

## UNIT INSTRUCTIONS FOR OBTAINING J-1 EXCHANGE VISITOR VISA

The process of obtaining a J-1 visa should begin several months before the anticipated appointment date. The AgCenter coordinates the process of ensuring that eligibility requirements for the J-1 program are met, appointing the visitor on a gratis or paid basis, as appropriate, and preparing the necessary forms to obtain a J-1 visa. Steps in the overall process are detailed below.

- ( ) Completed and signed copy of J-1 Visitor Request for International Visitor Application Packet. Make sure to include additional paperwork required with packet.
- ( ) Financial Support: If the AgCenter will be providing financial support for exchange visitor during program, please list account number and monthly amount. The minimum funding for an exchange visitor is **\$1500 per month** and an additional **\$500 per month** for each dependent entering the U.S. If the AgCenter is NOT providing financial support, obtain an official statement of the visitor's source and amount of income (i.e. a statement from visitor's government, a sponsoring organization, visitor's employer, bank letter certifying personal income, etc (must be in ENGLISH). The AgCenter reserves the right to refuse to issue a DS-2019 to visitors having less than the required minimum amount of monthly income.
- ( ) Insurance coverage: Request that the visitor obtain the required insurance specified in the attached materials. The visitor **must** complete the J-1 Exchange Visitor Insurance Acknowledgement Form and it should be submitted to the AgCenter HRM Office with the packet information. The DS-2019 will not be processed without this form.
- ( ) If the visitor's government will be providing insurance coverage, the visitor must submit the CERTIFICATE OF INSURANCE completed by the insurance company verifying that the insurance coverage meets the updated requirements of the Department of State. This form is included in the J-1 application packet.

NOTE: The required insurance may be purchased after arriving in the US. Brochures from several different insurance companies who provide the required levels of coverage for internationals may be obtained from the AgCenter HRM Office during orientation.

- ( ) English Language Certification: U.S. Department of State exchange regulations require a sponsor to verify that the prospective EV possess sufficient English language skills to successfully participate in his/her program and to function on a day-to-day basis.
- ( ) DS-2019: Once the J-1 visitor application packet has been submitted to the HRM Office, upon review the DS-2019 will be issued and returned to unit for forwarding to the exchange visitor. The DS-2019 is used by the visitor to obtain the J-1 visa for entry in the U.S.

Please keep the HRM Office informed of any changes in the visitor's status. Once visitor reports to your unit you should contact the HRM Office to begin paperwork process.

The Exchange Visitor Program requires that all new exchange visitors go through an orientation process. Please contact the AgCenter HRM Office upon arrival to set up an appointment.

**Please allow 3 weeks after submission of documents for processing of DS-2019.**