



CHECKLIST
Prospective Scholars, DS-2019 / J-1 Visa
(Packet for Sponsoring Department)

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**WILLIAM
PATERSON**
UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS / NSE/STUDY ABROAD PROGRAM
RAUBINGER HALL · 2ND FLOOR – ROOM 207B
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

International Faculty visiting WPUNJ

William Paterson University welcomes faculty and staff through collaborative efforts with colleagues from universities abroad. If you are interested in such opportunities, you will need a formal invitation through an academic department here at William Paterson University of New Jersey. Please visit the university's main page for a complete listing of academic departments, programs and colleges.

You will need to apply for a J-1 exchange visitor visa under one of the approved categories at WPUNJ (*visiting scholar, short term scholar or researcher or non degree visiting student*).

The sponsoring department at WPUNJ completes a request for a J-1 exchange visitor form (DS1019 form). This form requires the signatures of the sponsoring faculty, department, college dean and the Office of the Provost.

Under the law, you must show evidence of financial support for the entire period of your stay including all sources of funding before a DS109 form is issued. Sources of funding may include: (personal funds, WPU funding, funding from your own government, the US government, or an agency such as Fulbright, IREX and so forth). Generally if scholars are funded through an organization such as Fulbright, the DS2019 form is issued through them, not WPUNJ.

Upon all approvals on the DS2019 request form, WPUNJ's Office of International Students and Scholars (OISS) issues a DS210 form to be presented at the US consulate or embassy abroad to obtain a J-1 exchange visitor visa.

All completed requests must be sent to OISS by the sponsoring academic department (not the prospective scholar) at least 90 days prior to the start of the visit. The duration of the stay may vary from a few days and up to 36 months (3 years), depending on the nature of the visit, the interests and needs of the sponsoring department and all approvals from the appropriate university officials.

The Office of International Students and Scholars will provide information and visa services to all scholars and their dependents throughout their stay in the US.



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THE EXCHANGE VISITOR PROGRAM: J-1 SCHOLARS

WHAT IS THE EXCHANGE VISITOR PROGRAM (J-1 VISA)?

The Exchange Visitor Program is designated to bring scholars, researchers, professors, specialists and students to the United States for a variety of educational and cultural exchange purposes. These individuals are under the sponsorship of an agency or organization that has been designated as an exchange visitor sponsor by the U.S. government. William Paterson University has been granted this designation and, accordingly, is authorized to issue the DS-2019 used to obtain the J-1 visa, which is issued to individuals who come to the U.S. on the Exchange Visitor Program, is set apart from all other non-immigrant visa classes by its underlying philosophy of educational and cultural exchange.

HOW DOES A DEPARTMENT OR FACULTY MEMBER INVITE A VISITING SCHOLAR?

To invite a scholar on a J-1 visa, the **host department or faculty member** needs to prepare the DS-2019 REQUEST FORM. Please contact Immigration Services for a request form or download one here.

*DS-2019 REQUEST FORM

WHAT ARE THE STEPS IN BRINGING A VISITING SCHOLAR TO THE U.S.?

- STEP 1:** The department or faculty member fills out the DS-2019 REQUEST FORM and returns it and the necessary documentation to Cinzia Richardson, OISS, Raubinger Hall, Lower Level, Room 21, Wayne, NJ, 07470.
- STEP 2:** After OISS receives the request form, the DS-2019 form will be prepared and sent to the prospective visiting scholar according to the mailing instructions on the request form. The booklet, "Exchange Program J-1 Visa Information" will also be sent to the prospective visiting scholar.
- STEP 3:** The prospective visiting scholar uses the DS-2019 form to obtain a J-1 visa at a U.S. Consulate or Embassy.
- STEP 4:** The visiting scholar enters the U.S. using a valid passport, J-1 visa stamp and Form DS-2019. Newly arrived visiting scholars are required to make an appointment with Cinzia Richardson, who will review the scholar's documents and discuss pertinent information concerning the University and the community.

HOW DO J-1 VISITING SCHOLARS EXTEND THEIR STAY?

To extend the J-1 Visiting Scholar's stay, the inviting department or faculty member must request a program extension at least 45 days before the current DS-2019 expires. Please contact: OISS for an extension form

*EXTENSION FORM FOR SCHOLAR

(Other documentation such as a bank statement may be needed. Contact: OISS for information)

HOW DO VISITING SCHOLARS CHANGE THEIR STATUS OR CATEGORY?

