The Exchange Visitor Program

**WELCOME BROCHURE**

Bureau of Educational and Cultural Affairs
Private Sector Exchange
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 and 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 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 participants pre-arrival information, an orientation, and monitor their activities throughout their exchange program.
Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. Exchange visitors 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. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is the 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 are dependents of the J-1 and 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 responsible officer will help you keep current of any change which may affect your J-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) and any dependents (J-2) 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 Insurance 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 evaluation 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 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 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). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. They are also available on the Internet at:
http://exchanges.state.gov/education/jexchanges

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.

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). The Office of Designation and the Office of Exchange Coordination and Compliance are located at:

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

The office of Designation is organized under two divisions. The Academic and Government Programs Division, and the Private Sector Program Division. Contact information and the exchange categories for the divisions are identified below:

Academic and Government Programs Division (ECA/EC/AG)
Categories of exchange: Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, Specialist, Student (College and University)
Telephone: 202 632-9310    Fax: 202 632-2701

Private Sector Program Division (ECA/EC/PS)
Categories of exchange: Alien Physician, Au Pair, Camp Counselor, Intern, Secondary Student, Summer Work Travel, Teacher, Trainee
Telephone: 202-632-2805    Fax: 202-632-2701

The Office of Exchange Coordination and Compliance is responsible for monitoring designated sponsors for regulatory compliance. Inquiries regarding sponsors and the Program can be emailed to Compliance by using JVisas@state.gov.
The SEVIS fee is mandated by the US Congress to support the program office and the automated systems that keep track of F-1 students and J-1 exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after October 27, 2008, is responsible for paying this fee to Student and Exchange Visitor Program (SEVP). The current SEVIS fee for J-1 exchange visitor is $180.

Who needs to pay the SEVIS fee?

- New applicants for J-1 Exchange Visitor status, when you begin a new J-1 program with a new Form DS-2019. You need the receipt of SEVIS fee payment to apply for J-1 visa at a US Embassy/Consulate in your home country or apply for change of status to J-1 in the US.

- If you need to apply for reinstatement to the US Department of State for status violation.

Who does NOT need to pay the SEVIS fee?

- Students or exchange visitors who are continuing the same program, this also applies if you transfer to another school or program in the same J-1 category where no differential fee exists (i.e., transfer between two non-fee-exempt exchange visitor programs or transfer between two fee-exempt exchange visitor programs), or extend the same program in the same J-1 category.

- Have been maintaining legal status in the US.

- Spouse and dependent children who have a J-2 visa/status.

- Applicants who paid the SEVIS fee before, were denied a visa and are applying again for the same type of visa within 12 months of the date of the denial (exchange visitors must apply in the same J-1 category as the previous application and the SEVIS I-901 fee amount must be the same or less than the fee originally paid).

- Applicants who paid the SEVIS fee, were denied change of status and are applying for a motion to reopen.

What documents do I need to complete the Form I-901 to pay the SEVIS fee?

You need the information from your Form DS-2019 to fill out the Form I-901. You do not need to send a copy of it with the Form I-901.

How do I pay the SEVIS fee?

You must pay the fee directly to DHS (US Department of Homeland Security) either by on-line payment or mail.

- On-line submission of Form I-901 (www.FMIFee.com) to DHS using a credit card (Visa, MasterCard, or American Express accepted).

- Mail-in submission of Form I-901 to DHS address on form, along with the $180 SEVIS fee paid by check, money order, or foreign draft drawn on a financial institution in the US and payable in US currency.

Another person (friend or family) can make the payment for you by one of the two methods above. UNLV does not pay SEVIS fee for the sponsored J-1 exchange visitors.

Receipt of SEVIS fee payment: DHS will issue and mail an official paper receipt (I-797) acknowledging every payment regardless of payment method. Express delivery service for the I-797 receipt may be requested at an additional cost. Anyone who submits an individual fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the mail delivery of the official paper receipt.
Although SEVIS fee payment will be recorded by DHS in your SEVIS record and will eventually be used by government officials to document the SEVIS fee payment, it is recommended that a SEVIS fee receipt be used to request any status-related benefit (i.e., application for J-1 visa, admission at U.S. port-of-entry, application to change status).

Applying for a J-1 visa at a US Embassy/Consulate

If you are beginning a new J-1 program, you must have the receipt of SEVIS fee payment to make a J-1 visa interview. You should pay the SEVIS fee at least 3 days before your scheduled visa interview so that it can be processed in time to show in your SEVIS record. You CANNOT pay the SEVIS fee at the US Embassy/Consulate. Follow the steps below:

1. Receive DS-2019 from the J-1 Exchange Visitor Program.
3. Pay SEVIS fee at least 3 days before the visa interview to allow DHS to process payment.
4. Print the receipt of SEVIS fee payment from internet or wait to receive form I-797 receipt from DHS via mail and submit receipt with visa application.
6. Enter the U.S. within 30 days from the program start date printed on your Form DS-2019 and no later than 30 days after the program start date printed on your Form DS-2019.
7. Attend the mandatory pre-scheduled J-1 orientation/immigration check-in session in the Office of International Students & Scholars, with all required documents (Form DS-2019, passport, and evidence of health insurance if applicable).

