

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
INSTRUCTIONS FOR APPLYING FOR J-1 VISA

If you are seeking admission into the United States on a J-1 visa, and you have already received your DS-2019, unless you are visa exempt (Canadian citizens), you must apply at the United States Consulate or Embassy having jurisdiction over your place of residence. To find the consulate nearest you, please visit: <http://www.usembassy.gov/>. The consulate will also require you to present a Form DS-160. **This form must be filled out online before the visa interview for most consulates.** Details about the form and if your consulate require online completion can be found at: http://travel.state.gov/visa/forms/forms_4230.html. If you complete the DS-160 form online, you should print the receipt and bring it with you to your visa interview. Without the receipt for this form, your interview will likely not be able to take place as scheduled. You will also have to provide one 2 inch by 2 inch photograph. This photograph will go on your entry visa, if it is approved. Details regarding required documentation can be found at: http://travel.state.gov/visa/temp/types/types_1267.html#7. You can also find out the wait time for a visa interview at the various consulate locations by visiting: http://travel.state.gov/visa/temp/wait/wait_4638.html

Effective October 27, 2008, the U.S. Department of Homeland Security (DHS) rule which requires J-1 visa applicants to pay a one time SEVIS I-901 fee was increased to \$180 to supplement the cost of the SEVIS system. This fee must be paid and a receipt received prior to making application for your visa or applying for entry at the border if visa exempt! The fee may be paid online at <https://www.fmjfee.com/i901fee/>. You should enter your name and other information *exactly* as it appears on your I-20 (assuming that the information on your I-20 is correct) and **print** a receipt. You may also complete the form I-901 and send your payment by mail. The fee is considered paid when processed, if not paid online. **Effective July 31, 2013, a receipt will NOT be mailed to you if you do not print a receipt in the online system.** We recommend that you ensure the fee is processed at least 3 business days before your scheduled visa interview if you do not pay online. **For frequently asked questions and information on how to pay this fee, please visit <http://www.ice.gov/sevis/i901/faq.htm>**

You must present to the consular officer a valid passport and a Certificate of Eligibility for Exchange Visitor (J-1) Status, referred to as a DS-2019, and SEVIS fee receipt. Sign the bottom of the form for the J-1 Principal. The J-1 must also sign the bottom of the DS-2019 for each dependent who is a minor. It is recommended upon making application for J-1 and J-2 visas, you are prepared to provide copies of marriage certificates and birth certificates with appropriate English translations. The consular officer may request additional documents to establish your honest intentions in applying for a non-immigrant visa, including but not limited to: proof of adequate financial support and proof of a residence abroad that you do not plan to abandon.

If the consular officer approves the visa application, an entry visa page or visa stamp is issued into the passport noting the period of validity of the visa and the number of entries for which the visa is valid. The consular officer will also note on the DS-2019 whether, in his or her judgment, you are subject to the two-year home country physical presence requirement or 212(e). This subjectivity includes those exchange-visitors whose (1) exchange programs are financed by their home government or by the U.S. government, (2) skills have been determined by the Department of State to be in short supply in their home country, and (3) exchange programs involve graduate medical education or clinical training. The officer should then return the DS-2019.

Upon arrival at the United States port of entry, present your passport, entry visa and all retained copies of the DS-2019 to the immigration officer. If, after a review of your documents, you are found to be admissible to the United States, the immigration officer will issue form I-94 (Arrival/Departure Record), which shows the date and place of admission, immigration classification and should be marked "D/S." D/S stands for "duration of status" and refers to the program period listed at item 3 on Form DS-2019. The USCIS' definition of J-1

“duration of status” is the period specified on Form DS-2019 “plus a period of 30 days for the purpose of travel...”

If the immigration officer is not satisfied that the DS-2019 is properly completed but considers the J-1 visa to be valid, he may grant admission for a temporary period of 30 days with the issuance of Form 515 instructing you to submit the DS-2019 and I-94 to the Immigration Officer where you plan to study or work. An I-515A indicates a SEVIS related problem with admission. An I-515A should be returned to Washington, D.C. along with other required documentation **within 30 days**. **Should this occur, please notify the International Services Office immediately upon arrival on campus so we can assist you with submitting the proper documentation and converting your admission period to D/S.**

If your spouse or children (unmarried children under the age of twenty-one) are to accompany you to the United States, they may obtain their visas and admission to the United States on the basis of the separate DS-2019 form issued to them. Your faculty sponsor at the LSU Health Sciences Center must assure that any salary or stipends paid to you are sufficient to support your family members, as they will be your responsibility. A Certificate of Insurance signed by you and an insurance representative, or other acceptable proof of coverage, must be on file with the International Services Office to ensure that you and any accompanying family members have purchased the required health and repatriation insurance.

Upon arrival at the LSU Health Sciences Center in New Orleans, it is important for you to contact the International Services Office to schedule an appointment for a brief orientation and thorough review of your documents, as well as those of all dependents entering the U.S. This introduction will allow us to answer your questions and immediately file corrections of any errors which occurred during the entry process.

IMPORTANT: Your SEVIS record will be set to *invalid* if no record of entry to the U.S. has been validated **within 30 days** of the proposed program begin date indicated on your DS-2019. It is important to contact the International Services Office should there be a delay in your expected entry to the U.S.