Individuals in J-1 status who are subject to the two-year home country residence requirement (stamped on the U.S. visa and noted at the bottom of the Form DS-2019) may not change to any other non-immigration status without first applying for and receiving a waiver. Moreover, exchange visitors who enter the U.S. in one exchange category, such as “research scholar,” are rarely permitted to change to another category, such as “student”.

HOW DO VISITING SCHOLARS TRANSFER TO ANOTHER PROGRAM?

A J-1 Visiting Scholar who wishes to transfer to another institution must have his/her current program sponsor’s permission. Permission to transfer is granted only if the transfer is in the same filed or category as the Visiting Scholar’s original purpose in coming to the US. Application for permission to transfer is made with the Form DS-2019 from the new sponsor. J-1 Visiting Scholars who intend to transfer another program should check with Immigration Services for further information.

WHAT ABOUT INCIDENTAL EMPLOYMENT FOR J-1 VISITING SCHOLARS?

Researchers and scholars in J-1 status can be authorized to accept employment away from their program sponsor, but only if that employment is directly related to their program objectives. Such employment must be approved by Immigration Service before the work takes place. This is known as “Incidental Employment” and cannot be full-time employment.

CAN VISITING SCHOLARS BRING THEIR DEPENDENTS?

A J-1 Exchange Visitor’s spouse or child will need a J-2 DS-2019 to enter the U.S. in J-2 status and may stay as long as the J-1 Exchange Visitor is authorized to remain in the U.S. Other family members are not J-2 dependents and must come as visitors on a visitor visa.

CAN J-2 DEPENDENTS WORK?

An individual in J-2 status may apply to the United States Citizenship & Immigration Services (Vermont Service Center) for permission to accept employment. Permission will be granted only if the employment is designed to support the J-1’s spouse and child/children, and not the J-1 Visiting Scholar. The processing time for work authorization at the Vermont Service Center is approximately 4-12 weeks. A J-2 cannot begin working until she/he has received the Employment Authorization Document (EAD Card) from the USCIS. For further information and an application packet, please contact Immigration Services.



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COVER SHEET FOR DS-2019 REQUEST

TO: Office of International Students & Scholar/NSE Program
 Raubinger Hall, 2nd Floor, Room 207B
 Wayne, New Jersey 07470-2103

FROM: Name: _____

Department: _____

Title: _____

DATE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____



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CHECKLIST FOR DS-2019 – J-1 VISA EXCHANGE VISITOR PROGRAM

You must submit a completed DS-2019 Request Form with:

- _____ Cover sheet for DS-2019 request
- _____ Financial documentation if not supported by WPUNJ appointment
- _____ Copy of CV or resume
- _____ Brief statement from the sponsoring faculty/department describing the research or teaching program the scholar will undertake, including:
 - Name of scholar’s immediate supervisor or department mentor
 - Professional obligations
 - Description of the facilities and equipment that will be provided to the scholar (e.g. office/lab space, phone)
- _____ Signed copy of Medical Insurance Attestation (*Submitted by Prospective Scholar*)
- _____ Copy of current DS-2019 and I-94, if currently in the U.S. (*Submitted by Prospective Scholar*)
- _____ Copy of passport biographic page (*Submitted by Prospective Scholar*)
- _____ Copy of pertinent provisions of Exchange Agreement, if applicable



DS-2019 REQUEST FORM
J-1 EXCHANGE VISITOR PROGRAM

(Document must be filled out by the inviting faculty member, not the scholar)

Please type or print clearly. Submit completed form and all other required documentation to Office of International Students & Scholar (OISS)

Check all that apply:
New J-1 scholar at WPU
Previously at WPU as a J-1 Scholar
Previously in U.S. as a J-1 Scholar
Transfer from another U.S. Institution

Scholar's Name Last/Family First Middle

Male Female Date of Birth Month/Day/Year

City or Province of Birth Country of Birth (must be completed)

Country of Citizenship Country of Legal Permanent Residence (must be completed)

E-mail address Person # (if applicable)

Is the scholar participating on a WPU Exchange Program? Yes No

If so, which one?

If scholar is currently in the U.S. as a J-1 scholar at another institution:*

Name of current program sponsor (e.g. Univ. of Iowa)

Program Number

Date of scholar's initial entry in J-1 visa status

*Please attach a copy of the scholar's current DS-2019, and front and back of his/her I-94 card.