Entering US by individuals exempt from visa requirement

The SEVIS fee should be processed at least 3 business days before applying for admission at a U.S. port-of-entry by non-immigrants, who are exempt from the visa requirement (i.e., citizens from Canada, Bermuda, and other island countries listed in 8 CFR 212.1).

For more information about SEVIS fee, check: [http://www.ice.gov/sevis/901/](http://www.ice.gov/sevis/901/)
ATTN: J-1 EXCHANGE VISITORS
NEW I-94 PROCESS FOR CUSTOMS AND BORDER PROTECTION

In April 2013, the Department of Homeland Security announced a change in their admission procedures at the port-of-entry with regard to the I-94 form that has been used to document a foreign national’s visa classification and duration of status under which he/she is being admitted to the United States. The new rule states that Customs & Border Protection (CBP) will no longer issue the paper I-94 form, in most cases, for visitors entering the US by air or sea. Most foreign nationals will receive only an admission stamp in their passport to show their lawful status in the United States (including date of admission, visa class of admission, and duration of status OR period of admission). After admission, the foreign national will need to visit the CBP website to print a copy of their electronic admission status at www.cbp.gov/i94.

For the full fact sheet, please visit:

Impact on J-1 UNLV international students & scholars

Admission to the United States – It has always been important to properly present to CBP the visa stamp page and/or immigration documentation (DS-2019) for the status you are requesting upon arrival to the United States. Please be sure to check the stamp that the officer places in your passport carefully before leaving the immigration counter at the port-of-entry to ensure you have been admitted under the proper status. The stamp in your passport should read “J-1 D/S” for J-1 Exchange Visitor students/scholars. If you have been given an incorrect stamp, it is best to try to get it corrected while still at the immigration counter.

Travel Updates with OISS – All J-1 students and scholars who are entering the US for the first time or returning from travel will be required to provide a copy of their printed electronic I-94 (found at www.cbp.gov/i94) to the Office of International Students and Scholars at the time of Orientation, so that we may verify you were properly admitted into the United States. Additionally, this must be done each time a J-1 student/scholar enters the United States. If we find you have been incorrectly admitted, we will work with you to assist you in getting it corrected. Please note that there may be a $330 fee by USCIS to correct improperly marked statuses, so it is very important to check your status at the immigration counter before you leave the immigration area at the port-of-entry.

Providing documentation to UNLV's Human Resources (HR) or Payroll offices – For UNLV paid employees, UNLV’s HR and Payroll office may also require a copy of your printed I-94 for the purpose of updating your employment authorization on your I-9 work eligibility form.

Providing supporting documentation to many federal, state, and local agencies when applying for US documents or immigration benefits - When applying for items such as a Social Security Number, a Nevada driver’s license, a work-authorization card, an extension of status, or opening a bank account, you will also need to print out a copy of your I-94 card.
HOTELS NEAR UNLV
Local temporary housing for your Las Vegas arrival
PLEASE CONTACT THE HOTEL DIRECTLY FOR RATES AND RESERVATIONS
**Advanced reservations are recommended**
The Office of International Students & Scholars assumes no liability regarding rates, reservations, availability, or condition of any property listed below.

*** = Hotels that are within walking distance to UNLV

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<th>Least Expensive</th>
<th>Moderately Priced</th>
<th>Most Expensive</th>
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<td>BALLY'S RESORT</td>
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<td>3500 PARADISE ROAD 702-731-3993/ 800-634-6501</td>
<td>4520 PARADISE ROAD 702-369-3366/ 800-833-1516</td>
<td>3645 S LAS VEGAS BLVD 702-739-4110/ 800-634-3434</td>
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<td>BELLAGIO HOTEL</td>
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<td>3600 S LAS VEGAS BLVD 702-693-7111/888-987-6667</td>
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<td>1550 E FLAMINGO ROAD 702-731-3111</td>
<td>4975 S INDUSTRIAL ROAD 877-8584-6835</td>
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<td>3120 S LAS VEGAS BLVD 702-794-8200/ 800-634-6966</td>
<td>370 HUGHES CENTER DR 702-650-0040</td>
<td>4455 PARADISE ROAD 702-693-5000/800-473-7625</td>
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<td>LA QUINTA INN</td>
<td>RESIDENCE INN BY MARRIOTT</td>
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<td>3970 PARADISE ROAD 702-796-9000/ 800-531-5900</td>
<td>3225 PARADISE ROAD 702-796-9300/ 888-326-4229</td>
<td>3000 PARADISE ROAD 702-732-5111/888-732-7117</td>
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<td>3900 S LAS VEGAS BLVD 702-262-4000/800-288-1000</td>
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<td>4250 KOVAL LANE 702-794-0888</td>
<td>2535 S LAS VEGAS BLVD 702-737-2111/888-696-2124</td>
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<td>TREASURE ISLAND</td>
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<td>3300 S LAS VEGAS BLVD 702-894-7111/800-944-7444</td>
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### Health Insurance Providers for International Students and Scholars

Updated on 02/27/2012

Disclaimer: Prices and policy duration and contents are subject to change without notice. This list is provided as information only and does not signify any endorsement of these health insurance providers.

