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### PROCEDURES FOR J-1 RESEARCH/TEACHING APPOINTMENTS AT UTHSC Houston

Form DS-2019 (Certificate of Eligibility for the J-1 Exchange Visitor Visa) is completed by the Office of International Affairs and mailed to the visitor (by regular airmail) in order that the visa can be obtained from the American Embassy or Consulate abroad.

**The Office of International Affairs (OIA) will determine the eligibility for the issuance of the Form DS-2019 upon receipt of the following items:**

- Cover Sponsor Visa Request Letter for Initial J-1 Visa Document from hiring-inviting department including specific information needed to prepare Form DS-2019. See sample letter found in the OIA web site.
- Copy of appointment letter issued by hiring department or by the Department of Human Resources, which includes title, salary, period of appointment, (start and end date) and percentage of time to be spent in research, teaching, and/or clinical activities.
- J-1 Questions to Determine Exchange Visitor Program Category  
**\*All Postdoctoral appointments (regardless of component) and Medical School appointments require an Advisory from OIA staff before submitting appointment request to the Dean's Office.**
- Signed Incidental Patient Contact Memo (as applicable for clinical duties - attached),
- J Exchange Visitor Bio-Data Form, with all required statements and documentation, (attached)
- Complete and updated Curriculum Vitae (CV) or Resume
- Copy of diploma or certification of highest degree obtained. For documents issued by foreign institutions in a language other than English, an official translation and Academic Credential Evaluation indicating completion of the equivalent to a U.S. Bachelor's degree or higher required.
- Copy of passport (bio, validity and visa pages) and any other documents reflecting U.S. immigration status history, such as I-94 Arrival/ Departure Record (front and back), and Forms DS-2019, I-20, and/or I-797.
- Verification of financial solvency in the minimum amount of \$1,500.00 U.S. dollars per month, and \$2,000 per year per family dependent when applicable, for the entire period of intended stay at the UTHSC-H. I understand this is required for visitors who will not be fully compensated by UTHSC-H and therefore documentation of additional financial solvency must be submitted. Supporting documents in English or accompanied by a certified English translation, which are being submitted are: *(list documents being provided as proof of financial documentation such as bank statement, financial award letter, etc.*

Additionally, the following documents are attached as applicable for required accompanying family dependents requiring issuance of J-2 visa document(s):

- Copy of marriage certificate and translation for spouse; copy of birth certificate and translation for each child
- Copy of passport (bio, validity and visa pages) and any other documents reflecting U.S. immigration status history for spouse and/or children, such as I-94 Arrival/ Departure Record (front and back), and Forms DS-2019, I-20, and/or I-797.

Once OIA reviews the required documents above, an International Visitor Advisor (IVA) will notify the department administrator whether or not the prospective exchange visitor is eligible to obtain Form DS-2019. If not eligible, the IVA will notify the Department and Visitor of the reasons the document cannot be issued. If eligible, the IVA will process the DS-2019 in the Student Exchange Visitor Information System (SEVIS). This normally requires 5-10 business days.

Once the DS-2019 information is accepted by the SEVIS system, the IVA will print the DS-2019 and supporting documents and will either call the Department Representative to pick up and express mail; or will mail to visitor by express mail if a prepaid pre-printed express mail label is provided to OIA.

To prevent the visitor from encountering any delays in entering the U.S. to begin his/her appointment, departments are advised to **submit the above documentation to the Office of International Affairs (OIA) at least three months prior to the anticipated appointment date.** The visitor should not make any travel arrangements to enter the U.S. until he/she receives the Form DS-2019 and is granted the "J" visa by the American Embassy.

The final decision to grant the J-1 Visa is that of the U.S. Embassy or Consulate abroad and is based on the applicant: 1) establishing he/she qualifies for the appointment offered (educational credentials); 2) is English proficient; 3) has sufficient funds to support his/her stay in the U.S.; 4) evidence that any prior stay in the U.S. was in compliance with the Department of Homeland Security regulations; and 5) is able to demonstrate strong ties to the home country.

The final decision to grant admission to the U.S. as a J-1 Exchange Visitor is the U.S. Department of Homeland Security Inspector at the U.S. Port of Entry. The same documentation presented to the U.S. Embassy or Consulate may be requested at the U.S. Port of Entry.

If the above documentation is provided, in general the J-1 visa status will be granted.