



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

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### INSTRUCTIONS FOR ENTERING THE UNITED STATES AS A J-1

#### EXCHANGE VISITOR

If you will be coming as a J-1 Exchange Visitor in a program sponsored by both the Department of State and TTUHSCEP, you will receive a Certificate of Eligibility for Exchange Visitor Status (Form DS-2019) which will enable you to apply for a J-1 visa stamp at a U.S. Embassy or Consulate and enter the United States in J-1 status.

Dependents of J-1 Exchange Visitors (spouse and unmarried children under age 21) can enter the United States in J-2 status. Each dependent must have a separate DS-2019. Children cannot remain in J-2 status after their 21st birthday.

In order to issue your DS-2019, information on you (and any J-2 family members) will be entered, as required by law, into SEVIS (the Student and Exchange Visitor Information System), a government tracking program used by U.S. Citizenship and Immigration Services and U.S. Immigration and Customs Enforcement.

**If you are unable to arrive at TTUHSCEP within 30 days after the start date on your DS-2019, you must notify the Human Resources, Visa and Immigration Services Administration, so we can change your start date in SEVIS. Otherwise, your DS-2019 will be invalidated. Please contact us if your arrival will be delayed. If your plans change and you do not use the DS-2019, please return it promptly.**

#### **In order to enter the United States as a J-1 Exchange Visitor, you must:**

1. **Complete the Form DS-2019.** Carefully read page two, especially regarding the two-year home country physical presence requirement, and sign the "certification" on the bottom of page one.
2. **Pay the SEVIS fee.** J-1 scholars must pay this fee in addition to visa application fees at least three business days before submitting the visa application and undergoing the visa interview.

Canadian citizens must pay the fee at least three business days before entering the United States. **J-2 dependents are not required to pay the SEVIS fee.** A completed Form I-901 must accompany SEVIS fee payments. There are three ways to pay the fee:

- Form I-901 may be submitted on-line at <http://www.FMjfee.com> and the SEVIS fee may be charged to Visa, MasterCard, or American Express. Print a receipt and bring it with you to the U.S. Consulate at the time of visa application. It should also be carried and shown to immigration officials upon arrival in the United States. **OR**
- You may obtain a check, international money order, or foreign draft (drawn on a U.S. bank only) in U.S. dollars, made payable to "Department of Homeland Security." Download Form I-901 from <http://www.ice.gov/sevis/i901/> and send it with the payment to the payment collection site (the post office box listed on the I-901). [Caution: Many express mail and courier companies will not deliver to post office boxes.] A receipt will be mailed to you at the address you list on the form. The receipt should also be carried with you and shown to immigration officials upon arrival in the United States. This payment method can take many weeks and is subject to the reliability of the mail. **OR**
- International scholars in many countries may pay the SEVIS fee in local currency using the Western Union Quick Pay service. Go to <http://www.ice.gov/sevis/i901/> for more information

**Please Note: A third party may pay the fee for you.** However, a faculty member's research funds cannot be used for this purpose. When submitting the payment, the third party must enter your SEVIS ID number (from the upper right corner of the DS-2019) and write your name exactly as it appears on your DS-2019 and passport. A reliable address is needed for mailing the receipt. Or, the receipt may be printed immediately from the web and sent to you.

- Pay the J-1 visa application processing fee. Go to [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html)

**3. Make an appointment at a U.S. Consulate or Embassy (see <http://www.usembassy.gov/>) and submit the DS-2019 and SEVIS fee receipt, along with Form DS-160, to the U.S. Consulate or Embassy.** [Canadian citizens, see below.]

The J-1 is a nonimmigrant visa, and the consul who issues the visa stamp must be satisfied that you do not plan to immigrate to the United States. The burden of proof will be on you to show you have a residence in your home country which you do not intend to abandon and that you qualify for the J-1 visa category. Please make sure you have a passport valid for travel to the U.S. with a validity date of at least six (6) months beyond your intended period of stay. Also, be sure to submit one 2X2 photograph to the consulate.

## Visa Delays and Security Clearances

Please be aware that if the U.S. Consulate says a security clearance is required before your visa can be issued, the clearance may take days, weeks, or longer.

