

Exchange Visitor Orientation



Office of Global Engagement

Immigration Services

UNIVERSITY OF GEORGIA

Welcome to UGA

The following information will be reviewed:

- Immigration Basics
- Initial Check-In Procedures
- Maintaining Exchange Visitor Immigration Status
- Health Insurance
- Transferring & Extending Status
- Travel & Out-of-Country Request
- Home Residency and Repeat Participation Bars
- Family and Dependents
- Life in the United States
- UGA Resources and Important Information

Immigration Basics

What is an Exchange Visitor?

- A foreign national temporarily in the United States under the U.S. Department of State's J-1 visa status
- Purpose: Educational and Cultural Exchange- Not employment, although incidental employment may be approved
- Expectation: Return to home country at end of program

J-1 Exchange Visitor Categories at UGA

- Student
- Student-Intern
- Professor
- Specialist
- Short-Term Scholar
- Research Scholar

Each category has its own rules and regulations. Changes of category require approval from the U.S. Department of State and are rarely granted.

Common Acronyms

The United States government uses acronyms for most agencies or organizations. Below are those important to your immigration status:

- CBP: Customs and Border Protection
- DHS: Department of Homeland Security
- DOS: Department of State
- EV: Exchange Visitor (J-1)
- ICE: Immigration and Customs Enforcement
- SEVIS: Student and Exchange Visitor Information System
- USCIS: United States Citizenship and Immigration Services

SEVIS

- Student and Exchange Visitor Information System
- Internet based system streamlining reporting and record keeping within the Department of Homeland Security & Department of State for J visa holders
- J-1 Exchange Visitors and J-2 family members have records in SEVIS
- The SEVIS ID number is assigned to all J visitors and appears on the form DS-2019

Certificate of Eligibility - DS-2019

- Generated by program sponsor (usually UGA) in SEVIS
- Shows acceptance to participate in an exchange visitor program designated by the U.S. Department of State
- Determines what date you are permitted to enter the United States and what date you should depart
- DS-2019 should remain valid at all times

DS-2019- Details

- **A:** SEVIS ID: N001.....
- **B:** Program Dates: Visitors may enter the United States up to 30 days before the program begin date and must leave within 30 days following the end date. The visitor is not allowed to perform research or work during this 30 day grace period.
- **C:** Travel Validations- Section must be signed by Immigration Advisor before traveling outside the United States

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO.1405-0119
 EXPIRES: 02-28-2005
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

1. Family Name: Visitor		First Name: New		Middle Name: Exchange		Gender: A.		SEVIS ID: N000059190	
Date of Birth (mm-dd-yyyy): 01-10-1985		City of Birth: Nassau		Country of Birth: BAHAMAS, THE		Citizenship Code: BF		Citizenship Country: BAHAMAS, THE	
Legal Permanent Residence Country Code: BF		Legal Permanent Residence Country: BAHAMAS, THE		Position Code: 900		Position: CATEGORY - OTHER			
U.S. Address: 800 K Street Washington, DC 20001									
2. Program Sponsor: Andrew's Colorado School						Exchange Visitor Program Number: G-4-10089			
Participating Program Official Description: AU PAIR; AU PAIR									
Purpose of this form: Begin new program; accompanied by number (1) of immediate family members.									
3. Form Cover Period: From (mm-dd-yyyy): 05-15-2003 To (mm-dd-yyyy): 05-15-2004				4. Exchange Visitor Category: AU PAIR Subject/Field Code: 32.0105 Subject/Field Code Description: Job-Seeking/Changing Skills					
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by: Current Program Sponsor funds : \$10,000.00 Personal funds : \$20,000.00 Total : \$30,000.00									
6. DEPARTMENT OF STATE IDENTIFICATION COPY OF THIS CERTIFICATE IS PROVIDED TO THE EXCHANGE VISITOR						Test: PDSO-67		Responsible Officer	
Name of Official Preparing Form: 2424 Garden of the Gods Colorado Springs, CO 80919						Title: 202-555-1212		Telephone Number: 04-17-2003 Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Releasing Sponsor (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 1961, 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(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(e) of page 2). The Exchange Visitor in the above program: 1. <input type="checkbox"/> Not subject to the two-year residence requirement. 2. <input type="checkbox"/> Subject to two-year residence requirement based on: A. <input type="checkbox"/> Government financing and/or B. <input type="checkbox"/> The Exchange Visitor Skills List and/or C. <input type="checkbox"/> PL 94-484 as amended						TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*) C EXCEPT: Maximum validation period is up to six months for Short-term and four months for Camp Counselors and Summer Travel Work. (1) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer (2) Exchange Visitor is in good standing at the present time _____ Date (mm-dd-yyyy) Signature of Responsible Officer or Alternate Responsible Officer			
Name: _____ Title: _____ Signature of Consular or Immigration Officer: _____ Date (mm-dd-yyyy): _____						THE U. S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).			
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document. _____ Signature of Applicant _____ Place _____ Date (mm-dd-yyyy) _____									

