International Center
Department Training

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This training has been designed to provide you with an overview of the J-1 Exchange Visitor Program and the steps involved in the DS-2019 process. As a department administrator, your role will be crucial, not only in ensuring that all forms and documentation are provided to Shared Services, but also in post arrival follow-up with the Exchange Visitor (EV) upon arrival. The following topics will be covered:

-- Overview of immigration terms and requirements

-- The Process for Requesting a DS-2019

-- Request Forms and required documents

-- Scholar Check-In and post arrival issues
Part 1: Immigration Overview
Part 1: Basic Immigration Terminology

The U.S. Department of State divides foreign nationals into two categories:

- Immigrant: those who come to the U.S. to stay permanently
- Non-immigrant: those who come to the U.S. for a specific purpose for a limited amount of time and then leave the U.S.

There are many visa categories labeled A-V. Each lettered visa represents a specific type of visitor. For our purposes, we are concerned with the J Exchange Visitor Visa, specifically designated for non-immigrants who are approved to participate in work and study-based exchange visitor programs. The individual who is coming to the University of Michigan will come on a J-1 visa. His/her dependents will have J-2 visas.
Student and Exchange Visitor Information System (SEVIS)

SEVIS is a web-based system that the Department of Homeland Security (DHS) uses to maintain information on J-1 visa exchange visitor program participants.

It is used to issue DS-2019 forms to individuals. This enables them to obtain a J visa and then enter the U.S. in status.

UM uses SEVIS to fulfill legal reporting responsibilities including the exchange visitors address, site of activity, program participation, employment, and compliance with the terms of the J status.

Finally, it is used to transfer the exchange visitor’s SEVIS record to another institution.

Information in M-Pathways and SEVIS must always match.
Part I: Basic Immigration Terminology (Cont’d)

Department of Homeland Security (DHS)

The U.S. Department of Homeland Security (DHS) is a cabinet department of the U.S. federal government. Among other things, the DHS focuses on effective enforcement of U.S. immigration laws, manages SEVIS, and admits the alien into the U.S.

Department of State (DOS)

The U.S. Department of State creates and administers regulations and policies which govern the Exchange Visitor Program. It issues J-1 visas to visitors and their dependents at U.S. consulates/embassies abroad.
Part II: The Exchange Visitor Program
The objective of the J-1 Exchange Visitor Program is educational and cultural exchange.

The main purpose of the program is “to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” [Mutual Educational & Cultural Exchange Act (Fulbright-Hayes Act) of 1961].
### J-1 Visitor Categories: Duration

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Stay</th>
<th>Maximum Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>3 weeks</td>
<td>5 years</td>
</tr>
<tr>
<td>Research Scholar</td>
<td>N/A</td>
<td>6 months</td>
</tr>
<tr>
<td>Short-Term Scholar</td>
<td>3 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>Specialist</td>
<td>N/A</td>
<td>1 year</td>
</tr>
</tbody>
</table>
J-1 Visitor Categories: Choosing Appropriate Category

- Before you invite a J-1 scholar to participate in a cultural exchange program, you will need to determine the appropriate category for him/her:
  - Research Scholar: conducting research, observing, or consulting in connection with a research project.
  - Professor: teaching, lecturing, observing or consulting.
  - Short-Term Scholar: lecturing, observing, consulting, training, or demonstrating special skills.
  - Specialist: an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills.

**NOTE:**

- Medical Doctors who come to UM on our DS-2019 may engage in only incidental or no patient care. There is a different J-1 category for medical doctors who will be caring for patients (they must apply for DS-2019 through ECFMG).
- Short term scholar programs cannot be extended beyond 6 months. EV’s who come in STS category are not subject to the 24-month bar on repeat participation.
J-1 Eligibility Criteria

• Scholars who desire to come to UM to participate in the J-1 program must meet the following criteria:
  • Intent to pursue appropriate activity - educational and cultural exchange
  • Intent to return to home country
    - NOTE: The visitor must not be a candidate for a tenure-track position and the University must have an intention that the visit is temporary
  • Sufficient funding (updated every spring)
    - $27,000/yr for EV alone
    - $38,100/yr for EV + 1 dependent
    - $44,400/yr for EV + 2 dependents
    - For each additional dependent, add $300/month ($3,600/year)
  • Appropriate background for program
  • Adequate English skills
2-Year Home Residency Requirement 212(e)

The DOS emphasizes the “exchange” part of the J-1 program by subjecting some EV’s to the 2-Year Home Residency Requirement, also known as 212(e). When an EV applies for a J-1 visa, the DOS consular officer will make this determination based on the EV’s nationality, area of study/research/teaching, and source of funding.

