

## J-1 Exchange Visitor Request Form: Non-degree-seeking Student and Intern

### General Information for UTSA Inviting Departments and Exchange Visitors

**Non-degree students** must engage full time in a prescribed course of study in a non-degree program, which is up to 24 months duration conducted by a post-secondary accredited academic institution, but no less than three weeks in duration.

The term “prescribed course of study” is defined as “a non-degree academic program with a specific educational objective. Such course of study may include intensive English language training, classroom instruction, research projects, and/or academic training to the extent permitted in the Code of Federal Regulations (CFR) § 62.23.”

**Student intern** subcategory is available only to foreign students currently enrolled and working on a degree at a post-secondary academic institution outside the United States. The U.S. internship will fulfill the educational objectives for the student's current degree program at the student's home institution.

Student interns may participate in a student internship program for up to 12 months for each foreign degree/major, but no less than 3 weeks.

The internship must be full time, which consists of a minimum of 32 hours per week.

All J-1 Exchange Visitors, once in the U.S., must schedule and attend a mandatory orientation appointment with UTSA International Scholar Services.

**Please allow at least one (1) week for processing. Questions, please call ext. 7266 or 8510.**

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### **UTSA Department Checklist**

- Completed and signed J-1 Request Form
- Copy of Exchange Visitor's CV/Résumé
- Copy of Exchange Visitor's Passport Biographic Data Page and dependents, if any
- Financial supporting documents, if funding provided by the foreign, non-UTSA source
- Proof of English Language Proficiency (see Part IV on page 6)
- Program description from UTSA Inviting Department
- Transfer-in form, if necessary

**The UTSA inviting department must receive the completed J-1 visa packet from the Office of International Programs. The UTSA inviting department must mail the completed J-1 visa packet to the Exchange Student Visitor in his or her home country, via courier service such as DHL or FedEx.**

## J-1 Exchange Visitor Request Form: Non-degree-seeking Student and Intern

Completed and signed J-1 Request Form must be returned to the Office of International Programs /International Scholar Services.

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**TO BE COMPLETED BY THE PROSPECTIVE J-1 VISA EXCHANGE VISITOR**

### PERSONAL INFORMATION

Complete all questions. If a question does not apply, write N/A for not applicable.

Correct spelling is VERY important.

Ensure that all names appear exactly as shown in your passport. A copy of passport **must be** attached to this Request Form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name (Required if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_ Title: \_\_\_\_\_

Place of Birth: City/Town \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Country of Legal Permanent Residence (LPR) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Exchange Visitor Contact Information: Email Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Current address in LPR country: \_\_\_\_\_

No. and Street

City

Province/State

Country

Zip Code

Highest degree completed: \_\_\_\_\_

Area of Study for Completed Degree: \_\_\_\_\_

Current position/occupation in country of Legal Permanent Residence: \_\_\_\_\_

If you are currently a student, indicate degree: \_\_\_\_\_

If bachelor's degree, select year: \_\_\_\_\_

Area of Study: \_\_\_\_\_

Are you now, or have you ever been in the U.S. on a J-1 visa? \_\_\_\_\_

Hosting institution: \_\_\_\_\_

If yes, indicate time period: From \_\_\_\_\_ To \_\_\_\_\_

Date of departure from U.S.: \_\_\_\_\_

Are you currently in the U.S.? \_\_\_\_\_

**If yes**, what is your visa type: \_\_\_\_\_

If employed, title and name of employer/organization in country of Legal Permanent Residence: \_\_\_\_\_

Is this a government organization? \_\_\_\_\_

**If yes**, identify: \_\_\_\_\_

**If currently in the U.S., please provide copies of your current visa and I-94 document and I-797 notice.**

Current address in U.S.: \_\_\_\_\_

No. and Street

City

Province/State

Country

Zip Code

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**DEPENDENT INFORMATION**

Number of accompanying dependents (spouse, child/ren (under the age of 21), who will accompany the J-1 Visitor: \_\_\_\_\_  
 You can add your dependents at any time after you arrive at UTSA. Separate J-2/DS-2019 forms will be issued for each dependent. **A copy of each dependent's passport must be attached to this form.**

*Use additional sheets if necessary.*

	DEPENDENT 1	DEPENDENT 2	DEPENDENT 3
Last name			
First name			
Middle name			
Date of birth			
City of birth			
Gender			
Relationship (spouse or child)			
Country of birth			
Country of citizenship			
Country of Legal Permanent Residence			

**INSURANCE INFORMATION**

All J-1 and J-2 Exchange Visitors must maintain medical, evacuation and repatriation insurance coverage as listed below. Evidence of insurance coverage must be presented at your Orientation and must be for the entire expected period of J-1 program participation. Your SEVIS record will not be validated until you provide International Scholar Services with evidence of insurance coverage.