I-94: Admission Document

- Visit cbp.gov/i94
- Printed by visitor or dependent after each new entry to the United States
- The I-94 determines status:
 - “Class of Admission”: J-1 or J-2
 - “Admit Until Date”: D/S
- D/S = Duration of Status
 - If DS-2019 is valid and visitor is participating in Exchange Visitor program, the expiration date defaults to the expiration date on the DS-2019 form



The screenshot shows the U.S. Customs and Border Protection website interface for retrieving an I-94 number. At the top, there is a header with the CBP logo and the text "U.S. Customs and Border Protection Securing America's Borders". Below the header, there are two navigation buttons: "Get I-94 Number" and "I-94 FAQ". The main content area is titled "Admission (I-94) Number Retrieval" and displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

At the bottom of the page, a blue banner contains the text: "Individuals can visit www.cbp.gov/I94 to retrieve a copy of their electronic Form I-94."

Registration and Document-carry requirements

- Nonimmigrants and lawful permanent residents must carry their "evidence of registration" document at all times.
- Usually, this is Form I-94 for nonimmigrants

United States Visa

- The visa stamp is placed in Exchange Visitor's passport and permits the person to travel to the United States Port of Entry and request permission to enter the United States.
- A United States CBP officer will determine eligibility for entry
- Obtaining a visa does not guarantee entry into the United States
- The visa may expire while a visitor is present in the United States, but must be valid upon entry. The DS-2019 form should NEVER expire.
- The visa does not determine legal status in the United States
- The visa must be obtained outside the United States

Passport

- Official Identification while in the United States
- Name in passport should be the same on all immigration documents
- Should always have at least 6 months of validity into the future
- May renew in the United States at home country's embassy or consulate

Initial Check-In Procedures

Checking-In with Immigration Services

- UGA Immigration Services requires all J Exchange Visitors to check-in upon arrival using the Compass system.
- If you have not checked in online with our office, please follow the instructions in the email you will receive for complete instructions. **Only complete check-in upon your arrival to the U.S.**
- Immigration advisors review submitted information and validate the SEVIS record. This notifies the U.S. Department of State of the visitor's participation in the Exchange program
- Information Reviewed by Advisor
 - Biographical Information- Address, Phone Number, Email Address
 - J-1 or J-2 Visa and Entry Stamp
 - Passport
 - DS-2019
 - DS-7002 for Student-Interns ONLY
 - I-94- Visit [cbp.gov/i94](https://www.cbp.gov/i94)
 - Proof of Health Insurance
 - Payment of the International Scholar Compliance Fee

Steps Upon Arriving at UGA

- Meet with your Academic Department
 - Your hosting department should be able to assist with the following information
- Obtain a UGA ID Card at the UGA Card Office- (Athens Campus Only)
- Obtain UGA MyID- myid.uga.edu
- Obtain Parking Permit, if parking a car on campus- parking.uga.edu
- Optional Items
 - Open Bank Account
 - Obtain a Social Security Number & Drivers' Licenses
 - Sign Up for UGA Alert and Download the UGA Mobile App
 - If a Post Doc- Contact OPA@uga.edu to join the Post Doc Association

