PRE-ARRIVAL GUIDE
J VISITOR EXCHANGE PROGRAM
PARTICIPANTS
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WELCOME MESSAGE
Dear Exchange Visitor Participant:

Welcome to Florida Atlantic University! On behalf of International Services Staff, we welcome you, and we are excited that you selected FAU for your J-1 Exchange Visitor Program. We hope that your educational and cultural exchange experience is a memorable one. In this packet, you will receive information that will assist you with your pre-arrival to the United States. Please read this guide carefully, and do not hesitate to contact us with any questions.

Sincerely,

Adriana Ellison
Manager, Immigration Services & Compliance

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GENERAL INFORMATION ABOUT THE J EXCHANGE VISITOR PROGRAM

The Exchange Visitor (J) non-immigrant visa category enables foreign nationals to come to the U.S. for a variety of activities intended to increase mutual understanding between the United States and other countries. Established through the Mutual Education and Cultural Exchange Act of 1961 (also known as the Fulbright-Hayes Act), this program is administered primarily through the U.S. Department of State along with the Department of Homeland Security (unlike other visa categories which are administered primarily through the Department of Homeland Security). Therefore, the J Exchange Visitor Program has some unique requirements that distinguish it from other visa categories used for study, work, or travel. Your exchange visitor category is listed on the DS-2019. The Exchange Visitor Program has many categories besides the one assigned to you. While participating in this FAU-sponsored program you are expected to engage in the activities, which are in line with the program objectives listed on the DS-2019. Changes of category are generally not permitted under the J Exchange Visitor Program and will not be supported by FAU.

RESPONSIBLE OFFICER (RO) AND ALTERNATE RESPONSIBLE OFFICER (ARO)

The RO/ARO is an individual designated by FAU and approved by the U.S. Department of State to access SEVIS and to perform administrative and advising functions pertaining to the university's J Exchange Visitor Program. The RO or ARO are the only school officials who can issue, sign, extend, or otherwise modify your DS-2019 and the associated SEVIS record. Some of our International Services staff members are assigned to these roles and can assist you with matters regarding your J visa status.
PRE-ARRIVAL CHECKLIST

Step 1. Verify Form DS-2019
- When you receive your Form DS-2019, review your DS-2019 (and any dependent DS-2019s) to make sure that the information is correct. Please review the packet of information included with your DS-2019.

Step 2. Pay I-901 SEVIS Fee
- Bring your SEVIS fee receipt to your visa interview.

Step 3. Apply for J-1 Exchange Visitor Visa
- Find a U.S. Embassy or Consulate near you and schedule your visa interview. [https://www.usembassy.gov/](https://www.usembassy.gov/)
- Review the Wilberforce Pamphlet at [https://travel.state.gov/content/dam/visas/LegalRightsandProtections/Wilberforce/Wilberforce-ENG-100116.pdf](https://travel.state.gov/content/dam/visas/LegalRightsandProtections/Wilberforce/Wilberforce-ENG-100116.pdf)
- Review “Required Documents” for your visa interview. [https://j1visa.state.gov/participants/how-to-apply/interviews-documents/](https://j1visa.state.gov/participants/how-to-apply/interviews-documents/)

Step 4. Purchase of Mandatory Health Insurance
- All J-1 Exchange Visitors and their J-2 dependents must maintain active health insurance for entire the duration of their J program with the required minimums.
- Submit proof of insurance coverage with the required minimums.
- Failure to maintain adequate health insurance for J-1 and J-2 visa holders throughout the duration of your DS-2019 is considered a violation of the Exchange Visitor Program regulation, which may result in termination of the program.
- You are responsible for making sure that the coverage you select and the company you select meets the insurance regulations and provides you and your dependents with coverage for the entire duration for your visit.

Notes:

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MANDATORY HEALTH INSURANCE

The Department of State (DOS) requires all participants of the J-1 Exchange Visitor Program to have and maintain health insurance which covers the exchange visitor and all accompanying family members for the entire duration of their DS-2019— even if the dependents (J-2) are arriving in the U.S. at a later date of the principal (J-1).

