

## Off campus or 3<sup>rd</sup> Party J-1 Academic Training Provider

### Terms and Conditions pursuant to 22 CFR 62.2 regarding the J-1 Academic Training of

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(Student's Full Name)

This letter is to convey to you that as a "Third Party" and a provider of the J-1 Academic Training for our aforementioned J-1 student you will be acting on behalf of WVU, in the conduct of its J-1 Exchange Visitor Program. In this role, it is crucial that you fully comply with the provisions of 22 CFR 62.23 governing the J-1 College and University Student Category. Further, you will be expected to ensure the individual's health, safety, and welfare and report any incidents listed in the attached rubric on the same day for us to report to the Department of State.

The J-1 college and university student category is part of the J exchange visitor nonimmigrant category, but it is more than just an immigration category; it is a component of the Exchange Visitor Program managed by the U.S. Department of State, and a vehicle for a designated exchange visitor program to accomplish the goals of its program of exchange. For key provisions associated with this J-1 category, please see attached U.S. DOS brochure.

For any information regarding this matter, please contact Kelley Rice, the WVU J-1 Responsible Officer (RO) at [Kelly.Rice@mail.wvu.edu](mailto:Kelly.Rice@mail.wvu.edu).

*Please indicate your understanding of the information above by your signature and date below.*

### **3<sup>rd</sup> Party J-1 Academic Training Provider – Supervisor Information**

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(Supervisor Name)

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(Signature)

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(Date)



# The Exchange Visitor Program

## *WELCOME BROCHURE*

Bureau of Educational and Cultural Affairs  
United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. As an Exchange Visitor Program participant, you will acquire an experience in the United States, and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program, provide you with information on contacting the Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.

### **THE EXCHANGE VISITOR PROGRAM**

**THE U.S. DEPARTMENT OF STATE** administers the Exchange Visitor Program under the provisions of 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 opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

**Sponsors** – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as sponsors. Sponsors screen and select exchange visitors to participate in their programs based on the regulations governing the exchange activity and stated in 22 CFR Part 62. Sponsors provide exchange visitors pre-arrival information, an orientation, and monitor activities throughout their exchange program. Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. You are encouraged to 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 Certificate of Eligibility (Form DS-2019), and conduct official communications with the Department of State and the Department of Homeland Security (DHS) on your behalf. Your sponsor's role is to help you manage your program. If problems arise or you have questions, your sponsor is there to help you. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is your sponsor. Unless provided specific contact information by your sponsor you should contact the person whose name and telephone number can be found on your Form DS-2019.

**Exchange Visitor** – An exchange visitor is a foreign national selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Spouse and dependents - Some categories of the Exchange Visitor Program permit a spouse and/or unmarried children, under 21 years of age, to accompany an exchange visitor to the United States. These individuals may apply for J-2 visas with the permission of your sponsor.

## **REGULATIONS – RULES**

**IT IS IMPORTANT THAT YOU** understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your sponsor will help you keep current with any change which may affect your J-1 visa status. Some requirements of the Federal regulations and where to find them are indicated below.

**Register with your sponsor** – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). This System is administered by the Department of Homeland Security and is used to collect and maintain information on the current status of non-immigrants and their dependents in the sponsor's program during their stay in the United States.

**When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States.**

**Activities and Program Provisions** – You entered the United States in a specific program category, and are required to engage in that category and the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.

**Insurance** – You are required to have medical insurance in effect for yourself (J-1), your spouse and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their exchange visitors. 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 Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation in the amount of \$50,000.

(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 throughout your stay in the United States will result in the termination of your exchange program.**

**Maintenance of Valid Program Status** – You are required to have a valid and unexpired Form DS-2019. 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.

**Required Notifications to Sponsors** – You must immediately inform your sponsor if you change your address (residence) or telephone number, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program status.

**Current Regulations** – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62) and can be found at the J-1 Visa website: <http://j1visa.state.gov/sponsors/current/regulations-compliance/>.

**Contacting the Department of State** – The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA).

Bureau of Educational and Cultural Affairs  
U.S. Department of State  
Annex SA-5, Fifth Floor  
Washington, DC 20522-0505

**Report Abuse or Exploitation** – If you are mistreated and/or your rights are violated, and your sponsor is not providing the help you need, contact the Department of State for assistance:

**J-1 Visa Emergency Hotline: 1-866-283-9090.\***

This line is for use by exchange visitors and third parties in the case of urgent situations. \*A Department of State representative is available 24 hours a day.

**Regular Communications or questions: [jvisas@state.gov](mailto:jvisas@state.gov).**

This e-mail address is to communicate non-emergency issues, questions, and concerns.

**F-1 EXCHANGE VISITOR PROGRAM: ACADEMIC AND GOVERNMENT CATEGORY INCIDENT REPORTING RUBRIC**

This reporting rubric should be used by Department of State–designated Exchange Visitor Program sponsors as a general guideline for reporting incidents involving J-1 exchange visitors to the U.S. Department of State pursuant to 22 CFR 62.131(d). The examples provided below are not meant to be exhaustive (e.g., there may be other serious situations, not listed below, that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor’s exchange visitor program into notoriety or disrepute). Sponsors can download an incident report form here: <http://1visa.state.gov/wpc-content/uploads/2016/10/AG-Incident-Report-2.docx> and should email the form to the Office of Private Sector Exchange Administrator’s Academic and Government (OP A-AG) unit at: [AGAlert@state.gov](mailto:AGAlert@state.gov). An incident report form is preferred in all situations, but an e-mail regarding an evolving situation, to be followed later by an incident report, is acceptable.

Nature of Incident or Allegation	
<ul style="list-style-type: none"> <li>• Exchange Visitor Death</li> <li>• Exchange Visitor Missing</li> <li>• Exchange Visitor Serious Illness or Injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)</li> <li>• Litigation (related to a sponsor’s exchange visitor program, in which sponsor or an exchange visitor may be a named party)</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Involving the Criminal Justice System (e.g., arrest, charges, law enforcement, etc.)</li> <li>• Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment or abuse)</li> <li>• Negative Press Involving a sponsor’s exchange visitor program</li> <li>• Foreign Government Involvement (including embassy officials)</li> <li>• Other Situations Impacting Exchange Visitor Safety (e.g., natural disasters, civil unrest, outbreaks of violence)</li> </ul>
<b>Report Incidents within One Business Day</b>	
<p><b>22 CFR 62.131(d) Serious problem or controversy.</b> Sponsors must inform the Department of State on or before the next business day by telephone (confirmed promptly in writing by facsimile or email) of any investigations of an exchange visitor’s site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor’s exchange visitor program into notoriety or disrepute, including any potential litigation related to a sponsor’s exchange visitor program, in which the sponsor or an exchange visitor may be a named party.</p>	