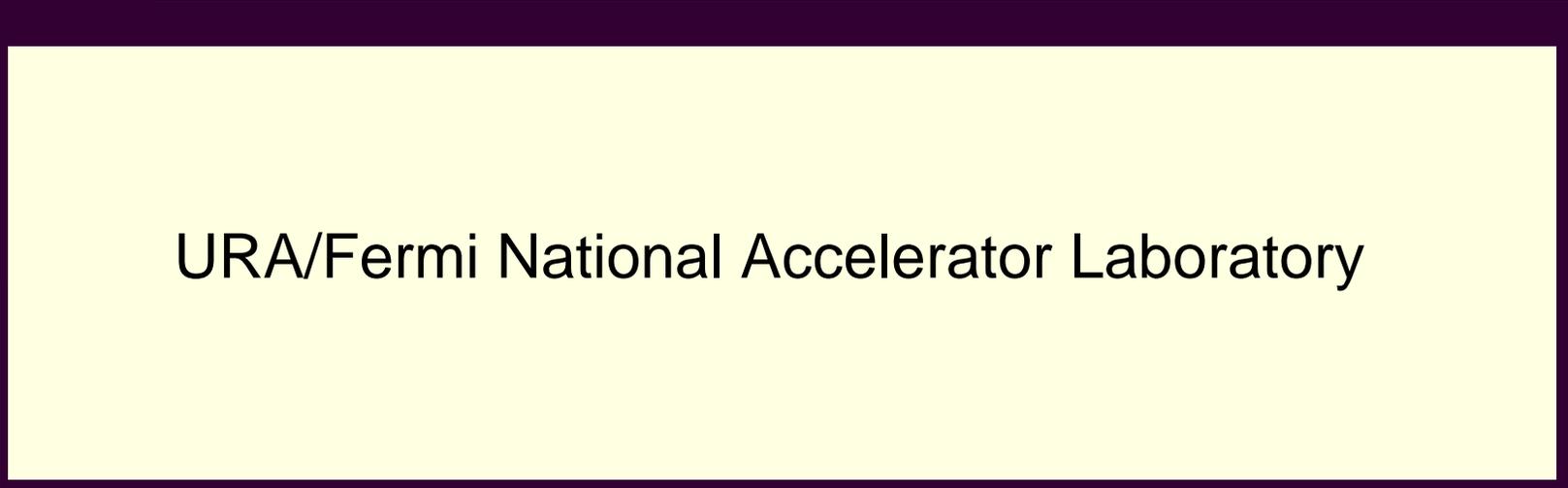




Exchange Visitor Program (J-1 Visa) Orientation for Foreign Nationals



URA/Fermi National Accelerator Laboratory

Topics to be Covered

1. Fermilab's J-1 Visa Program
2. 2-Year Home Residency
3. Starting Your Visa Application
4. The DS-2019 Form
5. Your First Day at Fermilab
6. Required Medical Insurance
7. Maintaining your Status
8. Traveling Outside the US
9. Invitations to Lecture, etc.
10. Helpful Information

1. Fermilab's J-1 Visa Program

In general, URA/Fermilab J-1 visa programs promote interest in international education and cultural exchange.

Research Scholar

The researcher program provides research opportunities at Fermilab in fields of research conducted by URA.

- **Research Scholar** – 5 year maximum and master's degree or equivalent required

Trainee

The trainee program provides specialized training opportunities at Fermilab in the fields of science, engineering, architecture, mathematics, and industrial occupations.

- **Trainee** – 18 month maximum and 2 years completed in a bachelor's degree program or equivalent education required

1. Fermilab's J-1 Visa Program continued

Responsible Officer (RO)

The RO is responsible for the legal operation of URA/Fermilab's Exchange Visitor Program, which includes approving and revalidating DS-2019 forms.

Your RO is:

Ezra Heitowit, Secretary
Fermi Research Alliance
1111 19th Street NW, Suite 400
Washington, DC 20036
Phone: 1-202-293-1382

2. 2-Year Home Residency

Residents of certain countries* or persons who receive government financing for their exchange program are subject to a 2-year home country residency requirement. This requirement means they must return home for two calendar years after they complete their J program before returning to the US in a visa status which allows employment.

Waivers are available in certain circumstances.

More information available at:

<http://exchanges.state.gov/education/jexchanges/participation/waivers.htm>

This information is found in Section 212(e) of the Department of State (DOS) Regulations.

* Subject to DOS's "Skills List."

3. Starting Your Visa Application

Please contact the US embassy or consulate where you will apply for application instructions. Many of their web pages are listed at <http://usembassy.state.gov/>.

3. Starting Your Visa Application continued

Visa vs. Visa Status

Visa – the physical document in your passport.

- Allows the person to request admission to the US
- Does not guarantee admission or a specific length of stay
- Usually multiple entry for J-1 visa holders
- Length of validity & number of entries determined by visa reciprocity tables

Visa Status – the type of activity an individual is admitted into the US to perform as shown on the I-94 card.

