



International Services
Division of Student Affairs
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TO: Departments Hosting Non-Student J-1 Exchange Visitors (student interns, short-term scholars, professors, research scholars, specialists)
FROM: International Services
DATE: Spring 2017
RE: Procedures for Newly Arrived J Exchange Visitors

After receiving the DS-2019 and supporting materials, the Exchange Visitor will proceed with obtaining a J-1 visa and making arrangements for coming to Florida Atlantic University. To assist with a smooth transition for the Exchange Visitor and to ensure compliance with FAU policies and immigration regulations, we ask that you review and follow the guidelines below.

- ✓ Departments must communicate with the Exchange Visitor regarding arrival at FAU:
 - Inform ISSS if the EV's arrival will be delayed more than 30 days from the start date of the DS-2019
 - Identify a departmental contact (the host faculty member or an administrative/support staff person) who will be on campus at the time of the Exchange Visitor's arrival.
- ✓ Departments are responsible for completing background checks for all exchange visitors, whether they are paid or unpaid. Please send your request to empl@fau.edu and include the Exchange Visitor's full name (as it appears in the passport), email address, and the index account to be charged. We recommend that you submit your request after the Exchange Visitor confirms that s/he secured obtained the visa, but prior to their arrival on campus.
- ✓ The Exchange Visitor must contact the host academic department and must report to ISSS within 10 days of arrival. It is best to schedule an appointment in advance. If the Exchange Visitor is accompanied by dependents, the dependents are not required to come to the appointment. However, the Exchange Visitor must bring dependents' passport, DS-2019, and I-94 card to the appointment. The purpose of the appointment is to complete the following:
 - Review for accuracy and copy immigration documents in preparation for federally mandated immigration reporting.
 - Verify the EV's local address.
 - Provide a 15-20 minute orientation and overview of the J visa requirements.

- Discuss the health insurance requirement and verify coverage.
- Provide information about campus resources.
- Provide information and support letter to apply for a social security number (only Exchange Visitors who are paid by FAU can receive this letter and apply for the social security number).
- Assist with obtaining a Z number, FAU Owl card, etc. as needed.*

*EVs employed by FAU or with courtesy appointments receive Z numbers and MyFAU access via the employment/courtesy appointment process.

*For unpaid Exchange Visitors without courtesy appointments, Exchange Visitor will sign an [Affiliate Appointment form](#) (included in the EV packet) and department will forward that form along with other supporting documents to IS. IS then will produce a memo and send the form with memo to the appropriate entity on campus to request a Z# for the scholar. This process takes about 10 business days from the moment all documents are completed and sent to the requestor. The Z# request can be sent only after the Scholar already obtained DS2019 and J1 visa.

- ✓ If the Exchange Visitor will be attending a campus other than the Boca Raton Campus and will not be able to come to Boca in person, please contact IS for alternative arrangements.
- ✓ Departments are responsible for informing IS of any significant changes in the Exchange Visitor's program (for example: funding sources, research objective, additional job responsibilities which are significantly different from the initial assignments).
- ✓ Departments must notify IS if the Exchange Visitor departs prior to the program completion date listed on the I-20.

Please visit the IS website (<http://www.fau.edu/iss>) for information and updates regarding the J Exchange Visitor Program. If you have further questions about the J program or the information included in this handout, do not hesitate to contact us. We look forward to meeting your Exchange Visitor!