



# J-1 EXCHANGE VISITOR GUIDE



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# Welcome

Welcome to Utah Valley University! We are thrilled to have you join us as a J-1 exchange visitor. You are an essential part of our global campus and international community. This orientation covers topics relevant to your J-1 Exchange Program, including legal requirements and restrictions, extensions, employment, and life in Utah County.

The Office of Global Engagement provides help with your visa registration (SEVIS) and travel questions and concerns.

Office hours are Monday through Friday 8:00 am- 5:00pm

Our address is:

Utah Valley University  
Global Engagement Office  
Veronica Caballero (Alternate Officer)  
LA 111g, MS 124  
800 West University Parkway  
Orem, UT 84058-6703  
1-801-863-5345

The purpose of the J-1 Exchange Visitor Program is to promote international educational and cultural exchange that helps to develop mutual understanding between the people of the US and other countries. The US Department of State administers the Exchange Visitor program and assigns certain cultural and educational institutions, such as UVU, as sponsors to administer its program. Designated UVU staff members serve as representatives, known as Responsible or Alternate Officers, and they help administer UVU's exchange visitor program.

Since you will be a visiting J-1 Professor, Research Scholar, Short-Term Scholar, or Specialist at UVU, we expect that you will be coming to teach, research, or consult, as indicated by the category you have been placed in, shown in section 4 of your DS-2019 form.



# Arrival Checklist

As soon as you arrive in the United States, you must:

1. **Register** with the Global Engagement Office (GEO). Visit Veronica Caballero to register at LA 111g. **Registration is mandatory.**
  1. You will complete a registration form, and will need copies of your DS-2019, your passport stamped with your entry visa, and I-94 record, and health insurance confirmation.
  2. We will review your registration and validate your arrival with the US government.
  3. The Global Engagement Office requires that you register with our office as soon as possible after you arrive. We must validate your arrival in SEVIS within 30 days or your start date, or you risk termination of your J-1 status.
2. **Attend an orientation session and review the J-1 orientation guide.** As a new international J-1 scholar, you are required to attend one J-1 orientation session. Our J-1 orientation is designed to help you understand your rights and responsibilities, as well as help you adjust to life at UVU. Bring your passport and DS-2019 with you to the orientation session.
3. Visit your academic department to let them know you have arrived on campus.
4. Visit Campus Connection (Located in the Sorenson Student Center SC 106f) after checking in with the Global Engagement Office. Bring a valid form of identification (passport) to have your picture taken and receive the UVU ID Card.
5. If you plan to travel internationally during your stay with UVU you must visit our office to obtain a travel signature on your DS-2019 before you leave the US. If any of your family members are here on J-2 visas, please bring their DS-2019 forms to be signed as well.



# Apply for Your J-1 Visa

**NOTE:** Canadian citizens do NOT need a visa.

You can only get a J-1 visa outside of the US at a [US Embassy or Consulate](#). You can [schedule your visa appointment](#) once you have your DS-2019.

GEO strongly recommends applying for the visa in your country of citizenship or legal permanent residence. You may be able to apply in another country, but some US consular offices do not accept third-country nationals so you should inquire with the consular office directly.

For your appointment, you will need to bring:

- Your passport, valid for at least 6 months past the end date of your program;
- Your DS-2019 form, signed in blue ink by an official at The Global Engagement Office;
- Your UVU invitation or appointment letter;
- Proof of financial support, such as bank documents, UVU offer letter, or scholarship letter;
- A completed form [DS-160](#) (online nonimmigrant visa application);
- Any other documents required by the consular office (review the consular office's website).

Any family member who needs to a [J-2 visa](#) must submit their passport, DS-2019 form, proof of financial support, and proof of marriage or parenthood to the embassy/consulate.

Specific procedures vary, so you should carefully review any instructions on the website for the consular office where you plan to apply. You can also check appointment and processing [wait times](#).



# Your Legal Requirements as a J-1 Scholar

During your J-1 program you must take care to maintain lawful J-1 status, as failure to do so can have serious long-term consequences for you. Your requirements:

## Inform GEO of any Address Changes

Upon arrival in the US, you must report your residential address to GEO. During your program, you are required to keep GEO Immediately inform regarding any changes to your contact information, including your:

- residential address
- phone number
- email address

Please report any changes to your contact information to [veronica.caballero@uvu.edu](mailto:veronica.caballero@uvu.edu). Any address changes must be reported within 10 days of the move.

