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J-1 EXCHANGE VISITORS

International Scholars Operations

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UNIVERSITY *of* WASHINGTON

TODAY'S TOPICS

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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



UW SPONSORSHIP REQUIREMENTS

APPOINTMENT DETAILS

UW sponsors the following titles for J-1 status:

- Visiting titles
 - Postdoctoral Scholar
 - Acting Instructor & Acting Assistant Professor
 - Artist in Residence
 - Other titles by exception, at unit request
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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

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)

\$2,500/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	Visiting Associate Professor (nine-month)
Spouse?	Y	N	Y
Children?	3	0	1
Annual J-1 Funding Minimum	\$66,000	\$30,000	\$51,600
Annual Salary Minimum	(none)	\$68,460	\$67,050

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!**



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
- 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 offers an [interview documentation template](#) that you can use!

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 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

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)
- [State of Washington Tourism](#) (nonprofit website)

Q&A – English Proficiency

Q: If the visitor has demonstrated English proficiency via an accepted test, but the interviewer doesn't feel confident to provide their own sign-off for English proficiency, what should we do? If they are not as proficient as hoped, is it up to the discretion of the academic unit? Is it enough that they have colleagues in the department who speak the same language?

A: If they have an accepted language proficiency test that shows they are proficient in English, then that's sufficient to demonstrate ability.

If the scholar has gone through an interview and the interviewer isn't confident in the scholar's language ability, you need to seriously consider what additional language support would be necessary for the exchange visitor to be able to function in the exchange program and in day-to-day life, and whether you're willing to provide it. There are rare cases where units provide a translator for scholars with lower proficiency. In general, the intent of this requirement is to ensure that the scholar can communicate well enough in English to function both in and outside of work environments during their program. It isn't sufficient that everyone in the lab speaks the same language unless they are also supporting the scholar with their English communication skills in day-to-day life.

Q&A – Cultural Exchange

Q: If our cultural exchange plans have changed temporarily due to financial stability measures, but we intend to return to normal operations when possible, do we need to revise our cultural exchange plans document for now?

A: You can amend your cultural exchange plans on the conditional approval; we can even update this and recirculate it for signatures at your request. It is also OK if cultural plans change slightly due to funding or are adjusted based on the financial constraints of the department. The important thing is that there are plans in place to have the scholar engage in some cultural activities in order to meet the regulatory requirement.

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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 from J-1 postdoctoral scholars
- Provide signed visa request, with supporting documentation, to ISO
- After the DS-2019 has been issued, 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 uploads digital DS-2019 to Manage Files section of visa request

Department downloads and forwards DS-2019 to exchange visitor

Exchange visitor prints DS-2019 (double-sided) and uses it to apply for J visa at consulate. Uses DS-2019 and visa stamp to enter U.S.

Let ISO know if arrival is delayed by using our [J-1 Amendment Form](#) and we can amend the dates on the DS-2019.

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)						OMB APPROVAL NO. 1405-0119 EXPIRES 10/31/2020 ESTIMATED BURDEN TIME 45 min *See Page 2
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: Physics & Astronomy Bldg 3910 15th Ave NE Seattle, WA 98195		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 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: Dep't. of Physics; Research, Observation, Consultation with colleagues				
5. During the period covered by this form, the total estimated financial support (\$) U.S. \$ is to be provided to the exchange visitor by: Jiangnan University; China Scholarship Council: \$39,600.00 Total: \$39,600.00						
6. RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER ATTENTION: I am a participant in leading 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: (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 agree that upon printing and signing this form, I am physically present in the United States or in U.S. territory. A certification 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 Gerberding 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) If the exchange visitor is transferred to the program specified in item 2, it is necessary to sign this statement and to indicate the date of transfer, 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 102(a) OF THE IMMIGRATION AND NATURALIZATION ACT AND PL 94-484, AS AMENDED (See Item 10 of page 2). The Exchange Visitor is 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: B. <input type="checkbox"/> Title Exchange Visitor Status List under: C. <input type="checkbox"/> PL 94-484 as amended: JOEL A. SMITH Name: Vice Consul Signature of Officer or Immigration Officer: _____ Title: _____ Date (mm-dd-yyyy): 07-11-2018				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: 1/20/2018 Date (mm-dd-yyyy) Holley Schmidmiller Signature of Responsible Officer or Alternate Responsible Officer: (2) Exchange Visitor is not in good 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. John Doe Signature of Applicant: _____ Shanghai Date (mm-dd-yyyy): 07-11-2018 Page 1 of 2						

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 to 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)

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 the Office of Global Affairs, or
- Approved protected leave request from UWHR

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.!

Q&A – How UW uses J-1 visas

Q: Is ISO considering expanding use of the J-1 visa in cases where H-1B would have been used in the past, given the new \$100,000 fee?

A: Yes, ISO considers J-1 visas one potential pathway, but some other visa types may be a better fit depending on the position and the scholar's personal immigration history. There is some overlap between how we can use J-1 and H-1B visas, but they're not completely interchangeable; most scholars can't easily just come on J-1 instead of an H-1B, and clinical patient care and tenured or tenure-track positions aren't allowed on the J-1 visa.

For further questions:

Contact us: acadvisa@uw.edu

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