NOTE: 212(e) prohibits the scholar from changing to H visa, L visa, or permanent residency. It does not apply to everyone.

For more information, please visit:
http://internationalcenter.umich.edu/what-2-year-rule-or-212e
Bar on Repeat Participation

24-Month Bar

- Once an EV completes a program as a professor or research scholar, s/he may not return in either of those categories for two years.

- If the EV completes a program before 5 years is over (and the SEVIS record becomes inactive), the EV is not eligible to use remaining time and may not repeat professor or research scholar category for two years.

- The EV may be absent for extended periods of time during the 5 year period - but the DS-2019 must be continuous (special permission is required for an EV to be out of country for more than 30 days).

- If you are inviting an EV for six months or less, it is advisable to bring him/her as a short term scholar to avoid this bar on repeat participation.

- Consult with an advisor if you are unsure which category is appropriate or how the 24-month bar will effect your visitor.

- For more information: http://internationalcenter.umich.edu/scholars/j1-scholars/12-and-24-bars
Dependents

- Dependents of J-1 EVs are in J-2 status
- Dependents are also issued DS-2019s
- Spouse: Opposite sex, one per EV (however, may be same sex if from country that recognizes the marriage)
  - Fiancés may be issued a DS-2019, but must be married to obtain a visa
- Unmarried children under 21 years of age
  - Children born in the U.S. are not considered J-2 dependents
- Domestic partners: Cannot come as a J-2. Please consult an advisor
- Dependents may work with USCIS authorization (EAD)
- Recreational study is okay
Documents Needed to Enter U.S.

- J-1 exchange visitors need the following documents to enter the U.S.:
  - Valid passport with J-1 visa (*Canadians are exempt from this requirement*)
  - DS-2019 Form
  - I-901 SEVIS fee receipt
  - Department of State Invitation letter (*recommended*)
  - Financial documentation (*recommended*)
Immigration Documents

- **J-1 DS-2019**
- Certificate of Eligibility for J-1 Exchange Visitor Status
- Issued by UM (the data in Mpathways will appear on the DS-2019)
- Housed in SEVIS database (Department of Homeland Security tracking system)
- Required for visa application, entering/re-entering US, living in the US, J-1 program participation, and employment at UM
Immigration Documents: J-1 Visa

- **J-1 Visa**
  - Provides permission to apply for entry at a US Port of Entry.
  - Issued by a US consulate abroad
  - Not required for living in the U.S., only for traveling
  - Canadian citizens do not need a visa; only a DS-2019
  - May require security clearance
Immigration Documents: I-94

If entered U.S. after May 2013 through airport:

- Stamp in passport with J1/J2 and D/S (Duration of Status) - proof of status
- Electronic arrival record (I-94) - available at https://i94.cbp.dhs.gov/I94/#/home
Immigration Documents: I-94 Card

If entered U.S. before May 2013, or any time arrival by land, EV gets:

- **J-1 I-94 Arrival - Departure Record**
- A small card issued to a non-immigrant alien by the Department of Homeland Security upon entry into U.S.
- Indicates legal entry, status in the U.S., and permission to stay.
- Often stapled to the passport
If a scholar is delayed due to a security clearance check or other problem, refer him/her to the ‘Visa Delay/Denial Web Form’ on I-Center website:

- http://internationalcenter.umich.edu/my-visa-was-delayed-what-can-i-do

Have the affected scholar complete this online questionnaire.

The IC will contact appropriate units to provide a coordinated response for each case.