## Comply with Health Insurance Requirements

All J-1 exchange visitors must have insurance that meets the minimum requirements, as set by the State Department. Any J-2 dependents must also have adequate health insurance.

## Engage Only in Authorized Employment

You are authorized for employment with UVU as specified on your DS-2019. Any other unauthorized employment may result in you losing your legal status in the US.

Certain activities may be authorized, but they must be secondary to the central objective of your J-1 program. Written approval from our office is required in advance of any activities you do.

## Inform the Global Engagement Office of Early Departure

Should you leave UVU early for any reason, please contact the GEO at [veronica.caballero@uvu.edu](mailto:veronica.caballero@uvu.edu). It is important to correctly report your departure date, as it may impact your future visa eligibility with the United States.

# Pay the SEVIS Fee

The SEVIS I-901 form must be paid at least three business days prior to your visa interview. If you do not pay the SEVIS I-901 fee, then your visa application will be denied. Be sure to print a copy of the receipt after you pay. You must bring the payment receipt to your visa interview.

Canadians and other foreign nationals who do not need a J-1 visa stamp will be required to pay the fee before going to the US port of entry. The fee CANNOT be paid at the port of entry.



You can complete Form I-901 and pay the fee online. Please be sure to enter your information exactly as it appears on your DS-2019 form. Make a photocopy of your receipt and keep it with your other immigration documents.

J-2 dependents are included in the fee and are not required to pay a separate SEVIS fee.



# English Proficiency

The prospective visitor should have sufficient proficiency in the English language to successfully participate in his/her program and to function on a day-to-day basis.

Departments must retain “evidence” of “objective measures” of a prospective Exchange Visitor’s English proficiency.

This ‘objective measure’ can take the following forms:

1. A TOEFL score (or equivalent test) of 89 or higher
2. Signed documentation from an academic institution or English language school
3. A documented interview conducted by the department either in-person, or by videoconferencing.

## Exemption from English Proficiency

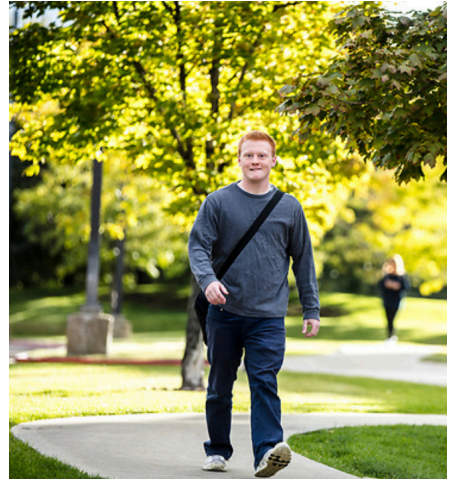
Exemptions are granted to applicants who have earned a U.S. bachelor’s, master’s, or doctoral degree from a college or university accredited by a regional accrediting association in the United States, or the international equivalent degree from a university of recognized standing in a country in which all instruction is provided in English. Therefore, applicants with degrees from the U.S., Australia, Canada (except Quebec), New Zealand, Singapore, Ireland and the United Kingdom (England, Scotland, Northern Ireland, Wales) are exempt from the English Proficiency requirement.



# Completing your Program and Time to Remain in the US

All J-1 exchange visitors and J-1 Dependents can remain in the US for up to 30 days upon completion of the J-1 program. This time is intended to allow for travel within the United States or to finish up any personal affairs in the United States (for example, closing your bank account, moving out of your apartment, etc.). You are not allowed to work or engage in J-1 activities during this time, nor can you reenter the United States as a J-1 Scholar if you choose to travel internationally during this time.

We suggest that you plan to depart the country a day or two before the 30-day limit, to account for any possible travel delays.



# Travel on a J-1 Visa

## Travel Inside the United States

All J-1 exchange visitors and J-1 dependents can remain in the US for up to 30 days upon completion of the J-1 program. This time is intended to allow for travel within the United States or to finish up any personal affairs in the United States (for example, closing your bank account, moving out of your apartment, etc.). You are not allowed to work or engage in J-1 activities during this time, nor can you reenter the United States as a J-1 Scholar if you choose to travel internationally during this time.

We suggest that you plan to depart the country a day or two before the 30-day limit, to account for any possible travel delays.