International Scholar Compliance Fee

- International Scholar Compliance Fee must be paid when you arrive on campus by an online Credit Card payment. This is an annual fee and must be paid each year of your continuing program. Visit <http://tinyurl.com/iscfonline> to make this payment
 - The fee amount will depend on your source of funding
- If you have any questions, please contact OGE at 706-542-2900 or immigration@uga.edu

Maintaining Exchange Visitor Immigration Status

Maintaining J-1 Exchange Visitor Status

- Comply with Health Insurance Requirements for Self and Dependents
- Check-In with Immigration Services on [Compass.uga.edu](https://compass.uga.edu)
- Participate in Exchange Visitor Orientation
- Depart the United States within 30 days following program end date
- Engage ONLY in activities listed on DS-2019

Maintaining J-1 Exchange Visitor Status

- No Unauthorized Employment- Contact Immigration Advisor with employment questions
- Comply with all Local, State, and Federal Laws
- Keep Passport current for at least 6 months in the future
- Report Address changes within 10 days of the move date in [Compass.uga.edu](https://compass.uga.edu). [View Compass Instructions](#).
- File timely and appropriate transfers & extensions of the program

J-1 Program Termination

- Exchange Visitors who fail to comply with the J-1 regulations are subject to termination from their J-1 program
- Reasons for termination may include:
 - Failure to conduct the activities listed on the DS-2019
 - Violation of the regulations of Exchange Visitor program and/or rules of the University of Georgia
 - Willful failure to maintain the mandatory health insurance requires for Exchange Visitors and their dependents
 - Engagement in unauthorized employment

J-1 Visa Revocation

- Implemented in 2015, The Department of State requires consular officers to prudentially revoke non-immigrant visas of individuals arrested for, or convicted of, driving under the influence or driving while intoxicated, or similar arrests/convictions, that occurred within the previous five years.
- Additional information can be found in 9 FAM 403.11-3(A).

Health Insurance Requirements

Health Insurance Requirements

- The U.S. Department of State requires all Exchange Visitors and their dependents to purchase and maintain medical health insurance coverage while in the United States--- including medical evacuation & repatriation insurance. If you qualify for UGA benefits and purchase UGA health insurance, you will need to purchase additional supplemental coverage for the Medical Evacuation & Repatriation insurance. Insurance purchased through UGA does not cover the Medical Evacuation & Repatriation required by the state department. To see a list of insurance companies, please visit our website at <https://tinyurl.com/yaeo7j6j>.
- Health Insurance including Medical Evacuation & Repatriation is mandatory and required of all J-1 Exchange Visitors and their J-2 dependents
- Submit documentation in [Compass.uga.edu](https://compass.uga.edu). [View Instructions](#).



Health Insurance Coverage Details

- This coverage must include the following minimum amounts for J-1 and J-2 Visitors:
 - Medical benefits of at least \$100,000 per accident or illness (In the United States, pregnancy and childbirth are treated as illnesses; therefore, health insurance must cover these expenses);
 - Repatriation of remains - \$25,000;
 - Expenses associated with the medical evacuation of the exchange visitor to the home country - \$50,000;
 - Deductible not to exceed \$500 per accident or illness.



Health Insurance Coverage Details

- The Affordable Care Act (ACA) is a national health care law that took effect January 1, 2014. Under this law, every person who is a resident alien for tax purposes is required to have health insurance that meets “minimum essential health coverage” guidelines.
- J-1 Exchange Visitors in non-student categories (such as Research Scholar/Professor/Short Term Scholar) are exempt from the mandate to have health insurance that meets the ACA requirement if their federal tax status is “non-resident alien.” J-1 Exchange Visitors are usually non-resident aliens for the first two calendar years. This may vary based on time spent in the United States previously.
- Read more on the details of the ACA on our website. [Click Here.](#)

Transferring & Extending

Transfer of Exchange Program Sponsor

- Exchange Visitors may continue their program objective under the sponsorship of another authorized sponsor in the United States
- Transfers are processed through Immigration Services at UGA. You will need to complete the transfer out request through your Compass record at [Compass.uga.edu](https://compass.uga.edu). You will need to know your new advisor's name, contact information, and the institutions SEVIS program code.
- Please make an appointment with your Scholar Advisor to discuss, if applicable