- The I-94 card issued at the Port of Entry to the US shows your status and the duration of stay. A J-1's I-94 should show "J-1, D/S". Please let the Visa Office know immediately if this is not the case.

<http://www.travel.state.gov/visa/reciprocity/index.htm>

4. The DS-2019 Form

- Sign your DS-2019 form(s) in **BLUE** ink. The primary visa holder signs the DS-2019 for the dependants as well.
- Keep your DS-2019 form with your passport at all times.
- After you apply for your visa, the embassy or consulate will return your DS-2019 to you in a sealed envelope with your new visa in your passport. **DO NOT** open the envelope. The admitting officer at the port of entry will open the envelope when you arrive.
- Have the Visa Office revalidate your DS-2019 every six months if you will be traveling abroad. Please schedule an appointment for revalidation.

5. Your First Day at Fermilab

- **Guest Scientists** and **Research Associates** start their first day of work at Fermilab in New Employee Orientation. New Employee Orientation takes place each Monday* at 8:30 AM in the Wilson Hall 15th floor Conference Room (WH 15NW).
- **Visiting Scientists** report to the Visa Office (WH 15SE) on their first day at the pre-arranged time and date prior to registering in the User's Office.
- You will not be issued a Fermilab ID or allowed to commence your research/training until you have proven you have sufficient medical insurance. (see "Required Medical Insurance" slide)

* Subject to change due to US holiday schedule.

6. Required Medical Insurance

- The Exchange Visitor Program requires all participants to have adequate medical insurance coverage.
- The Visa Office will not provide documentation for your J-1 visa application until medical insurance issues are resolved.
- Fermilab's insurance programs and Gateway Insurance for Visitors both cover the minimum requirements. For more information on Gateway visit:
http://www.gatewayplans.com/gw_usa.cfm
- If waiving coverage, your home country insurer must complete the Medical Insurance Waiver Form or send evidence of your coverage levels in English. The Visa Office will review your coverage and approve the waiver if the minimums are met.

6. Required Medical Insurance continued

The minimum requirements are:

- medical benefits of at least \$50,000 per person
- deductible of less than \$500 per accident/illness
- at least \$7,500 for repatriation of remains (Provided by Fermilab)
- medical evacuation expenses of at least \$10,000 (Provided by Fermilab)

The medical insurance must be maintained throughout your Exchange Visitor Program.

For more information visit:

<http://exchanges.state.gov/education/jexchanges/administration.htm#insurance>

7. Maintaining your Status

- It is very important to maintain your J status without any breaks. Failure to do so may bar you from returning to the US in the future.
- Maintenance of your visa status is your responsibility. The Fermilab Visa Office is here to assist you.
- If you are in J status for more than six months and you terminate/end your program you cannot re-obtain J status for two full years.

7. Maintaining your Status continued

- The J-1 **Research Scholar** program has a 5 year maximum.
- The J-1 **Trainee** program has an 18 month maximum and may be used only once in a lifetime.
- The J-1 **Short Term Scholar** program has a 6 month maximum with no extensions.
- The J-1 **Specialist** program has a 1 year maximum.

7. Maintaining your Status continued

You **must** inform the Visa Office of any changes of address within 10 days of moving. The failure to do so may result in deportation.

You should also file form AR-11 with the US Citizenship and Immigration Service.

The form and instructions are available at:

(copy and paste URL rather than clicking)

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=c1a94154d7b3d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

8. Traveling Outside the US

Please contact the Visa Office one month prior to any travel outside the US to determine what documentation is necessary to re-enter (i.e. a new visa or revalidation of your DS-2019).

9. Invitations to Lecture, etc.

Research Scholars may engage in occasional lectures, seminars, or short-term consultations at locations other than Fermilab if they are approved by FRA. To apply for permission please submit the following to the Fermilab Visa Office at least two weeks before traveling:

- A letter from the inviting institution setting forth the terms and conditions of the lecture or consultation, including the duration, number of hours, field of subject, amounts of compensation, and a description of the activity; and
- A letter from his or her supervisor recommending the occasional lecture or consultation, and explaining how the activity would enhance the exchange visitor's program.

9. Invitations to Lecture, etc. continued

Once the RO has determined the lecture, seminar or consultation is warranted they will provide written authorization to you.

You must provide the inviting institution a copy of this authorization before they may reimburse your travel expenses.

10. Helpful Information

Updates on visa issues can be found on the Visa Office website at <http://fnalpubs.fnal.gov/hrs/index.html>.

Questions?

Contact Melissa Clayton Lang of the Visa Office at:
visaoffice@fnal.gov or (630) 840-3933

For clarification of, guidance regarding, and improvements to the Exchange Visitor Program please contact the US Department of State at:

jvisas@state.gov

(The Office of Exchange Coordination and Designation)