



Please use this checklist to verify that you have submitted to your hosting FSU department/institute all required documents for the J1 request. All documentation must be submitted to the hosting FSU academic department/institute at least 90 days in advance of the intended research start date. Visa appointments and processing at the U.S. Consulate can take considerably longer than estimated at [www.usvisas.state.gov](http://www.usvisas.state.gov) due to the volume of visa applications and security checks. Therefore, booking travel in advance of receiving the visa is not recommended.

**For all J1 research visits:**

- Completed and signed Exchange Visitor Information Request
- Resume/Curriculum vitae
- Copy of passport information page for visitor and all accompanying dependents
- Copy of Documentation of English language proficiency (see FSU policy regarding documentation at [pdf](#))
- Documentation of sufficient funding, as described on information form, if not fully funded by FSU.

**Additional documentation required for graduate student, post-doctoral researcher, or senior faculty research visits not funded by FSU:**

- Documentation of the visitor's approved leave from their home institution (can also include funding information).
- Documentation of insurance coverage for the entire duration of the research program for the visitor and any accompanying family members, which meets or exceeds the requirements noted on the request form.

**Additional documentation required for research/teaching visits funded by FSU or by a grant to the FSU department:**

- Documentation of insurance for the visitor and all accompanying dependents for the first 90 days of employment (to cover the gap between the visitor's arrival and enrollment in the state group insurance). Insurance requirements are noted in the fact sheet at the end of this form.

**Additional documentation required for any researcher who does not have a Bachelor's degree:**

- A letter from the student researcher's home institution stating the following:
  - the student is currently enrolled in and pursuing a degree at a degree-or certificate-granting post-secondary academic institution outside the U.S. to which they will return after program completion.
  - the student is in good academic standing with their home university.
  - the internship program at FSU will fulfill educational objectives of the student's current degree program and is directly related to their degree program.
- A copy of the student researcher's transcripts in English or with an English translation.
- Documentation of insurance coverage for the entire duration of the research program, which meets or exceeds the requirements noted on the request form. If course enrollment is required, the student researcher must provide documentation of insurance that meets the State of Florida requirements for F and J visa students, available at [www.studentinsurance.fsu.edu](http://www.studentinsurance.fsu.edu)

**Please note that the hosting College may require course enrollment for undergraduate researchers, in which case, the student researcher will need to show additional funding to cover the full cost of tuition and fees for the number of credit hours for which they are expected to enroll, will be required to complete a non-degree application with the FSU Office of Admission and pay the application fee, provide documentation of required immunizations to the Student Health Center, and purchase a higher level of insurance coverage to meet the FSU requirements for enrolled students. Course enrollment for a degree program is not permitted for visiting researchers with the J1 status.**



Please fill in all blanks and answer all questions (marking N/A if not applicable).

**PERSONAL INFORMATION**

Name as indicated in your passport (Please include a copy of your passport or national identification card):

Male  Female  
*Surname (Family Name)* *Given Name* *Middle name(s)*

Marital Status:  Married  Not Married Other (engaged, separated)

Date of Birth:  Place of Birth:    
*(Month, Day, Year)* *City* *Country*

Country of legal permanent residence:  Country issuing passport:

Do you currently hold a passport:  No; When do you plan to apply for your passport?   
 Yes; Passport number:  Passport Exp. Date:

Do you have a United States Social Security Number?:  Yes  No

Highest degree/diploma earned:  Granting Institution:

Current or most recent position, occupation, or profession in country of legal permanent residence: (i.e., student, professor, etc.):

Institution:

Type of Institution  Government (State Institution)  University/College  Private Company  
 Central  State  
 State/Province/Regional  Private  
 City/Town  Other, (pls. explain)

**J EXCHANGE PROGRAM HISTORY**

Have you previously visited the U.S. with a J-1 or J-2 visa?  No  Yes

If yes, please give dates of previous visits and the categories listed in box 4 of each DS-2019 (Student, Research Scholar, Short-term Scholar) and/or category of primary J-1 spouse, if you were the J-2 dependent:

From *(Month, Day, Year)*:  To *(Month, Day, Year)*:  Category   
 From *(Month, Day, Year)*:  To *(Month, Day, Year)*:  Category   
 From *(Month, Day, Year)*:  To *(Month, Day, Year)*:  Category   
 From *(Month, Day, Year)*:  To *(Month, Day, Year)*:  Category

If you are now or have been in the US on a J-1 or J-2 visa and are subject to the Two-Year Home Country Physical Presence Requirement, have you applied for the waiver of the requirement?  No  Yes

Are you currently in the United States?  No  Yes, check appropriate box below:  
 I am currently in J-1 visa status and plan to transfer to FSU. Please give e-mail address of immigration advisor:

I am requesting a change of status to J-1 from  . The expiration date of my current status is:

I plan to travel outside the United States and return in J-1 visa status.

