J-1 Exchange Visitor Request Form
Important Information for UTSA Departments and Exchange Visitors

- J-1 Researchers and Professors may not pursue a degree and be registered for full-time hours at The University of Texas at San Antonio.
- J-1 Exchange Visitors must ensure compliance with J-1 visa federal requirements and must have health insurance.
- J-1 Exchange Visitors who have or will have a UTSA Employee Health Insurance Plan must also purchase an additional policy for Medical Evacuation and Repatriation. The J-1 visitor should be reminded that he/she should contact Human Resources (HR)/Employee Benefits in order to add eligible dependents to his/her health insurance coverage, if applicable in accordance with UTSA HR deadlines.
- The United States Department of State limits participation of a J-1 Exchange Visitor in the Researcher and Professor categories in consecutive J-1 programs under the 24-month bar and 12-month bar.

The 24-month bar on repeat participation applies to a J Professor or Research Scholar who has participated and completed previous J-1 Exchange Program and wishes to begin a new J-1 Exchange Program. In this case, the Exchange Visitor must wait for two years before beginning a new J-1 program as a J-1 Professor or Research Scholar.

The 12-month bar applies to a J-1 Professor or Research Scholar who wishes to begin a new J-1 Exchange program after they were physically present in any J status, including J-2 status, for "all or part of" the twelve-month period immediately preceding the date of new J-1 program commencement set forth on DS-2019 Form. In this case, the Exchange Visitor must wait for 12 months before beginning a new J-1 program as a J-1 Professor or Research Scholar.

- The U.S. Department of State indicates a J-1 Exchange Visitor may participate in a tenure-track position as long as s/he is not a candidate for tenure.
- An Exchange Visitor may transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which s/he was admitted to Exchange Visitor status, and if the Exchange Visitor remains in the same category. It is recommended that the transfer request be submitted at least 30 days prior to the DS-2019 program expiration date and the proposed consecutive starting date with the new sponsor to allow for processing of paperwork. Any employment under the new sponsor may not commence until the Exchange Visitor receives a DS-2019 from the new sponsor.
- Some J-1 Exchange Visitors and their dependents are subject to the Two-Year Home Country Physical Presence Requirement. Exchange Visitor subject to this requirement is prohibited from changing to any other non-immigrant or immigrant status unless they first obtain a waiver of the requirement. Once the waiver of the two-year home-country physical presence requirement is received from the U.S. Department of State, the J-1 Exchange Visitor is no longer eligible for J-1 program extensions.
- All J-1 Exchange Visitors, once in the U.S., must schedule 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.

UTSA Department Checklist

☐ Completed and signed J-1 Request Form
☐ Copy of scholar’s CV/Résumé
☐ Copy of scholar’s Passport Biographic Data Page and scholar’s 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 5)
☐ Transfer-in form, if necessary

Print this form when all sections are complete. Send to UTSA Office of Research Integrity for certification. Finally, return the completed form to International Scholar Services.

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

Please use the updated version of this form. It is available at [http://international.utsa.edu](http://international.utsa.edu).

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

**Part I. Exchange Visitor Information**

**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: ___________________________

Current position/occupation in country of Legal Permanent Residence: ___________________________

If employed, what is your title?

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

**Is this a government organization?**

If yes, identify:

If you are currently a student, indicate degree:

If bachelor’s degree, select year:

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 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: ___________________________

If currently on J-1 visa and plan to transfer to UTSA: [J-1 Transfer-In Form](http://international.utsa.edu) must be attached.
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.

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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 International Scholar Services 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. $50,000 per person per accident or illness;
   (2) Repatriation of remains in the amount of U.S. $7,500; and
   (3) Expenses associated with medical evacuation in the amount of U.S. $10,000.
* 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 mandatory 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**

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| Projected Dates of Program Participation: Begins: ___________________ End Date: ___________________ (5-Year Maximum) |

| Choose J-1 visa category: □ |

**Short-Term Scholar category cannot be changed to Research Scholar/Professor and it cannot extend beyond 6 months.**

| Title of J-1 Position at UTSA for the Exchange Visitor: ___________________________________________________________ |

| Note: UTSA-paid Exchange Visitor requires special advance approval by the Office of Human Resources for use of classified personnel position title. |

| Academic disciplinary field of instruction/research/study: ________________________________________________________ |

| 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 as 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 Health Insurance Benefits Eligible: □ Yes □ No |

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

| Projected UTSA Payroll Appointment: ______________________ (Hours per week) |

| Total UTSA Funding: Amount: $ ______________________ (List for entire J-1 period. If not funded by UTSA, insert “0”) |

| 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): ___________________________________________________________ |

**Supporting financial documents 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 WILL 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 |

| Total Personal funding: Amount: $ _______ Relationship, check all that apply: □ Self □ Family □ Other |

| Total (including all sources): Amount: $ ______________________ |

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

| Name: ______________________________________ Title: __________________________________________ |

| Ext. _________ E-mail: ______________________ Department: ______________________________________ |

| Administrative Assistant: ____________________ Ext. _______ |

**The UTSA department contact person will be notified by email 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 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.**
STATEMENT OF UTSA INVITING/SPONSORING DEPARTMENT

I, ___________________________, (Supervisor/Sponsor’s name) understand that the above named foreign national may not be appointed to a permanent or tenure position without first contacting International Scholar Services. Furthermore, I understand that I will not appoint to a permanent or tenure position a foreign national who currently holds a J-1 visa from an institution other than UTSA without first contacting International Scholar Services.

I 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 appoint or advise a foreign national to enter the U.S. as a Research Scholar/Professor if the individual’s intent is to pursue another goal.

I understand that the J-1 Scholar MUST attend the J-1 Orientation at the Office of International Programs/International Scholar Services BEFORE attending the UTSA Human Resources New Employee Orientation.

Additionally, I understand that all J-1 and J-2 dependents, if applicable, must maintain health insurance as explained in Part II. 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, if registration is over the regulatory registration date.

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: ___________________________

Part III. Certification of the UTSA Office of Research Integrity

TO BE COMPLETED IN PNB 2.130.

UTSA Inviting/Sponsoring department MUST send this J-1 Request Form with attached documents by campus mail Office of Research Integrity, PNB 2.130. For questions, please call ext. 6587

Comments/Recommendations:

_________________________________________________________________________________________________________

☐ Approved “As Is” ☐ Approved with Recommendations ☐ Denied

Director, Office of Research Integrity: ___________________________ Date: ___________________________

If you have any questions or comments regarding this form please contact International Scholar Services at (210) 458-7266 or email Derek.Yu@utsa.edu or Tanya.Orndorff@utsa.edu

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.