Extension of Stay

- Extensions are obtained for Exchange Visitors through the sponsoring department.
- Exchange Visitors with personal financial support may continue research up to 2 years, maximum
- To extend beyond 2 years, the sponsoring department must obtain approval from the OVPR <http://research.uga.edu/visiting/procedures/>
- Sponsoring departments should request extensions 30 days before the Exchange Visitor's program end in Compass.uga.edu

Research Scholar/ Professor	Short-Term Scholar	Specialist	Student-Intern
Maximum of 5 years	Limited to 6 months	Limited to 1 year	Limited to 1 year

Travel & Out-of-Country Request

Travel

- For re-entry into the United States, Exchange Visitors need:
 - Valid DS-2019
 - Valid Travel Signature (endorsed for travel by Immigration Services)
 - Valid Passport
 - Valid J-1 or J-2 Visa, if applicable (Canadian's are visa-exempt)
- Temporary Absences- contact OGE before leaving the United States for extended period of time
- Upon return to the United States, visit [Compass.uga.edu](https://compass.uga.edu) and complete update-my-personal-information & upload the new I-94 record, and new visa stamp if applicable, for yourself and dependents. [View Instructions](#).

Out-of-Country Request

- **Departing the U.S. Temporarily and Continuing Your J1 Scholar Program**
- J1 Exchange visitors are sometimes allowed to maintain their SEVIS record in “Active” status despite the fact that they will be departing the U.S. for a short period, and continuing their research activities in another country. In order to authorize this temporary “out-of-country” status, you will need to confirm that you have an on-going research or teaching relationship with the University of Georgia.
- A letter from your hosting/sponsoring department (on department letterhead) will be required confirming the continuation of your J1 program at UGA, and the on-going relationship between you and your sponsoring UGA department. The letter must also confirm your date of departure from the U.S and the date you will return. If you fail to continue to pursue the activities for which you were admitted to the United States, your SEVIS record will be terminated.
- Exchange Visitor will need to complete the Out-of-Country request in their Compass record at [Compass.uga.edu](https://compass.uga.edu) and upload the departmental confirmation letter.
- If a J-1 professor/research scholar is vacationing outside the U.S. for 30 days or less in agreement with the department, no permission from the IS is required.

Occasional Lectures & Short Term Consultations

- UGA sponsored J-1 exchange visitors who are in the “professor,” “research scholar,” or “short-term scholar” categories may obtain permission to engage in and receive payment for “occasional lectures and short-term consultations” outside of their primary program at UGA.
- This activity must be **pre-approved** by Immigration Services and must support (and not interfere with) your original J program activity.

Home Residency and Repeat Participation Bars

Two-Year Home Country Residency

- Requires Exchange Visitors to return home for 2 years after completing program, or be granted a Department of State waiver **BEFORE** changing to **H, L, or Immigrant status**
- Subjectivity may be noted on the DS-2019 or U.S. Visa Stamp
- Waivers must be filed directly by the Exchange Visitor to the Department of State
- Exchange Visitors are subject if one or more of the following are true:
 - Program financed by U.S. government or Home government or international organization
 - Home country considered field of research or skill necessary to the development of home country- See Exchange Visitor Skills List
 - Exchange Visitor is receiving medical education or training in the United States

Repeat Participation Bars

12 Month Bar	24 Month Bar
Professors and Research Scholars	Professors and Research Scholars
Present in the United States for more than 6 months on J-1 program	Completes a full 5 year program or leaves before 5 year period is over
Must be absent from U.S. for 12 months or in another status before returning as Professor or Research Scholar	Must be absent from U.S. for 24 months or in another status before returning as Professor or Research Scholar
May return to the United States as a Short-Term Scholar	May return to the United States as a Short-Term Scholar

J-2 Family Members

Family Members- Dependents

- Dependents are the spouses or children of J-1 Exchange Visitors on J-2 visas
- Each dependent is issued his or her own Form DS-2019, must maintain health insurance while SEVIS record is Active, and is also subject to the 2-Year Home Residency Requirement
- A J-2 child must switch to his or her own principle visa before turning 21 years old.
- **Work:**
 - Dependents are eligible to apply for work authorization upon arrival in the United States
 - For instructions on filing an application with the USCIS, visit uscis.gov and download the I-765 form under the Forms link.
- **School:**
 - Dependents under the age of 18 are permitted to attend kindergarten through high school.
 - Adult Dependents are permitted to study full or part-time