Office of International Students & Scholars (OISS)
Student Services Complex Building B (SSC-B) Room 208, University of Nevada, Las Vegas (UNLV)
4505 S Maryland Parkway, Box 451035, Las Vegas, NV 89154-1035
Phone: (702) 895-0218, Fax: (702) 895-0169
E-mail: oiss@unlv.edu

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<th>Company Name</th>
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<td>5 days to 12 months</td>
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<td>Toll free: 1-800-335-0611</td>
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<td><a href="http://www.sevencorners.com/#2">http://www.sevencorners.com/#2</a></td>
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<td>The Harbour Group</td>
<td>No. Dependent must be covered separately.</td>
<td>3 months to 12 months</td>
<td>Included, and can also be purchased separately.</td>
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<tr>
<td>Toll free: 1-800-252-8160</td>
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<td><a href="http://www.hginsurance.com/">http://www.hginsurance.com/</a></td>
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<td>Wallach &amp; Company, Inc.</td>
<td>Check with the company. Depends upon plan.</td>
<td>Check with the company. Depends upon plan.</td>
<td>Included, no separate packet.</td>
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<td>Toll free: 1-800-237-6615</td>
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<td><a href="http://www.wallach.com/">http://www.wallach.com/</a></td>
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<td>International Student Organization</td>
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<td>Toll free: 1-800-244-1180</td>
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<td>US NetCare</td>
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<td>Toll free: 1-800-453-6648</td>
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<td><a href="http://www.usnetcare.com/">http://www.usnetcare.com/</a></td>
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<td>Gateway Plans</td>
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<td>Toll free: 1-877-808-7434</td>
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<td>Trawick International</td>
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<tr>
<td>Toll free: 1-888-301-9239</td>
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<td><a href="http://trawickinternational.com/">http://trawickinternational.com/</a></td>
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<td>HTH Worldwide</td>
<td>No. Dependent must be covered separately.</td>
<td>1 month to 12 months</td>
<td>Included (Global Student USA or Global Student USA Preferred)</td>
<td>Call for an estimate</td>
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<tr>
<td>Toll Free: 1-877-424-4325</td>
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<td>Contact the company for an estimate.</td>
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<td><a href="http://www.ththestudents.com/">http://www.ththestudents.com/</a></td>
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Are You Coming To The United States Temporarily To Work Or Study?

We Are Confident That You Will Have An Interesting And Rewarding Stay. However, If You Should Encounter Any Problems, You Have Rights And You Can Get Help!

You Have the Right to:

- Be treated and paid fairly;
- Not be held in a job against your will;
- Keep your passport and other identification documents in your possession;
- Report abuse without retaliation;
- Request help from unions, immigrant and labor rights groups and other groups; and
- Seek justice in U.S. courts.

These rights, and others, are explained in this pamphlet.

If you are mistreated or your rights are violated, call these toll-free numbers:

National Human Trafficking Resource Center’s 24 Hour Toll-Free Hotline
1-888-373-7888
(Run by a non-governmental organization)

Trafficking in Persons and Worker Exploitation Task Force Complaint Line
(Monday – Friday, 9am-5pm Eastern Time)
(Run by the U.S. Department of Justice)

If you are in immediate physical danger, Call 911
For more on your rights to be treated and paid fairly at work, see page 5

For more on your right not to be held in a job against your will, see page 7

This pamphlet was created as a result of a U.S. Federal law, Public Law 110-457. The U.S. Government has issued this pamphlet to honor the rule of law and uphold the dignity of all who come to this country. The U.S. Government is committed to combating human trafficking and labor rights violations.

REMEMBER!!
There Are Ways to Protect Yourself

- Keep your passport in a safe, easily accessible place at all times;
- Keep copies of your passport, visa, and employment contract in your home country with relatives or friends;
- Always have the phone number of your home country’s embassy;
- Keep this pamphlet handy so that you can refer to it once you are in the United States;
- Keep a record of all the days and hours that you work, and the amount and date of each payment that you receive; and
- Call the National Human Trafficking Resource Center Hotline at 1-888-373-7888 (24 hours) or the Trafficking in Persons and Worker Exploitation Task Force Complaint Line at 1-888-428-7581 (weekdays 9am-5pm Eastern Standard Time) if you need help.