Scholar's Address Abroad

Current Occupation / Position (Title and Place of Employment in Country of Permanent Residence)

Field of Specialization (e.g. area of chemistry: electronanalytical)

At WPU, the scholar's primary activity will be: _____ Professor
_____ Research Scholar
_____ Short-term Scholar
_____ Specialist
_____ Student/Non Degree

WPU Department (e.g. Department of Chemistry)

Department Address at WPU

Time Period for which the DS-2019 is Requested*

Beginning Date** _____ Ending Date _____
Month/Day/Year Month/Day/Year

****While a Research Scholar/Professor may hold J-1 visa status for up to five years, it is recommended that a DS-2019 be requested for only one year at a time to provide for annual verification of funding.***

*****The scholar may enter the U.S. thirty days before the start date or anytime within 30 days after the start date on the DS-2019. If not validated in the SEVIS system within 30 days after the start date, the scholar's SEVIS record will become invalid.***

Scholar's Funding Source(s) and Amount(s) (complete all that apply)

_____ WPUNJ Appointment*	\$ _____
_____ Other Sponsor (<i>Official documentation of support in U.S. dollars must accompany this request form</i>)	
_____ Scholar's Government (<i>Example: letter on official letterhead identifying a U.S. dollar amount and the duration of the support</i>)	\$ _____
_____ Other Organizations Providing Support	\$ _____
_____ Specify	
_____ Personal Funds (Example: scholar's personal bank statement Showing account balance in U.S. dollars)	\$ _____
_____ Other _____	\$ _____
_____ Specify	
Total amount of funding	\$ _____

- * **If the scholar will hold a University appointment, refer to salary schedules provided by the appropriate Human Services office for required salary minimums and maximums.**
- * **If the scholar hold a University appointment, evidence of funding from each sponsoring source must be provided, documented plus \$4,500 additional for the spouse and \$3,500 for each accompanying child.**

Source of **Mandatory** Health Insurance

Pursuant to the Exchange Visitor Program (the "Program"), you, as a J-1 nonimmigrant, are required to obtain and maintain insurance coverage for you and your family members for sickness and/or accident(s) during the period of time that you spend in the U.S. in the Program. Please refer to our J-1 Brochure for information relating to the minimum insurance coverage.

_____ Benefit of University appointment

_____ Scholar will purchase in home country (Scholar must present an English translation of the policy for evaluation upon arrival)

_____ Scholar will purchase in the US upon arrival and no later than 5 business days of program start date

Accompanying Immediate Family Members (Spouse and/or Children)

NAME:
Last/Family, First/Give

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Give

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Give

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Give

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

This DS-2019 Request Form MUST BE accompanied by:

- A photocopy of the scholar's CV
- A statement describing the research or teaching program the scholar will undertake, including the name of the scholar's immediate supervisor or departmental mentor and professional obligations, and a description of the facilities and equipment (e.g. office/lab space, telephone, etc.) that will be made available to the scholar.
- A copy of the scholar's current DS-2019, and front and back of his/her I-94 card if the scholar is currently in the U.S. as a J-1 scholar at another institution

Signatures of BOTH FACULTY AND CHAIR and DEAN are required.

Faculty Member Requesting DS-2019 Form

Name _____ Title _____

Dept. Address _____ Phone _____

Signature _____ E-mail _____

Approval from Department Chair

Name_____ Title_____

Dept. Address_____ Phone_____

Signature_____ E-mail_____

Date_____

Approval from College Dean

Name_____ Title_____

Dept. Address_____ Phone_____

Signature_____ E-mail_____

Date_____

Approval from the Provost Office (Appointment or letter of invitation must be included).

Name_____ Title_____

Signature_____ Date_____

If you have any questions, please call Cinzia Richardson, Office of International Students & Scholars/NSE Program at 973-720-2976 or email richardsonc@wpunj.edu.



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U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

FACT SHEET

I-901 SEVIS Fee for F, M, and J Nonimmigrant Students and Exchange Visitors

Beginning October 27, 2008, the Department of Homeland Security (DHS) will increase the congressionally mandated fee that is charged to cover the costs of the Student and Exchange Visitor Program (SEVP).

Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools.

Some schools charge a fee by the year or the semester to support their foreign student/exchange visitor offices and automated systems. ***These fees are neither mandated nor collected by the U.S. Government.***

Payment of the I-901 fee will be recorded and tracked in SEVIS, the web-based system for collecting, maintaining, and managing information about nonimmigrant students and exchange visitors in the United States.