## Travel Outside of the United States

Any time you travel outside of the US while on a J-1 visa, you must produce your original travel documents for reentry. Be sure to have the following documents:

- Original DS-2019 with valid travel signature Travel signatures are valid for one year from the signature date or for the length of your J-1 program (whichever is shorter). If you leave the United States without your DS-2019, please contact the GEO at [veronica.caballero@uvu.edu](mailto:veronica.caballero@uvu.edu).
- Passport with valid visa stamp;
  - Your visa stamp must be valid for reentry into the United States. If your visa stamp has expired but you have a valid DS-2019, you must renew your visa at a US consulate abroad to reenter the US in J-1 status. Processing times vary; please plan in advance by checking [visa processing times](#).
- Most recent I-94 record, and;
- Proof of financial documentation (such as your job offer letter, bank statement, or scholarship letter).

If you are traveling to a country other than your home country, you may need to get a visa. Please consult that country's consulate in order to determine if you need a visa. You can find a list of consulates within the United States.

## Travel to Canada, Mexico and the Caribbean

Most scholars do not need a new US visa to return to the US after visiting an adjacent country, through a process known as Automatic Revalidation. Please contact GEO at [veronica.caballero@uvu.edu](mailto:veronica.caballero@uvu.edu) for further details.

# Required Time Outside the US

## Home Residency Requirement [Section 212(e)]

Certain exchange visitors, after completing their programs in the US, must return home for two years before they can change or adjust to H, L, or permanent resident status in the US. The intent of this requirement is to have the home country benefit from the exchange visitor's experience in the US.

Your DS-2019 and visa stamp should indicate whether or not you are subject to this requirement. If you are not sure whether you are subject, or would like to learn more, please review the home residency requirement.



## Family Members

If you have family who want to visit or accompany you during your J-1 exchange program, there are several immigration options depending on their length of stay, their relationship to you and their country of citizenship. If you are unsure which option is appropriate for your family member, check with our office.



# Medical Insurance

Federal regulations require that all J-1 exchange visitors and J-2 dependents have health insurance that meets specified minimum requirements. Coverage must run for the entire duration of the your program in the US.

If you don't have adequate insurance coverage (as detailed below) you are in violation of US government regulations. This would then result in an immediate end to your exchange visitor status.

We highly recommend that all J-1 exchange visitors and their dependents purchase health insurance coverage **before** traveling to the United States. We recommend that your health insurance coverage is active prior to traveling.

## Minimum Insurance Requirements for J Exchange Visitors

Exchange visitors are required, as a condition of their J-1 status in the United States, to carry health insurance for themselves and their accompanying family members. By government regulation, minimum coverage must provide:

- Up to \$100,000 per accident or illness.
- Up to \$25,000 for repatriation of remains;
- Up to \$50,000 for medical evacuation to the home country;
- A deductible not to exceed \$500 per accident or illness;
- Co-insurance not to exceed 25% payable by the exchange visitor or sponsor.
- Coverage that may not exclude risks inherent in the activities of your exchange visitor program;
- A reasonable waiting period for pre-existing conditions.

The company providing the insurance must have an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-" or above, a Standard & Poor's Claim-paying ability rating of "A-" or above, or a Weiss Research, Inc. Rating of "B+" or above.

"An exchange visitor who willfully fails to maintain the insurance coverage set forth above while a participant in an exchange visitor program or who makes a material misrepresentation to the sponsor concerning such coverage shall be deemed to be in violation of these regulations and shall be subject to termination as a participant." -22 CFR 514.14(b)

# Upon Arrival at the United States Port of Entry

Before you enter the United States, your documents must be examined by an immigration inspector. You will be required to:

- Present your passport, visa, and the Form DS-2019 to the immigration inspector.
- If you are admissible to the United States, the immigration inspector will return to you the Form DS-2019.
- Please make sure to obtain. Stamp in your passport with the appropriate visa and date of entry.
- You have by this process been “examined” and are lawfully admitted to the United States for the period indicated on stamp on the passport page.
- Carry all of your immigration documents with you! Do not pack them in your checked luggage. Make sure you have your documents as you pass each security checkpoint or inspections area.

## Phones

Phone plans in the US can be complicated, and there are many options available. So, you’ll need to do some research in order to find the plan that best suits your needs. Be sure to read over any plan carefully before signing and/or purchasing. Below are some tips and resources to get you started.

- Full-service contracts may be a good option if you intend to use a lot of data, texts, and/or minutes. Often a 2-year contract is required, and a SSN or initial deposit may be required.
- Prepaid or pay-as-you-go options are more flexible and allow you to pay only for the service you need, as you need it. These plans may require an activation fee, and the service may expire after a certain amount of time so be sure to ask at the store!