Please review the program dates on your DS-2019. You must purchase insurance for you and your J-2 dependents for the entire duration of the program dates as listed on your DS-2019.

Please note that this requirement holds even if you or your family members are temporarily abroad after starting the program. Proof of health insurance for J-1 and J-2s may be provided in advance via email to FAU, during your FAU immigration check-in appointment, or to your FAU host-department on day 1 of your program.

Our staff may not be able to determine if your insurance policy meets the regulations. You are responsible for confirming with your insurance company that your policy meets all the regulations (1-7 and 1-9).

If it is determined that your insurance policy does NOT meet the regulations, you will be required to purchase a NEW insurance policy that meets the Department of State insurance regulations for the Exchange Visitor Program.

The insurance coverage must provide the following minimum coverage:

1. Medical benefits of at least $100,000 per accident or illness;
2. Repatriation of remains: $25,000;
3. Medical Evacuation: $50,000;
4. Deductible of $500 or less per accident or illness;
5. Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness;
6. Cannot unreasonably exclude coverage for perils inherent to activities of EV program;
7. Waiting period for pre-existing conditions that is reasonable by current industry standards

The company providing the insurance must have:

1. A.M. Best rating of A- or above;
3. Weiss Research, Inc. rating of B+ or above;
4. Fitch Ratings, Inc. rating of A-;
5. Moody’s Investor Service rating of A3 or above: or
6. Such rating as the DOS may specify; or
7. Backed by EV’s home government; or
8. Part of health benefits program offered on a group basis to employees or enrolled students; or
9. Offered through or underwritten by an HMO or eligible Competitive Medical Plan as determined by Centers for Medicare and Medicaid.

You can find many insurance companies online. For your convenience, below are links where you can find information on purchasing insurance:
You are not required to use any of the above links to purchase your insurance. You are responsible for making sure that the coverage you select, and company you select, meets the insurance regulations and provides coverage for the entire duration of your visit.

PREPARING FOR YOUR FLIGHT TO THE UNITED STATES

You may consider arriving to the United States prior to your program start date. J-1 participants may arrive in the United States up to 30 days before the program start date. You may use this time to secure housing, apply for a social security number, etc.

You will go through immigration inspection, where your electronic I-94 entry record will be created. Be sure to have your passport and immigration document (DS-2019) with you and not in a checked bag. Your passport and travel documents need to be readily accessible for immigration officials.

Please review updated flight regulations set by the Travel Security Administration (TSA) in the United States or any equivalent in your home country.

Make sure you carry all important phone numbers, and carry important contact information separate from your travel documents such as your DS-2019, passport, etc.

Make sure that you know your flight itinerary and have transportation arranged to and from the airport. It is important that you have all your travel arrangements confirmed before your departure.

You may want to bring the following additional information or items with you:

1. Your driver’s license or international driver’s license.
2. Copy of driving record if you plan on purchasing an automobile in the United States.
3. Supply of all prescriptions medications with a description of each provided by your medical doctor. Check to see if there are any traveling restrictions for the medication you are bringing.
4. An address book containing information of contacts in the United States and in your home country.
NEARBY AIRPORTS

- **Fort Lauderdale – Hollywood International Airport (FLL):** About 25 miles from FAU Boca Raton campus
- **Palm Beach International Airport (PBI):** About 25 miles from FAU Boca Raton campus
- **Miami International Airport (MIA):** About 47 miles from FAU Boca Raton campus

PERSONAL ITEMS TO BRING ON YOUR TRIP

**Clothing**
Check with your department regarding specific dress code. In Florida, the temperature can vary. Most of the time, the temperature is mild to humid with degrees reaching into the 90’s. During the winter time, you will have several weeks to a couple of months of cold weather. Unlike the northern states, it does not snow in South Florida.

**Electrical Items**
The U.S. uses 110v electrical current. Many small electrical items like hair dryers and electric razors are inexpensive in the U.S. and you may wish to purchase those items when you arrive. If you bring a computer, or other electrical items, you may buy a simple plug adapter in the U.S.

**Medical Items**
Your prescription medication should be in your carry-on bag. Make sure that any prescription medications you bring with you are labeled and are in their original containers. The name on the container should match the name on your passport to avoid any problems when you are entering the U.S. Please bring a copy of any prescriptions you will need using the generic name of the medication in English.