Who pays the new fee?

Those who wish to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after October 27, 2008.

How much is the new fee?

For students (F-1, F-3, M-1, or M-3)	\$200
For exchange visitors (J-1) except those listed separately below:	\$180
For spouses and dependent children (F-2 or J-2) of students or exchange visitors	None

When do prospective students or exchange visitors pay the SEVIS fee?

- Applicants who require a visa to enter the United States must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interviews.
- Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for F-1, F-3, M-1, M-3, or J-1 status at a Port of Entry into the United States must pay the SEVIS fee before appearing at the Port of Entry.
- Nonimmigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

How is the fee paid?

- Through the Internet at www.FMJfee.com by using a credit or debit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrants); or
- Through the mail by submitting a completed Form I-901 and a check or money order drawn on a U.S. bank and payable in U.S. currency; or
- By a third party such as a school or sponsor; or
- By selected sponsors of an exchange program submitting a bulk or group payment.

When must the fee be paid?

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow for adequate processing time the fee must be paid:

- At least three business days prior to the visa interview date if paying electronically.
- At least 15 business days prior to the scheduled visa interview if submitting payment through regular mail. (This time frame allows adequate time for the fee payment to be received at the DHS address listed on the Form I-901, deposited, and recorded in SEVIS.)
- Be sure to add local mail processing time to this processing estimate for accuracy.

How will the payment be verified?

The payment will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who are paying by mail, may request Express delivery service for the I-797 receipt at an additional cost of \$35.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

When must continuing students (F-1, F-3, M-1, or M-3 nonimmigrants who have begun but not finished a program) pay the SEVIS fee?

Continuing students must pay the SEVIS fee:

- Before filing an application for reinstatement when they have been out of status for more than five months; or
- When applying for a new visa and returning to the United States after an absence of more than five months that did not involve authorized overseas study; or
- When filing an application for a change of status to an F, M, or J classification except for changes between F-1 and F-3 or between M-1 and M-3.

When must continuing exchange visitors (J-1 nonimmigrants who have begun, but not finished a program) pay the SEVIS fee?

Continuing exchange visitors must pay the SEVIS fee before:

- Filing a reinstatement application after a substantive violation; or
- Filing a reinstatement application after they have been out of status between 121 and 269 days; or
- Applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, G-3, or G-7).

ICE

<p>U.S. Immigration and Customs Enforcement (ICE) is the largest investigative arm of the Department of Homeland Security (DHS). ICE seeks to prevent acts of terrorism by targeting the people, money and materials that support terror and criminal networks.</p>

Last Modified: Monday, January 5, 2009



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May 2, 2007

Sample - J1 appointment letter

professor
or
research scholar

Dear [redacted]

I am pleased to inform you that you have been recommended for the one-year-only position of three-quarter-time assistant professor in the Department of [redacted] at The William Paterson University of New Jersey, effective September 1, 2007-June 30, 2008. The salary for this position is [redacted], which corresponds to Step 4 of Classification U22 of the State/AFT Agreement.

Following approval of this offer by the President of the University and action by the Board of Trustees at its next public meeting, you will receive a formal contract of employment from the President. As indicated in the language of the contract, all appointments are subject to certification of the availability of funds by the Division of Budget and Accounting of the State of New Jersey.

I am pleased that you will be rejoining the faculty of the Department of History, and I look forward to working with you. Please sign and date a copy of this letter and return it to me within ten days to indicate your acceptance of this offer.

Sincerely,

[redacted signature]

I accept and agree to the terms of this offer.

Signature

Date

c: Edward Weil
Stephen Hahn
Allison Boucher



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CHECKLIST

Prospective Exchange Visitor Faculty

(Professor/ Research Scholar/Short Term Scholar/ Specialist /Student)

- _____ Medical Insurance Attestation

- _____ List of Health Insurance and Services Plans

- _____ The SEVIS Fee Requirements: What J-1 Exchange Visitors Need to Know



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MEDICAL INSURANCE ATTESTATION

Both the U.S. Department of State and William Paterson University require J-1 Exchange Visitors (and their dependents) to obtain and maintain medical insurance coverage during their stay in the U.S. as J-1 Exchange Visitors. (Please refer to the J-1 brochure)

Please indicate below how you expect to meet this medical insurance requirement:

_____ I will have medical insurance coverage as a benefit of my William Paterson University Employment. (Only applies to Faculty)

_____ I will purchase health insurance from an Insurance provider (Recommend list attached).

_____ I will purchase health insurance in my home country prior to coming to the US.

By signing below, I hereby confirm my understanding, and accept my obligations, under the Exchange Visitor Program and William Paterson University requirements for J-1 Exchange Visitors. I also acknowledge that willful noncompliance with the insurance provisions may result in the termination of my participation in the Exchange Visitor Program.