Some popular phone companies include:

**Verizon** (contract or prepaid)

**AT&T** (contract or prepaid)

**Sprint** (contract or prepaid)

**T-Mobile** (contract or prepaid)

**Tracphone** (prepaid/pay-as-you-go)

**Boost Mobile** (prepaid/pay-as-you-go)



# Banking

Since services and fees vary from bank to bank, you should research different banks to find one that best suits your needs. Banks are typically open during business hours during the week, and many offer weekend or extended hours. Before opening an account, be sure to look at a map of the bank's ATM and branch locations. A bank with locations in the areas you plan to frequent will be the most convenient.

## Banks in the Orem Area

This list is a small selection of the banks in the area:

Utah Community Credit Union (This one is located right on campus)

Chase

KeyBank

Wells Fargo

Zions Bank

US Bank

Capital Community Bank

Central Bank

Alpine Credit Union

J-2 dependents can also open bank accounts, and will need to present the same documents listed above.

# Transportation

UVU students, as well as current faculty and staff, are eligible to receive free UTA passes with their [UVU ID Card](#).

Students must be registered for a minimum of 1 credit hour for the current semester to be eligible for the free pass.

If classes are dropped, the UTA pass will be deactivated.

Passes allow use of all [UTA Buses](#), [TRAX](#), [FrontRunner](#) and the new [Utah Valley Express \(UVX\)](#) line in Orem and Provo.

Make sure to scan your UV ID Card prior to using the FrontRunner.

Passes do not get the rider onto the UTA Ski Bus, Paratransit, or PC-SLC Connect. Patrons must pay for those particular rides separately.

The pass is for the cardholder only and cannot be used by another person.

If a replacement is needed for lost or stolen cards, the patron must purchase a new UVU ID Card for \$15.

# Libraries

As a J-1 Scholar you will have access to the UVU Library with your UV ID Card. Contact your academic department to inquire about library privileges such as borrowing or database access.

Some of the services for the UVU library are:

- Checkout periods
- Interlibrary Loan and Scanning
- Computer labs
- Group & Media Study Rooms
- Equipment Checkout



## Orem Public Library

The Orem Public Library is located at 58 N State Street in Orem. The library hours are from Monday-Friday 9:00am-9:00pm, Saturday 9:00am-6:00pm, closed on Sundays.

You must be 18 years old with a current government, school or employer issued photo ID that includes your full name OR at least 5 years old with a parent or legal guardian in attendance and able to sign the library card application (this parent or legal guardian must also have an Orem Library account and have photo identification present). You must reside in Orem or Provo to have a Orem Library Card.



# Student Life & Wellness Center

With your UV ID Card you will have access to the Student Life & Wellness Center where you will be able to use the:

- Workout equipment
- Running Track
- Rock climbing wall
- Bowling Alley
- Pool/Ping-pong tables
- Video games
- Health Coaching
- Massage Chairs
- Stress Reduction Room
- Walking Group
- Healthy Cooking Class
- Wellness Wheel



## Outdoor Adventure Center

The Outdoor Adventure Center (OAC) have experienced Staff and Adventure Leaders that will take you to different outdoor activities.

You will also be able to rent equipment from hiking to biking, to river rafting and kayaking, the AOC has you covered with their variety of quality equipment rentals!

Hours: Monday-Friday: 9am-5pm. Saturday: 9am-1pm. The Outdoor Adventure Center is located on the second floor of the Student Life and Wellness Center on the Utah Valley University main campus. Customers are welcome to pick up gear from our loading dock located between the LDS Institute of Religion and The Roots of Knowledge Parking Structure. Input: "Outdoor Adventure Center" into Google Maps, and it will bring you to our loading dock.

For more information visit their website at <https://www.uvu.edu/oac/>

# Student Health Services

Student Health Services has a staff united in the goal of serving students in a caring and competent manner. They have low cost and available service for UVU students in the areas of medical and psychiatric care, psychological services, learning disability assessment services, and suicide awareness and prevention. They offer life and health enhancing services that increase safety, productivity and life experience of the individual and the campus.



- Medical Services
- Mental Health Services
- Suicide Awareness & Prevention
- Learning Disability Assessment
- Psychiatric Services

For more information on Student Health Services please go to [www.uvu.edu/studenthealth](http://www.uvu.edu/studenthealth)