**Money**
Make sure your ATM card and credit cards will work in the U.S. You should contact your financial institution to inform them that you are traveling abroad so that they do not place a hold on your transactions.

**Contact List**
Create a contact list that you may access quickly in the event of an emergency. Your contact list should include the phone number and email address of your host department and supervisor. Emergency contact information, your local US address and phone number.
HOUSING

You will be required to provide a local US physical address. We encourage you to secure your housing accommodations well in advance before you are scheduled to start your program. Since you are allowed to enter the United States no more than 30 days prior to your start date on your DS-2019 form, many scholars/interns take this opportunity to secure their housing during this time.

ARRIVING IN THE UNITED STATES

At the Airport (or Port of Entry)

You will be asked to show your documents in the first city in which you arrive in the United States to be given permission to enter the country. You should carry the following documentation with you. Please do NOT place these documents in your checked baggage.

- Your Passport with J-1 visa stamp
- DS-2019 Form
- Supporting documentation that you showed to the United States Embassy to obtain your visa.

I-94 Arrival/Departure Record

The Customs and Border Protection (CBP) will issue you an electronic I-94 record of arrival when you enter the U.S. You need to retrieve and print a copy of your I-94 from the CBP website (https://i94.cbp.dhs.gov/I94/#/home). You should also save a copy electronically for your records.

After you arrive in the U.S., you should access your I-94 from a computer, smart phone or tablet. You need to review your I-94 to be sure the information is correct. Make sure this form shows your admission for you and your dependents as class “J-1” and admit until date as “D/S”.

You will need to print your I-94 before you attend your FAU immigration check-in appointment.
TRANSPORTATION

Public transportation information can be found by visiting the links below.
http://www.fau.edu/facilities/sustain/campusops/transportation.php
http://discover.pbcgov.org/palmtran/Pages/Bus-Service.aspx

Alternative transportation information can be found by visiting the links below.
https://www.uber.com/about/uber-offerings/
http://www.yellowwpb.com/
http://www.pbia.org/ground/taxis/

FAU IMMIGRATION ORIENTATION

You will be scheduled for your immigration orientation. Preferably, your FAU Immigration Check-in and your FAU Immigration Orientation will be scheduled to take place on the same day.

FAU IMMIGRATION CHECK-IN AND REQUIRED DOCUMENTS

You will be provided with a scheduled date in which you must complete your immigration check-in. During your mandatory FAU in-person immigration check-in appointment, you will be required to provide the following:

1. Proof of health insurance coverage that meets all U.S. Department of State regulations for J-1 and J-2 dependents
2. DS-2019 form for J-1 and J-2 dependents
3. Passport for J-1 and J-2 dependents
4. J-1 Visa for J-1 and J-2 dependents
5. I-94 (print from www.cbp.gov/I94) for J-1 and J-2 dependents

If you do not have the required documentation, this may delay your immigration check-in requirement.

TRAVELING OUTSIDE OF THE U.S AFTER YOU HAVE STARTED THE EXCHANGE PROGRAM

Prior to traveling, you are required to obtain clearance from the ISSS department. Please provide your DS-2019 at least 10 business days in advance before your intended travel. When you travel, you should travel with the following documents:

1. Unexpired Form DS-2019 with travel validation signature no more than 1 year old.
2. An unexpired passport valid at least 6 months into the future
3. A valid and unexpired J-1 visa/J-2 visa.
GET A FLORIDA DRIVER'S LICENSE AND DRIVING IN FLORIDA

If you plan to drive in the State of Florida, you are required to apply for a Florida driver’s license. If you do not plan to drive, you should apply for a State of Florida Identification Card. Information concerning either of these cards can be found at Florida Highway Safety & Motor Vehicles. Also see information about Driving in Florida and Buying A Car. [https://www.flhsmv.gov/]

APPLY FOR A SOCIAL SECURITY CARD

J-1 scholar who will be paid in the U.S., and J-2 dependents with USCIS-approved work permits need to apply for a Social Security card. The ISSS office will need to validate your visa by providing a U.S. residential address in the SEVIS data base. J-1 holders must have their J-1 visa validated before they can apply for a SSN.