**FAMILY INFORMATION**

Your children under age 21 and your spouse may join you on a J-2 dependent visa. Please include copies of the passport or national identity card for any family traveling as a J-2 dependent. Note: Family members who were born in the U.S. must apply for a U.S. passport rather than a J-2 visa.

Spouse (wife or husband)

Name: [ ] [ ] [ ]  Male  Female  
*Surname or Family Name* *Given Name* *Middle Name(s)*

Date of Birth: [ ] City and Country of Birth: [ ]

Country of Legal Permanent Residence: [ ] Citizenship/Passport country: [ ]

Check the box that applies:

- will travel with the principal visitor
- will arrive later. Expected arrival date: [ ]
- will not come to the US and will not need a visa
- already in the US and plans to continue in current visa status; current visa status is: [ ]
- already in the US and plans to change to the following visa status: [ ]

E-mail address: [ ]

**Child**

Name: [ ] [ ] [ ]  Male  Female  
*Surname or Family Name* *Given Name* *Middle Name(s)*

Date of Birth: [ ] City and Country of Birth: [ ]

Country of Legal Permanent Residence: [ ] Citizenship/Passport country: [ ]

Check the box that applies

- will travel with the principal visitor
- will arrive later. Expected arrival date: [ ]
- will not come to the US and will not need a visa
- already in the US and plans to continue in current visa status; current visa status is: [ ]
- already in the US and plans to change to the following visa status: [ ]

E-mail address: [ ]

**Child**

Name: [ ] [ ] [ ]  Male  Female  
*Surname or Family Name* *Given Name* *Middle Name(s)*

Date of Birth: [ ] City and Country of Birth: [ ]

Country of Legal Permanent Residence: [ ] Citizenship/Passport country: [ ]

Check the box that applies

- will travel with the principal visitor
- will arrive later. Expected arrival date: [ ]
- will not come to the US and will not need a visa
- already in the US and plans to continue in current visa status; current visa status is: [ ]
- already in the US and plans to change to the following visa status: [ ]

Email address: [ ]

Funds available for the requested period of stay must meet minimum living expense requirements. The DS-2019 cannot be issued if these funding levels are not met. A combination of sources can be used to meet the minimum requirements. Please use the following table to determine minimum funding levels necessary:

Principal Visitor (PV) alone	PV + 1 Dependent	PV + 2 Dependents	PV + 3 Dependents	PV + 4 Dependents
\$1,860/month	\$2,504/month	\$3,148/month	\$3,793/month	\$4,437/month
\$22,320/year	\$30,048/year	\$37,776/year	\$45,516/year	\$53,244/year

If you receive funding from FSU, and if this funding covers the above minimum living expenses listed above, additional funding information is not required. If you do not receive funding from FSU, or if this funding does not cover minimum living expenses, you must provide proof of additional financial support.

## CONTACT INFORMATION

Residential Address in home country:

Mailing address for expedited delivery:

Telephone Number:

Email

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## ACCEPTABLE PROOF OF FUNDS

### Personal/Family funds:

If you will be funded by personal or family funds, you must provide original bank statements or original bank letters showing savings sufficient to meet minimum funding requirements in US dollars. These documents must state a specific amount of funds available to you. If the documents you submit are in a family member's name they must be accompanied by a signed statement from the person confirming the following: 1) relation to you; 2) intent to sponsor your stay in the US; amount and currency; duration of support.

### Foreign government, foreign employer, or other non-FSU organizational funding:

An original, official letter on letterhead from the funding source confirming the following: 1) total amount of funding provided to you (specifying the amount and currency); 2) the dates during which funding will be provided; 3) the signature of a person in the organization who is authorized to guarantee those funds.

Please sign the statement below: I, (*print name*)  have reviewed and understand the attached Fact Sheet, understand all costs associated with my visit to FSU, and am attaching required documentation as indicated on the attached checklist. I further attest that the above and all attached documentation is true, correct, and complete, to the best of my knowledge.

