

J-1 Exchange Visitor Checklist

Overview. “The purpose of the Exchange Visitor Program (the Program) is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences and to encourage Americans to participate in educational and cultural programs in other countries” (22 CFR 62.1).

Created as a result of the Mutual Educational and Cultural Exchange Act of 1961, the Program is administered by the United States Department of State (DOS), which is charged with facilitating Program activities by designating public and private entities to act as sponsors. Thus, the University of New Orleans has been designated by the DOS to sponsor specific activities under the Exchange Visitor Program.

Individuals who have been invited to participate in UNO’s Exchange Visitor Program are issued form DS-2019, Certificate of Eligibility, which is used to apply for a J-1 visa at a U.S. Embassy or consulate. Upon entering the United States, the inspecting immigration officer will place such individuals in J-1 status which is their immigration classification (status).

Please submit the following documents to OISS at least 60-90 days in advance of the start date to invite a scholar to the University of New Orleans. UNO forms are to be completed by the UNO Department.

- Request for DS 2019 Form
- Approval for the Employment/Visit of an Exchange Visitor
- English Language Evaluation form, completed by an English faculty member at the prospective visitor’s home institution
- Copies of the UNO employment or non-employment (gratis) offer letter and permission to hire letter for new employees; 101 for continuing employees; copy of completed International Visitor Form (if applicable)
Note: all hires for employees or gratis positions must be approved through normal university procedures;
- Document(s) verifying the source and amount of any funding which is in lieu of or in addition to UNO funding
Note: funding support should exceed \$1,500 per month (excluding travel and medical insurance) plus additional funding for dependents (\$5,000 per year for spouse plus \$2,500 per year per child)
- A copy of the exchange visitor’s resume, if available
- If the visitor will be a Student Intern, the J-1 Student Intern Eligibility form and (DS-7002) are also required

Exchange visitor regulations require all exchange visitors and their dependents to maintain valid insurance coverage for the duration of their participation in the exchange program. Minimum coverage* should provide:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with medical evacuation in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness

All visitors are required to check in the OISS upon arrival and will be required to show evidence of adequate insurance at that time.

Please contact OISS staff should you have questions regarding the Exchange Visitor Program.