It is advised that participants apply for a SSN no less than 10 days after entry to the United States, and after their visa has been validated by ISSS. This is to make sure that all databases have adequate time to link and communicate the applicant’s information. You will need to take the following documents to the nearest Social Security Office:

✓ Form SS-5: The SSN application form (http://www.ssa.gov/)
✓ Form DS-2019 (Certificate of Eligibility)
✓ Letter of Sponsorship
✓ I-94 Record printout
✓ Passport with J-1 visa
✓ Form DS-7002 (Official Training Plan)
✓ Offer letter from host company (if available)

MAINTENING YOUR J-1 VISA STATUS

Please be aware that you are responsible for maintaining your J-1 visa status valid. Below are requirements that will help you in ensuring that your J-1 visa remains in valid status.

1. **Academic objective** - The Department of State requires that your academic objective for which your DS-2019 was granted, be upheld throughout your visit on a J-1 status. If you plan on changing your objective in any way, you must notify ISSS before making any changes to ensure that the change is legally allowed with your current J-1 visa status.

2. **Change of address, phone number, or email address** - You must provide your updated address, phone number or email address to ISSS within 10 days.

3. **Medical Insurance; Medical Evacuation; Repatriation of Remains Coverage** – At all times, you and your J-2 dependents must have valid insurance coverage with the required limits. If you do not maintain valid insurance coverage, you may be terminated from your program.
4. **Early completion** – If you are going to complete your J-1 program more than 30 days prior to the end date of your DS-2019, you must notify ISSS as well as your host department. We are required to update this information in SEVIS so that you are not accountable for the time in which you are not participating in the program.

5. **Work authorization** – Any off-campus employment or payment must first be approved by ISSS.

6. **Valid DS-2019** – Maintain a valid DS-2013 at all times. Be aware of your DS-2019 expiration date. This expiration date is not the same as the US Entry Visa expiration date. If you require an extension, please contact ISSS at least 90 days in advance.

7. **I-94** – Make sure that the J-I 94 is always marked “J-1” and “D/S”.

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### 212(e) TWO YEAR HOME RESIDENCY REQUIREMENT

The Two-Year Home Country Physical Presence Requirement [212(e)] applies to some J-1 visa holders. After completion of a J-1 program, the scholar may be required to reside in the home country for a minimum of two years before being eligible for the following: H, L, or K visa classification, U.S. permanent residency, or filing a change of status petition from within the U.S. to any other visa classification. If the J-1 is subject to this requirement, the J-2 is as well.

If you have been in J-1 status, you may be subject for any of these reasons:

- **Funding:** Your stay as a J-1 was funded by the U.S. government, your home country's government, or an international organization.
- **Skills list:** The academic or research program you received as part of the J-1 program is on the Exchange Visitor's Skills List for your home country. ([https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html](https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html))
- **Medical training:** You came as a J-1 to receive graduate medical training sponsored by the Educational Commission for Foreign Medical Graduates.

### How Do I Know If I Am Subject to the Two-Year Requirement?

Only the Bureau of Educational and Cultural Affairs can determine with certainty whether or not you are subject to the requirement. The consular officer will provide you with a preliminary determination during your interview, and it will be noted on your DS-2019 form.
12-MONTH BAR

Individuals who participate in an Exchange Visitor program in any J-1 category for more than 6-months in the United States (excluding Short-Term Scholar) in the previous year (12-months) are barred (not eligible) from returning to the United States in the categories of Research Scholar or Professor for a 12-month period from the end of their program (official Form DS-2019 program end date). The 12-month bar applies to both the principal J-1 and any J-2 dependents and cannot be waived.

24-MONTH BAR ON REPEAT PARTICIPATION

Any J-1 Exchange Visitor in the Research Scholar or Professor category, and their J-2 dependents whose program ended after November 18, 2006 are subject to the 24-month bar.

The program end date can be found in section 3 of your DS-2019. The J-1 category can be found in section 4.

J exchange visitors in the Short-Term Scholar, Specialist or Student categories are not subject to the 24-month bar. The J category can be found in section 4 of your DS-2019.