Signature: \_\_\_\_\_

Date:

For more information, contact: E. Tanya Schaad, Exchange Visitor Advisor

Telephone: (850)644-1702; Fax: (850)644-9951

E-mail: [tschaad@admin.fsu.edu](mailto:tschaad@admin.fsu.edu)

Website: <http://cge.fsu.edu>



The designated responsible officers for Florida State University's J visa program are at the Center for Global Engagement (CGE). The regulations that the CGE responsible officers and FSU must follow for the J program are at 22 CFR 62. Additionally, there are university policies and procedures that further clarify how FSU follows those regulations. Policies and procedures may differ among designated sponsors.

### **Restrictions associated with the J visa:**

- The J visa program should be used only for collaborative and/or supervised research.
- Auditing classes may not be the primary activity of a visitor with J1 status.
- The J visa program cannot be used for any tenure-track, permanent, or regular employment positions. It is appropriate for short-term, temporary research and/or teaching positions, or short-term demonstration of a specialized skill.
- The Research Scholar category can be issued or extended up to a maximum of 5 years, including time spent in J1 status at any other institution immediately prior to FSU's sponsorship.
- The Short-term Scholar category can be extended up to a maximum of 6 months. The CGE generally chooses this category for any stay of 6 months or less, unless otherwise instructed by the inviting department.
- After completing any length of time in the Research Scholar category, at any institution in the U.S., J visa sponsors are not permitted to issue another DS-2019 for this category for 2 years.
- The above two-year bar also applies to J2 dependents of those in the Research Scholar category.
- Change of status inside the U.S. from J1 to F1 status is most often not possible.
- Those wishing to pursue a full-time degree program should obtain an F1 visa, rather than the J1.
- Family members in J2 status are not permitted to remain in the U.S. once the J1 researcher has ended their program and exited the U.S.
- Visitors in J1 status may become subject to the 2 year residence requirement due to their home or U.S. government funding for their visit or due to the skills list - [http://travel.state.gov/content/visas/english/study-exchange/student\\_residency-waiver.html](http://travel.state.gov/content/visas/english/study-exchange/student_residency-waiver.html)
- According to federal regulations, the J1 visa status of any visitor must be terminated for failure to maintain required insurance or misrepresentation of insurance coverage, failure to report a change of residential address within 10 days, or failure to pursue proposed activities.
- Hosting departments are responsible for reporting to the CGE any research or teaching program changes, changes in the visitor's sites of activity, concerns about the visitor or their family's health or welfare, or any potentially embarrassing situations associated with a visitor.
- No electronic or paper copies of the DS-2019 form may be made or sent by anyone, according to federal law effective January 5, 2015.

## Health Insurance Requirements

Every visitor with a J visa must provide, prior to issuance of the DS-2019, documentation of insurance coverage that meets or exceeds the following J visa requirements. Those who will be paid by FSU and eligible for state group insurance must show coverage for the first 90 days of their program, while all others must show coverage for the entire duration of the program.

- Underwriter is rated not less than A- by Best, ISI, or Fitch Ratings, Inc. or AA by S&P or B+ by Weiss, or A3 by Moody's Investor

Services, OR policy is an employee group plan or HMO, OR policy is backed by the full faith and credit of a foreign government.

- Policy offers medical benefits of at least \$100,000 per accident or illness (not per policy period).
- Co-payment is 25 percent or less.
- Deductible is \$500 or less per accident or illness.
- The policy may have a pre-existing conditions provision.
- The policy does not unreasonably exclude perils inherent to the visitor's program in the U.S.
- Medical evacuation to home country is provided in the amount of \$50,000 or greater.
- Repatriation coverage is \$25,000 or greater.

The CGE cannot advise visiting scholars about which insurance policy to choose, but can review the visitor's chosen policy, prior to purchase, to ensure compliance with the J visa regulations.

### Costs associated with the research/teaching visit:

- SEVIS fee of \$180 paid by visitor
- Visa fee of approximately \$160 per person paid by visitor
- Cost of J visa compliant insurance - varies. State group insurance for those paid by FSU will cost \$50 per month for an individual or \$180 per month for a family, plus the cost of separate and required evacuation and repatriation insurance.
- Costs associated with office space, computer access, research tools - check with inviting department
- Airport transportation - approximately \$25
- Cost of off-campus housing - varies widely. On-campus housing is not available.
- Deposits for all utilities - \$326
- Food, toiletries, and cleaning supplies - approximately \$400 per month
- Bed and bath linens and kitchen items - approximately \$300
- City bus pass - \$50 per month (if paid by FSU, budget only for first month)