- (1) Medical benefits of at least U.S. \$100,000 per person per accident or illness;
- (2) Repatriation of remains in the amount of U.S. \$25,000; and
- (3) Expenses associated with medical evacuation in the amount of U.S. \$50,000.

\* Items (2) and (3) are not covered by UTSA staff health insurance plan. A separate policy must be purchased by the J-1 Exchange Visitor.

A willful failure to maintain insurance requirements is considered to be a violation of the Exchange Visitor Program and may result in immediate termination of your program participation. By checking the box below, you agree to comply with all J-1 Regulations.

**I hereby certify that I am aware of the health insurance requirement and that my dependents, if applicable and I will comply with the health insurance requirement. Furthermore, I understand that I must provide proof of insurance for health, repatriation and evacuation when I report to International Scholar Services for my scheduled Orientation. Insurance will be purchased for the entire period of my J-1 program as indicated on the DS-2019. I understand that my program participation will not begin until I provide this information to International Scholar Services.**

**Part II. Exchange Visitor's Program Information**  
**TO BE COMPLETED BY UTSA INVITING/SPONSORING DEPARTMENT**

UTSA Inviting Department: \_\_\_\_\_

Projected Dates of Program Participation: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Choose J-1 visa category:

Academic disciplinary field of Construction/Research/Study/Visa: \_\_\_\_\_

Brief description and field of activity that the Exchange Visitor will engage in under this program:

The Exchange Visitor will (please type in box)

**Total Financial Arrangements per federal regulations** must cover the requested period of stay indicated above. (The minimum amount of funding must total \$1,500/month for the J-1, plus an additional \$500/month for a J-2 spouse and an additional \$300/month for each J-2 child.)

**UTSA Funding**

UTSA Health Insurance Benefits Eligible:  Yes  No

Note: If UTSA provides health insurance benefits, the Exchange Visitor must purchase separate Evacuation and Repatriation insurance.

Total UTSA Funding: Amount: \$ \_\_\_\_\_ (List for entire J-1 period. If not funded by UTSA, insert "0")

UTSA Funding Department: \_\_\_\_\_

If **UTSA-funded**, will the Exchange Visitor be paid from or work on any grant-funded projects?  Yes  No

If yes, please list the grant account number(s): \_\_\_\_\_

**Non-UTSA Funding**

Supporting financial documents, such as bank statements or letter of sponsorship, must be attached to this request form for all non-UTSA funding. All documents must be in ENGLISH and include U.S. currency. **DS-2019 documents MAY NOT be issued without complete documentation supplied first.**

**If non-UTSA funded:**

Total Non-UTSA funding: Amount: \$ \_\_\_\_\_ Organization: \_\_\_\_\_

Total Non-UTSA funding: Amount: \$ \_\_\_\_\_ Organization: \_\_\_\_\_

Total Non-UTSA funding: Amount: \$ \_\_\_\_\_ Organization: \_\_\_\_\_

Total Personal Funding: Amount: \$ \_\_\_\_\_ Relationship, Check all that apply:  Self  Family  Other

Total (including all sources): Amount: \$ \_\_\_\_\_

**UTSA Inviting Department Contact Information (to whom the Exchange Visitor will report):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ext. \_\_\_\_\_ E-mail: \_\_\_\_\_ Department: \_\_\_\_\_

Administrative Assistant: \_\_\_\_\_ Ext. \_\_\_\_\_

The UTSA inviting department contact person will be notified by e-mail once the J-1 visa packet is prepared.

Choose delivery method for the packet below:

Department pick up at the Office of International Programs front desk

Campus Mail to Department

**The UTSA inviting department must mail the J-1 packet to the Exchange Visitor in his or her home country via courier service, such as DHL or FedEx.**

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**TO BE COMPLETED BY UTSA INVITING/SPONSORING DEPARTMENT SUPERVISOR OR FACULTY MEMBER. FOR QUESTIONS, PLEASE CONTACT ORI AT 458-4233 OR EMAIL EXPORT@UTSA.EDU.**

Yes       No

**Will any special equipment or items (e.g. chemicals, lasers, laboratory animals, biological agents, human subjects) be needed for the research/scholarship?**  
If yes, explain in greater detail below and note if Host does not control the special equipment or items:

\*Note: use of such equipment or items is not guaranteed and may require additional training and/or approvals.