The IC can only indirectly assist in this process by providing information and suggestions. We cannot influence the issuance of a visa directly.
Please become familiar with the International Center website. You will find valuable information, including:

- Extensive information on immigration/travel/visas
- Health insurance and health care
- Social Security numbers and taxes (contact payroll office with questions on taxes and tax treaties)
- Life in Ann Arbor - including schools, English language programs, driver’s licenses, banking
- Consular wait times
- Visa Assistance Web Page
- Facebook pages for students/scholars, and international families
• Ten Minute Break
Part III: The DS-2019 Process
Shared Services/International Center

- Shared Services is responsible for M-Pathways data entry and other transactional work,

- The International Center is responsible for:
  
  -- Determining visitors’ J-1 eligibility
  -- Approving DS-2019 requests and submitting them to SEVIS
  -- Ensuring compliance with J-1 regulations

Please do not hesitate to contact the International Center if you have questions about a visitor’s eligibility or other immigration issues.
DS-2019 Process:
(1) Prepare for EV Visit

- Decide whether J-1 is the appropriate visa type
- Decide which J-1 category is appropriate (Short-Term Scholar, Research Scholar, Professor)
- Determine if the visitor meets J-1 eligibility criteria
- Complete/submit the eForm to Shared Services to request a DS-2019
DS-2019 Process: (2) Submit Request

- **Shared services will initiate contact with the EV to:**
  - Complete English language assessment
  - Obtain required EV information/documents
  - Create/update M-Pathways panels
  - Create Department of State letter for unit review and signature
  - Send email to EV notifying of Box folder with uniqname and password letter from IC
  - Submit request to the International Center
International Center Review

- Immigration Assistant checks accuracy and completeness
  - Will contact Shared Services if request or data entry contain errors/omissions
- Immigration Advisor reviews request for eligibility issues
  - May contact Shared Services/department regarding immigration concerns
- Data is sent to SEVIS
- The DS-2019 form is printed and signed
- Shared Services/department is notified that form is ready
- Two delivery options:
  - Ship from IC (fastest)
  - Pick up at IC (Central Campus or North Campus locations)
- DS-2019 and Department of State letter are sent to EV
Contact Shared Services ASAP if your visitor needs to amend his/her DS-2019, for any reason including:

- Change in program dates due to delay
- Data corrections for biographical info (spelling of name, birth date, birth place)
- Change in funding situation
- Cancelation of visit
Checking in is an immigration requirement.

- The I-Center must report arrival of EV to SEVIS within 30 days of DS-2019 start date.

- EV must check-in within 5 days of entering U.S. and within 15 days of DS-2019 start date.

- Mandatory Check-In Process:
  - Part 1: Pre-Arrival Online Immigration training*
  - Part 2: Post-Arrival Online Immigration training*
  - Part 3: Physical presence check-in at the International Center

  *After taking the online trainings, an EV must wait until the next business day before completing Part 3 (physical presence check-in) at the International Center. Pre-registration is required.

- EV must update current U.S. address within 10 days of entering or moving in US.
Assist EV with necessities

- M-Card
- Address updates in Wolverine Access
- Employment/HR paperwork (if relevant)
- Health insurance if through benefits office
Once an EV has arrived and is engaged in his/her program, Shared Services will no longer be involved (unless an extension of the program is needed). Later situations may arise which you will need to address, including:

- Transfer to another U-M department (Site of Activity Amendment)
- Funding Update
- Out of Country Continuing J-1 program request
- Early Departure from program

EVs should schedule appointments with an immigration advisor to:

- Be authorized to engage in collaborative work outside of U-M or in another U-M department (Add a Site of Activity)
- Obtain approval to receive compensation for lecturing at another institution (Incidental Employment)
- Transfer to another university

EVs may submit appropriate request form for: Travel Signature, Early Departure (>30 days), Add/Remove Dependent, DS-2019 reprint
Part IV: The DS-2019 Panel
The DS-2019 panel displays start/end dates, SEVIS status, J-2 dependents, funding information, site of activity, and other information about the scholar. Access to the DS-2019 panel is view-only.

-- You may not make any changes to the panel; this can only be done by Shared Services or the International Center.
-- The panel is used to send information to SEVIS to create the DS-2019 form.
-- Each time a change is made to the panel (i.e. for extensions, amendments, funding updates, etc.) a new row is added.
-- The most recent changes to the DS-2019 panel display first.
-- Certain fields in the panel are populated from the scholar’s Add/Update panel.