If your visa application is delayed due to a security check, please e-mail both your faculty sponsor and [anne.githae@ttuhsc.edu](mailto:anne.githae@ttuhsc.edu) to tell us the date you applied for the visa and at which U.S. Consulate/Embassy you applied.

- 4. Upon entry to the United States, you will complete a Form I-94 Arrival/Departure record.** Form I-94 is an electronic form that is issued when you enter the United States. Please retrieve it at <https://i94.cbp.dhs.gov/I94/> and make sure that you carry this document with you at all times. Your name on the I-94 should be written **exactly** as it appears in your passport and DS-2019.
- 5. When you arrive at the airport or border, present your DS-2019 and SEVIS fee receipt along with your passport and J-1 visa stamp to the immigration examiner, and request to be admitted in J-1 status.** The immigration examiner should mark your I-94 with the notations "J-1" and "D/S" (duration of status). You may enter the United States in J-1 status **no more than 30 days before or 30 days after** the start date on the DS-2019.
- 6. When you arrive at TTUHSCEP, please have your department immediately email [ELP\\_Visa@ttuhsc.edu](mailto:ELP_Visa@ttuhsc.edu). If VISA is not informed within 30 days after the start date on your DS-2019, your J-1 status will be invalidated.**

### Canadian citizens please note

Canadian citizens are never required to obtain a visa stamp from a consular officer. However, they are admitted in a specific visa classification and **must present the DS-2019 and SEVIS fee receipt at the border or port of entry** in order to be admitted in J-1 status and be given a Form I-94 with the correct notations. Canadians are typically asked to pay a \$6 border-crossing fee related to the Form I-94.

### Department of State (DOS) program requirements

**Early Departure or Change in Plans:** DOS administers the J-1 Exchange Visitor Program. We are required to report in SEVIS if you do not come to TTUHSCEP or leave before the end date on your DS-2019. Please tell us when you intend to depart TTUHSCEP, if you cancel your plans to come to TTUHSCEP, or if your start date will be delayed.

**Health Insurance:** All J-1 scholars and J-2 dependents must have health insurance that meets specific requirements. We must notify DOS if you fail to meet the requirements for yourself and any J-2 dependents.

**Employment Authorization:** The J-1 visa authorizes your work at TTUHSCEP as described on the DS-2019; it does **not** permit you to work elsewhere. If you have questions regarding other employment in the United States, please contact our office.

**Twenty-Four Month Bar:** If you are coming to TTUHSCEP as a **J-1 Research Scholar or Professor**, you will become subject to the 24-month bar if: (1) you complete a full five years of J-1 Research Scholar or Professor program participation with one or more J-1 program sponsors, or (2) You complete a particular J-1 Research Scholar or Professor program of ANY LENGTH, and your SEVIS record becomes inactive BEFORE the full five-year period is over. **You must then wait at least 24 months before you may begin a new J-1 program in the Research Scholar or Professor category.**

**Twelve-Month Bar:** Anyone who has been in the United States in any J-1 category other than Research Scholar or Professor, or in J-2 status, for all or part of the 12-month period immediately preceding the desired start date of a new appointment is not eligible for sponsorship for a new J-1 program in the Research Scholar or Professor categories. There is an exception to this rule if the person was a J-1 Short-Term Scholar or his/her presence in the United States was for less than six (6) months.

## **Travel outside the United States**

**Do not leave the United States without the immigration documents required for your return.** You must have a valid J-1 entry visa stamp in your passport and a valid DS-2019, signed on the front by an Exchange Visitor Program Responsible Officer in Human Resources. We are happy to assist with questions about your documents. If your visa stamp has expired or will expire soon, please check with us to get the proper instructions for applying for a new one. It is not possible to renew a U.S. visa stamp inside the United States. Special regulations apply to visits to Canada, Mexico, or adjacent islands.

**Visa requirements and immigration regulations are complex and they do change.** Please do not hesitate to consult our website, call us, or visit our office at any time during your visit to TTUHSCEP. We hope you will have a productive and happy stay