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# J-1 EXCHANGE VISITORS

International Scholars Operations

November 20, 2024

UNIVERSITY *of* WASHINGTON



# TODAY'S TOPICS

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- **Introduction to J-1 visas**
- **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

**QUESTIONS?**

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# Questions from the training

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**Q: Are Canadian citizens always exempt from the 212(e) two-year home residency requirement after their J-1 Research Scholar program?**

A: No, some Canadian citizens will still be subject to 212(e). While they aren't going to be subject based on the skills list, they may be subject to 212(e) if they received government funding or came as a J-1 alien physician. Even if they are subject, there may be ways that the scholar can reenter the U.S. on an H-1B or TN, but you should contact ISO to confirm.

**Q: Are VISIT and VISER those other types of J-1's sponsored by UW but not through ISO?**

A: Yes! VISIT and VISER sponsor J-1 visas for the Student Intern and Student Non-Degree categories. This program is for students that are currently enrolled at institutions outside of the US to come to UW for an internship.



# **UW SPONSORSHIP REQUIREMENTS**

# APPOINTMENT DETAILS

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## UW sponsors the following titles for J-1 status:

- Visiting titles
  - Postdoctoral Scholar
  - Acting Instructor
  - Some Acting titles
  - 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
<b>Title</b>	Visiting Scholar	Postdoctoral Scholar	Visiting Associate Professor (nine-month)
<b>Spouse?</b>	Y	N	Y
<b>Children?</b>	3	0	1
<b>Annual J-1 Funding Minimum</b>	\$61,200	\$25,200	\$46,800
<b>Annual Salary Minimum</b>	(none)	\$68,460	\$67,050

# 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!**

**QUESTIONS?**

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# Questions from the training

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**Q: Does the 50% non-personal support rule for funding also apply to VISIT & VISER interns?**

A: Since VISIT and VISER have their own funding requirements, we'd encourage you to check with them directly.



# **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
- 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

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 minimum
Deductible per accident or illness	\$500 maximum
Repatriation of remains	\$25,000 minimum
Medical evacuation	\$50,000 minimum

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



**QUESTIONS?**

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# Questions from the training

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**Q: Is an English proficiency interview required for a faculty visiting scholar that is strictly doing research and passed their English proficiency test?**

A: If they have passed an English proficiency test and can provide documentation that meets requirements listed on our [J-1 funding page](#), you don't need to do an English proficiency interview as well (although you may still want to). The English proficiency exam can fulfill the requirement for ISO's purposes and fulfill the federal regulation.

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# **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)**
  - > Note: Units may NOT recover the CTI fees from J-1 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

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## 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 in digital and hard-copy format

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.



1. Surname/Primary Name: Doe		Given Name John		Gender: MALE	NOO 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		Position Code: 213 UNIVERSITY TEACHING STAFF INCLUDING R	Position: J-1
Primary Site of Activity: 3910 15th Ave NE Seattle, WA 98195		Physical & Anatomy Bldg			
2. Program Sponsor: University of Washington Program Number: P-1-00168					
Participating Program 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 member (1) of immediate family members.					
3. Form Cover 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 (\$) (U.S. \$) to be provided to the exchange visitor by: Jiangnan University; China Scholarship Council : \$39,600.00 Total : \$39,600.00					
4. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTESTATION: I am a staff member at 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: (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 also attest that upon printing and signing this form, I am physically present in the United States within U.S. territory. A notification 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 239 Garberding 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 I (Name (mm-dd-yyyy): _____) Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in Item 2 is necessary as 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(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (See Item 1(a) of page 2). The Exchange Visitor is 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 type="checkbox"/> Government financing under (ALL U.S. PARTICIPANTS G-3-8018 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-8618 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT) B. <input type="checkbox"/> The Exchange Visitor Skills List under C. <input type="checkbox"/> PL 94-484 as amended Name: <u>Joe A. Smith</u> Title: <u>Vice Consul</u> Signature of Officer or Immigration Officer: <i>[Signature]</i> Date (mm-dd-yyyy): <u>9-1-18</u>				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. <u>1/20/2018</u> Date (mm-dd-yyyy) <u>Holley Schmiedmiller</u> Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is beyond standing at the present time. Date (mm-dd-yyyy): _____ Signature of Responsible Officer or Alternate Responsible Officer: _____	
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(a). EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in Item 2 on page 2 of this document. Signature of Applicant: <u>John Doe</u> Date (mm-dd-yyyy): <u>09-1-2018</u> Place: <u>Shanghai</u>					



# EXCHANGE VISITOR RESPONSIBILITIES

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- **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 (CONTINUED)

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

# REPORTING REQUIREMENTS – J-1 INCIDENTS (CONTINUED)

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## **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](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?

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

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



# Questions from the training

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## **Q: Can I use email to gather information for the J Visa Request Form?**

A: We really defer to the sponsoring departments on that, given the personal information involved. We do recommend using our [J Intake Form](#), which contains all required fields for the visa request form. Some shared services units do have secure platforms to support gathering this information.

## **Q: Does ISO have a secure upload system for the exchange visitor to use to share their sensitive information with units?**

A: Unfortunately, ISO doesn't have the technical bandwidth to build a platform to facilitate document exchange between units and scholars. However, some shared services units do have secure platforms to support document gathering.

# Questions from the training

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**Q: Can a spouse on a J-2 visa who is a researcher in their home country, continue to work for their home country laboratory while they are in the U.S.? Are there permissions they will have to obtain?**

A: The J-2 will need an EAD (Employment Authorization Document) in order to work while in the U.S. Even if the employer is located outside of the U.S., the dependent will need an EAD in order to work because the work is being performed within the U.S. We have more [information about J-2 EADs](#) on our website.

# Questions from the training

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**Q: Do you anticipate longer processing times or any changes with the J-1 program with the administration change in January?**

A: Our internal processing times for DS-2019 issuance are pretty stable, so we don't expect any change there. We do expect there may be changes or delays for visa appointment wait times and visa issuance at U.S. consulates abroad. ISO will continue to communicate with units and scholars regarding any changes that affect international scholars.

**Q: I have a faculty visiting scholar who is scheduled to be here Sept. 2025. Is it too early to send them the J-1 intake form and begin this process?**

A: No, it isn't too early to begin the process. J exchange visitors do not have a limit on how early they can apply for a J visa stamp before their program. Submitting the visa request can take time, so we encourage you to begin this process early with the scholar.