

HOSTING A J-1 SCHOLAR/EXCHANGE VISITOR

It is a privilege and an honor to host a J-1 Scholar or Exchange Visitor (EV). ***It is very common to refer to a Scholar as an Exchange Visitor, so you will see these two terms used interchangeably.*** It is not an easy task but if done correctly, hosting an Exchange Visitor can be a rewarding experience and can have a positive impact to the host(s), the students, and the overall Xavier community. Before you submit an application, please consider the commitments involved: time required for hosting and overseeing an EV, dedicated resources, identify the mutual goals, benefits, and purpose of your program, and clarify the specific duties and roles of the EV; all required to host an Exchange Visitor. Feel free to contact International Student & Scholar Services (ISSS) for an initial consultation to discuss the commitments and responsibilities for hosting an EV. Once you are ready to become a host, you can submit the **Department Application** form to ISSS.

The department host(s) must submit the Department Application form to ISSS in the Center for International Education in room 230 in the Gallagher Student Center. The form gives ISSS the information we need to prepare a Certificate of Eligibility (DS-2019) for an international visitor wishing to enter the U.S. and participate in the J-1 Exchange Visitor Program. The DS-2019 document is needed to obtain a J-1 visa from the U.S. Embassy/Consulate in the visitor's country. The J-1 visa will enable the EV to enter the U.S. and participate on Xavier's J-1 Exchange Visitor Program. If the visitor is already in the U.S. in J-1 status, please contact ISSS for further guidance.

Please provide all of the information requested on the application form and attach all necessary documents. Without this information, the DS-2019 cannot be issued. ***Incomplete Department Applications will not be reviewed until all information is submitted. ISSS reserve the right to deny inappropriate or invalid applications and request for further evidence when necessary.***

1. **The hosting academic department inviting the EV, will need to submit a completed Department Application form with supporting materials to ISSS at least three months prior to the EV's program start date.** Please keep in mind that it may take ISSS up to one week to review the application and process the DS-2019 document. Additionally, it will take time for department hosts to internationally mail the DS-2019 document and welcome materials to the EV. And finally, it can take up to 3 months for a US visa stamp to be issued to an international visitor. For all parties involved, requests that are not submitted in a timely manner will not be considered.
2. ISSS will review the application and decide if the application for a DS-2019 can be approved. **If Approved, ISSS will issue each international visitor a DS-2019. The host department will be contacted within one week to pick up the DS-2019(s) and the welcome materials to mail to the prospective Exchange Visitor.** ISSS will enter the necessary information about the Exchange Visitor and dependents (spouse & children under the age of 21) into the SEVIS system. It is necessary for the Exchange Visitor and dependents to be entered in SEVIS so we can issue their DS-2019s.
3. **After receiving the DS-2019 and the welcome packet, the EV must pay for a SEVIS fee online at <https://www.fmifee.com>** using the number at the top of the DS-2019. The SEVIS fee is only required for the EV and not for the dependents. Instructions on paying the SEVIS fee are available at the link provided. The Exchange Visitor must print out a receipt to keep with the DS-2019.
4. **The prospective Exchange Visitor will present the DS-2019 and SEVIS fee receipt to the U.S. Consulate in his/her country to apply for a J-1 visa stamp.** For more information on how to apply for the J-1 visa, visit <http://travel.state.gov/content/visas/english/study-exchange/exchange.html>. Any dependents of the EV must also use their own unique DS-2019 to apply for their J-2 visas. This may involve a 4 week security check. After securing a visa appointment, applying for a US visa stamp could take up to 3 months for issuance. You may contact ISSS with any problems or questions about the application for the J-1 visa.
5. **Once the J-1 visa is issued, the Exchange Visitor may make plans to travel to the U.S.** Because flights can be expensive and non-refundable, we do not recommend purchasing airline tickets until a visa has been issued. When purchasing airline tickets, the EV and department hosts should know that the EV can only enter the U.S. within a time period of 30 days before the program begin date listed on their DS-2019.
6. **Please notify ISSS if the Exchange Visitor cannot enter by the program begin date on their DS-2019.** ISSS must enter a new program begin date in the SEVIS system to keep the EV's SEVIS record valid and facilitate his/her entry into the U.S.
7. **The Exchange Visitor must check-in with ISSS once he/she arrives.** If this is not done in time for ISSS to validate their SEVIS record within 30 days from their entry, the Exchange Visitor and his/her dependents will not be in valid legal status.