Yes       No

**Is the research/scholarship related to a Sponsored Program at UTSA or elsewhere?**  
If yes, provide Project Title, Name of Sponsor, Name of Principal Investigator, and role visitor has or would have on project:

Yes       No

**Does the research/scholarship include or involve the use of any existing UTSA intellectual property or proprietary or confidential information/data of UTSA?**  
If yes, list the intellectual property or proprietary or confidential information/data below and who at UTSA uses/controls it.

Yes       No

**Will Visitor bring any intellectual property or any proprietary or confidential information/data for use in the research/ scholarship?**  
If yes, describe the intellectual property of the information/data and who or what entity owns or control it.

List any expected outcome(s) of the visit (technique learned, publication, final report, etc.):

**STATEMENT OF UTSA INVITING/SPONSORING DEPARTMENT**

I, \_\_\_\_\_, (Supervisor/Sponsor's name) understand that the Exchange Visitor regulations generally prohibit the changing of an Exchange Visitor's objective or classification once inside the U.S. I agree that I will not advise a foreign national to enter the U.S. as an Exchange Student Visitor if the individual's intent is to pursue another goal.

Additionally, I understand that all J-1 and J-2 dependents, if applicable, must maintain health insurance as explained in Part III. Failure to maintain insurance may result in termination of the Exchange Visitor's program participation. Moreover, I understand that failure to present proof of adequate insurance coverage by the Exchange Visitor when he/she arrives at UTSA will delay the registration process and may cause the Exchange Visitor's SEVIS record termination.

Finally, I certify that the information provided on this "J-1 Exchange Visitor Request Form" is true and correct to the best of my knowledge.

**UTSA Supervisor Name and Signature/Initials:**

Name: \_\_\_\_\_ Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Department Chair, College/School Dean (or Vice President, President or Executive Vice Provost, as appropriate):**

Name: \_\_\_\_\_ Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part IV. Proof of English Proficiency**

Effective on Jan 5, 2015, a J-1 Applicant MUST submit the "Objective measurements of English language proficiency" according to the new U.S. Federal Regulations. In order to meet this new Federal requirement, the J-1 Applicant MUST submit one of the following proofs of English language proficiency.

- a) A recognized English language test: TOEFL, IELTS, etc;
- b) Signed documentation from an academic institution or English language school, OR
- c) A documented interview conducted by the sponsor either in-person or by videoconference, or by telephone if videoconferencing is not a viable option.

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**TO BE COMPLETED BY ORI, PLAZA NORTE BUILDING (PNB) 2.130CC.**

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UTSA Inviting/Sponsoring department MUST send this J-1 Request Form and all required documentation (Department Checklist) by campus mail to ORI, PNB 2.130CC first. After ORI signs off on the form, return the form and all supporting documentation to OIP International Scholar Services. For questions, please call ORI at 458-4233.

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Comments/Recommendations:

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Approved "As Is"    Approved with Recommendations    Denied

Office of Research Integrity: \_\_\_\_\_ Date: \_\_\_\_\_  
If you have any questions or comments regarding this form please contact International Scholar Services at (210) 458-8510 or (210) 458-7266 or email [Ashley.Wallace@utsa.edu](mailto:Ashley.Wallace@utsa.edu) or [Tanya.Orndorff@utsa.edu](mailto:Tanya.Orndorff@utsa.edu)

## Reporting an Incident that Involves a J-1 Exchange Visitor (Scholar, Professor, and Student Intern)

### U.S. Department of State regulation 22 CFR 62.13(d)

UTSA inviting department must notify International Scholar Services of any incident or allegations of misconduct involving a J-1 Exchange Visitor currently participating in the research program at UTSA.

Examples of reportable incidents or allegations of misconduct include, but are not limited to:

- Medical emergencies (accident, illness, injury)
- Exchange Visitor missing (sudden departure, long absence, has not returned to UTSA as originally planned and agreed)
- Litigation
- Incident involving the criminal justice system (arrest charges, law enforcement, etc.)
- Sexually-related incidents or abuse
- Exchange Visitor death
- Other situations impacting Exchange Visitor safety (natural disasters, civil unrest, outbreaks of violence)

As the faculty host, I understand the above requirement and agree to call International Scholar Services at 458-6571 and email [tanya.orndorff@utsa.edu](mailto:tanya.orndorff@utsa.edu) and [ashley.wallace@utsa.edu](mailto:ashley.wallace@utsa.edu) during regular office hours or outside office hours call UTSA Police at 458-4911 to report any incident or allegation of misconduct involving visiting scholar, professor, or student intern. Incident must be reported the same day or the day I became aware of the situation.

J-1 Exchange Visitor Information:

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

UTSA Faculty Printed Name \_\_\_\_\_

UTSA Faculty Title \_\_\_\_\_

UTSA Faculty Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_