.