Dependent Health Insurance

- Dependents are required to maintain health insurance coverage while the SEVIS record is Active
- If the dependent will be leaving the United States, in order to keep the SEVIS record Active, we must be notified of:
 - the departure date
 - the return date
 - the dependent must check-in within a week of the return date
 - documentation of health insurance is required while dependent is outside the United States
- If the dependent is leaving permanently, notify Immigration Services, immigration@uga.edu. SEVIS record will be completed

Life in the United States

Social Security

- The social security number (SSN) is used by the U.S. Government to identify wage earners for tax purposes
- UGA Exchange Visitors who are actively employed **ON-CAMPUS** are eligible to apply for an SSN
- To Apply for an SSN:
 - Valid Passport
 - DS-2019
 - Printed I-94
 - Letter of Invitation or Offer from Sponsoring Department
 - Social Security Application <https://www.ssa.gov/forms/ss-5.pdf>
- Take above materials to your nearest SSN office. For the closest one near you, please visit <https://secure.ssa.gov/ICON/main.jsp>.

Georgia Driver's License

- Non-US citizens who establish residency in Georgia must obtain a Georgia Driver's License within 30 days
- To apply for a Georgia Driver's License, go to the Georgia Department of Driver Services: dds.ga.gov and also <https://dds.georgia.gov/information-non-us-citizens>
- Please review requirements on our website and below:
 - http://issis.uga.edu/docs/Fac_Scholar_Section/GA_DDS_Info.pdf
 - DS-2019, Passport, Printed I-94
 - Proof of Residence
 - Social Security Card or Letter of Ineligibility from the Social Security Administration
 - Appointment for Written and Driving Test

Payroll & Taxes

- Scholars receiving funding or payment from UGA will need to contact the International Tax & Payroll Department
- Located: Business Services Building, Room 204
- Susan Caldwell, susanc@uga.edu
- <http://busfin.uga.edu/payroll/>

UGA Resources and Important Information

Departure Form

- Near the end of each Exchange Visitor program, OGE will email a request to all visitors to complete a Notice of Departure
- This allows scholar advisors to update immigration records in a timely manner after scholars depart
- If you have not completed your program and the exchange program needs to be extended, please have the sponsoring department request an extension through [Compass.uga.edu](https://compass.uga.edu)

Cultural Resources

LGBT Resource Center
lgbtcenter.uga.edu

Disability Resource Center
drc.uga.edu

International Student Life
isl.uga.edu

UGA Student Affairs
studentaffairs.uga.edu

Multicultural Services & Programs
msp.uga.edu

Women's Resources
women.uga.edu

Chinese Visiting Scholars Association
[QQ Group: 130703266](https://www.qq.com/group/130703266)

Walk-In Hours for OGE

- You may make an appointment to meet with your Immigration Advisor or visit during walk-in hours
 - Scholar advisors are available for 15 minutes or less meetings for the times below.
 - Appointments are not required for these times.
-
- Monday, 9:00am- 11:00am
 - Tuesday, 2:00pm-4:00pm
 - Wednesday, 2:00pm-4:00pm
 - Thursday, 10:00am – 12:00pm

Immigration Services

Office of Global Engagement
1324 South Lumpkin Street
Athens, GA 30602

Phone: (706) 542-2900

Fax: (706) 583-0123

Email: immigration@uga.edu

Website: <https://is.uga.edu>

Compliance Unit J-1 Exchange Visitor Program Office

Compliance Unit

Office of Exchange Coordination and Designation

Bureau of Educational and Cultural Exchanges

U.S. Department of State

301 4th Street, S.W., Room 734

Washington, D.C. 20547

Fax 202 203-5087

<http://j1visa.state.gov/>

JVisas@State.gov

Please click the link below and complete the Exchange Visitor Orientation Knowledge Quiz as proof that you have reviewed this Scholar Orientation

[Exchange Visitor Orientation Quiz](#)