



J-1 Exchange Visitor

The University of New England works in conjunction with the University of Maine for J-1 sponsorship for Short-term Research Scholars. Under this program, the University of Maine may issue a "Certificate of Eligibility for Exchange Visitor (J-1) Status" (DS-2019 form) to enable short-term scholar exchange visitors to UNE who meet the eligibility criteria to apply for a J-1 visa and subsequently enter the United States.

APPLICATION PROCEDURES

Any UNE faculty member seeking sponsorship for a J-1 Exchange Visitor should contact the UNE Global Education Program with questions or to request an Exchange Visitor (J-1) Application Form.

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Please note that as part of the application, the departmental sponsor must verify that adequate funding is available for the incoming Exchange Visitor and accompanying dependents. Additionally, health insurance for all J-1 visitors and their dependents is mandatory and must be valid for the entire length of the Exchange Visitor Program.

Upon completion of the Application, the Global Education Program will liaise with the University of Maine to issue a DS-2019 form. The DS-2019 form, along with information about mandatory health insurance and other relevant documents, is then sent to the short-term scholar exchange visitor. The exchange visitor will use the DS-2019 form to apply for a J-1 visa at a U.S. Embassy or Consular Post in the home country.

RESPONSIBILITIES OF UNE DEPARTMENT SPONSORS

The UNE host/faculty sponsor has a responsibility to carry out all J-1 Exchange Visitor Program requirements on behalf of the University of New England. In requesting an Exchange Visitor through the J-1 program, the UNE host /faculty sponsor agrees to the following:

1. Complete the Exchange Visitor (J-1) Application Form in its entirety and submit all additional documentation within the required deadline.
2. Confirm the arrival and program start date of all J exchange visitors and dependents within three days of arrival.
3. Provide a copy of the visitor's **passport** photo page and page with most recent U.S. entry stamp, **visa**, and **proof of insurance coverage** to the Global Education Program within three days of the Exchange Visitor's arrival.
4. Provide cross-cultural activities for participants for the purpose of sharing the language, culture, or history of the visitor's home country.
5. Adhere to all regulations governing the exchange program.
6. Provide accurate, updated, and complete information to the Global Education Program regarding the visitor's local address and phone number within 7 days of any change.
7. Provide adequate staffing and sufficient support services to exchange program participants.
8. Inform UNE's Global Education Program of any changes in the exchange visitor's status, legal name, and early program termination.
9. Provide pre-arrival information to exchange participants, including:
 - the purpose of the Exchange Visitor Program
 - travel and entry into the United States
 - housing and other fees
 - living expenses and other costs
 - insurance requirements and health and emergency care
 - any additional information that will assist the participant to prepare for his or her stay in the U.S.
10. Offer appropriate orientation for all exchange visitors and their family members regarding:
 - life and customs in the United States

- local community resources (public transportation, libraries, recreation centers, banks, schools)
 - health care, emergency care, and insurance coverage
 - the description of the Exchange Visitor Program
 - the rules and procedures the exchange visitors are required to follow
 - the name and phone number of the UNE host/faculty sponsor and any other staff members responsible for Exchange Visitors
11. Monitor the exchange visitors to ensure that they engage in the activities described on the DS-2019 form.