VISITOR'S SIGNATURE

DATE



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List of Health Insurance and Services Plans

1. HTH Worldwide Insurance Services
One Radnor Corporate Center, Suite 100
Radnor, PA 19087, USA
Visit: hthstudents.com
Email: customerservice@hthworldwide.com
Call: 1-888-243-2358 or 1-610-254-8769 outside the U.S.
Fax: 1-610-254-8797
2. BETINES K & K Consulting Services, Inc.
PO Box 110998
Tacoma, WA 98411-0998
Visit: www.betins.com
Email: webmaster@betins.com
Call: 253-238-6374 or 1-866-552-8834
Fax: 253-238-6385
3. VISIT® Travel & Medical Insurance Program
PO Box 210
Mount Vernon, VA 22121
Visit: www.visitinsurance.com
Email: info@visitinsurance.com
Call: 1-800-247-5575 or 1-703-660-9062
Fax: 1-703-991-9164
4. CISI (Cultural Insurance Services International)
River Plaza, 9 West Broad Street
Stamford, CT 06902-3788
Visit: www.culturalinsurance.com
Email: zkovacevic@culturalinsurance.com
Call: 1-800-303-8120 or 1-203-399-5181
Fax: 1-203-399-5596

The Exchange Visitor Program Welcome Brochure

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. This brochure is designed to help you understand the purpose and operation of the Exchange Visitor Program and to introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

Sponsors — The U.S. Department of State designates sponsors to administer individual exchange visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select exchange visitors participating in their programs, provide them with pre-arrival information, an orientation, and monitor their activities.

Sponsors offer exchange visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange visitors are encouraged to voluntarily participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

Responsible Officers — Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificates of Eligibility (form DS-2019, formerly IAP-66), and conduct official communications with the Department and the Immigration and Naturalization Service (INS) on your behalf. Should you have questions about the regulations or any aspect of your exchange program, your initial and primary contact is the responsible officer whose name you can find in Block 7, at the bottom right of the DS-2019 form.

Exchange Visitors — An exchange visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age may apply for J-2 visas, with the permission of your sponsor.

RULES — REGULATIONS

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any changes which may affect your J status. Some requirements of the Federal regulations and where to find them are indicated below.

Activities and Program Provisions — You entered the United States in one program category, and are required to engage in that category and subject field of activity listed on your form DS-2019 (formerly the IAP-66). You must comply with the specific program provisions of the regulations relating to your program category.

Insurance — You are required to have medical insurance in effect for yourself and any dependents in J-1/visa status for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) **Minimum Coverage** — Insurance shall cover:
(1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000.

(b) **Additional Terms** — A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) **Maintenance of Insurance** — **Willful failure on your part to maintain the required insurance will result in the termination of your exchange program.**

Transfers — Exchange visitors may transfer from one sponsor to another only if they are released by the first sponsor as required by the regulations. A transfer must be clearly consistent with the intent and purpose of the original program objective and category. A transfer does not extend the length of the maximum program duration of the category. Insurance may be obtained with the new sponsor.

Extensions — An exchange visitor's program may be extended at the sponsor's discretion to the extent permitted by the regulations. Sufficient funds must be available to support you and any dependents if a new Form DS-2019 (formerly IAP-66) is to be issued. Insurance is also required.

Maintenance of Status — You are required to have a valid and unexpired form DS-2019 (formerly IAP-66). Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations or the sponsor's rules governing their particular program.

Notification — You must inform your responsible officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State.

Current Regulations — The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62 — formerly Part 514). The regulations are generally available for review at the offices of responsible officers, universities, law schools, or large public libraries. They are also available on the Internet at:

<http://www.exchanges.state.gov/visa>

For Further Information — Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

The address, telephone and fax numbers and web site address of the Exchange Visitor Program, Bureau of Educational and Cultural Affairs, United States Department of State is:

SA-44, Room 734
301 Fourth Street, SW
Washington, DC 20547

TEL: 202-401-9810 FAX: 202-401-9809

Internet address:
<http://www.exchanges.state.gov/visa>