The bars do not prevent individuals from returning to the United States in any other visa status such as the B-1 (business), B-2 (tourist), F, H, etc. or in the J-1 Exchange Visitor categories of Student/Non-Degree Student, Student Intern, or Short-Term Scholar (Short-Term Scholar category excluded as the maximum duration is 6-months). This bar cannot be waived.

<table>
<thead>
<tr>
<th>If you have or had this J visa Category for LESS than 6 months.</th>
<th>Wait time for new J-1 Research Scholar/Professor visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 Intern</td>
<td>No Wait</td>
</tr>
<tr>
<td>J-1 Specialist</td>
<td>No Wait</td>
</tr>
<tr>
<td>J-1 Short Term Scholar</td>
<td>No Wait</td>
</tr>
<tr>
<td>J-1 Research Scholar/Professor Category for any amount of time (one day to five years)</td>
<td>24 Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you have or had this J visa Category for MORE than 6 months.</th>
<th>Wait time for new J-1 Research Scholar/Professor visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 Intern</td>
<td>12 Months</td>
</tr>
<tr>
<td>J-1 Specialist</td>
<td>12 Months</td>
</tr>
<tr>
<td>J-1 Research Scholar/Professor Category for any amount of time (one day to five years)</td>
<td>24 Months</td>
</tr>
<tr>
<td>J-2 Dependent of Research Scholar/Professor Category</td>
<td>24 Months</td>
</tr>
<tr>
<td>J-2 Dependent of any J-1 category except Short Term Scholar</td>
<td>24 Months</td>
</tr>
</tbody>
</table>
SAFETY

FAU Police officers are full-service, certified, sworn state law enforcement officers. They patrol campus in a number of ways (car, bicycle, on foot, etc.) 365 days a year 24 hours a day.

- **Blue Lights** - If you spend any time on an FAU campus, especially at night, you will notice the blue lights glowing in the dark. These lights are atop yellow poles that have a red emergency button that anyone who feels unsafe in the moment can push to be directly linked to the FAU Police Department as soon as the button is pushed. FAU police respond in-person to all pushes of the button.

- **NightOwls** - The NightOwls Program is a student ran evening escort service. FAU students who need a ride to or from class, the library, residence halls, parking lots, or any other location on the Boca Raton Campus can call the NightOwls for a free ride. Call (561) 297-6695 for a ride!

- **Community Service Officers** - Community Service Officers (CSO) are FAU students, in good academic standing, who work for the police department as civilian employees. When NightOwls isn’t available the CSOs are happy to escort students to their on-campus destination. CSOs also offer battery boost and lock-out services.

- **R.A.D Class** - The Rape Aggression Defense (R.A.D.) Course is offered to train women in self-defense tactics and techniques. Cost for the course is nominal and can be found on the website.

- **Emergency Notification** - FAU utilizes several means to notify students, faculty and staff when a threat exist on any of our campuses including text, phone calls and/or email. Students should follow the directions listed in the "Emergency Notification" section of FAU Police Department's Clery Act webpage.

- **Cleary Act and Crime Statistics** - Each year, colleges and Universities are required to create a report and post their crime statistics for the year.

- **To call for emergency assistance within the US, you dial 911.**
  - Example: life threatening emergencies, car accidents, need an ambulance, etc.
  - Many 911 call centers follow protocols that guide callers through a sequence of questions to quickly obtain information necessary for dispatching the right responders to the right location. Call-takers may also provide instructions about what to do until help arrives. Even though protocols are designed to help call-takers reassure callers and take charge of the situation, the experience can be stressful for a 911 caller who is not accustomed to dealing with emergencies. When you call 911, be prepared to answer the call-taker’s questions, which may include:
    - The location of the emergency, including the street address
    - The phone number you are calling from
- The nature of the emergency
- Details about the emergency, such as a physical description of a person who may have committed a crime, a description of any fire that may be burning, or a description of injuries or symptoms being experienced by a person having a medical emergency

CAMPUS INVOLVEMENT
You can learn more about FAU events and organizations at https://fau.campuslabs.com/engage/