TO: Authorized Departmental Representative

FROM: Jennie Taylor, Director, 263-5689
       Kim Maday (265-5114) and Dario Rodriguez (262-3259), Program Coordinators

RE: J-1 Exchange Visitor Program encompassing the categories of: Research Scholars, Professors, Short-Term Scholars & Specialists

At your request, we have processed a DS-2019 form for this Exchange Visitor. A copy is attached for your records. Immediately after arrival, exchange visitors must visit International Faculty and Staff Services (IFSS) at 21 N. Park Street, Suite 5101 to register and schedule an orientation session. Check-in hours are Monday through Friday from 7:45 AM to 4:30 PM. Please remind the Exchange Visitor to bring his/her DS-2019 form, passport, and I-94 card. At this time, we would like to draw your attention to some of the specifics of the Exchange Visitor program and the J-1 visa in general:

Nature of the Exchange Visitor Program
The J-1 Exchange Visitor Program exists to foster mutual understanding between countries through educational and cultural exchange. The J-1 visa is not an employment visa, although it may permit scholars to be employed pursuant to their designated exchange program. The international exchange nature of the J-1 program is predicated on the basis that the individual will visit the U.S. for a specific research or educational objective and will leave once that objective has been met. The flexibility of the J-1 program is intended to enhance educational exchange, not to meet staffing needs at the university. However, the university community does indeed reap positive gains from the experience of hosting international scholars!

Dates of Invitation and J-2 Dependents
The DS-2019 form provides the start and end dates of the J-1 Exchange Visitor’s program. Legally wed spouses and children under the age of 21 are permitted to apply for the J-2 Dependent DS-2019 Form and U.S. visa stamp. Once the visa stamp is issued, the J-1 Exchange Visitor may enter the U.S. up to 30-days before or after the start date. J-2 Dependents may apply for and enter the U.S. at the same time or later. When the program has ended, the J-1 Exchange Visitor and dependents are permitted a grace period to remain in the U.S. for up to 30-days after the end date. Absolutely no employment is permitted during this 30-day grace period. The J-2 Dependents can only utilize the grace period if the J-1 Exchange Visitor remains in the U.S.

Duration of applicable J-1 categories
Short Term Scholars are permitted to remain in the U.S. for a maximum of six months. No extension of stay is permitted beyond this six-month limit. Specialists are limited to a stay of one year; an extension of stay would need to be approved by the Department of State (DOS) and only under extraordinary circumstances. Research Scholars and Professors can be admitted for a stay extendable up to five years. These time limitations also apply to J-2 Dependents.

Health Insurance (Registration with the SHIP Office is mandatory)
DOS J-1 regulations effective September 1, 1994, require all J-1 Exchange Visitors and their J-2 dependents to have certain levels of medical insurance while they are in the US. Accordingly, the University of Wisconsin-Madison has mandated the Student Health Insurance Plan (SHIP) to monitor J-1 Scholar compliance with this insurance requirement. SHIP requires Exchange Visitors on the University’s J-1 Program to purchase SHIP insurance or verify eligibility for a “waiver” of the SHIP insurance with a qualifying alternative insurance plan. Information is provided to the individual on this insurance requirement and the SHIP insurance along with the DS-2019 form.

If you would like more information on SHIP, please contact the SHIP Office at UHS by the following:

Campus Mail: 333 East Campus Mall, 7th Floor
Phone: 608-265-5232
E-mail: shipmail@uhs.wisc.edu
Web Site: http://www.uhs.wisc.edu/ship/
**Employment and Payments**

The DS-2019 form and the I-94 arrival/departure record reflect the visitor’s J-1 status. You will need to make copies of these documents for I-9 purposes and for Accounting Services for University payments to or on behalf of the individual. Both documents need to bear the “J-1, D/S” notation obtained from the INS officer at the U.S. port of entry, unless the J-1 has just transferred from another J-1 program to UW-Madison. In that case, the I-94 would bear the “D/S” notation but the DS-2019 would not.

For further information on documents needs for making payments through Accounting Services please refer to [How To Determine Which Tax Related Documents are Required When Making Non-Payroll Payments at UW-Madison](#).

**2-Year Home Residence Requirement (HRR)**

Many J-1 Exchange Visitors along with their J-2 dependents are subject to HRR. An Exchange Visitor can become subject to the HRR based on receipt of government financial support, working or training in a field-of-specialization that is listed on the home country’s skills list, or receiving graduate medical education in the U.S. This requirement does not allow for any change of status within the U.S. and prohibits obtaining H, L, or any other immigrant visa until the Exchange Visitor has either resided in the home country for two years or has obtained a waiver of the restriction. IFSS can provide information on the waiver process.

**24 Month Bars on Repeat Participation for J-1 Categories of Professor or Research Scholar**

J-1 Exchange Visitors and their J-2 Dependents who are categorized as Research Scholars or Professors will be subject to a 24 month bar on repeat participation in the same categories after completion of their program. These individuals will be ineligible to use the J-1 Professor or Research Scholar category until 24 months from the end date of their previous J-1 program. Exchange Visitors who have transferred their J-1 program from another institution or who have completed a Short-Term Scholar program will not be subject to this bar, unless they have participated in a J-1 Exchange Visitor program as a Research Scholar or Professor within the last 24 months.

Please contact the IFSS Office if you or the scholar has any questions. Thank you for your interest in and involvement with the J-1 Exchange Visitor Program!
Any DS-2019 Form issued by IFSS using the J-1 categories of (see box #4 on the DS-2019 Form):

- Professor
- Research Scholar
- Short-term Scholar
- Specialist

Will not require DS-7002 Form for U.S. visa stamp application.

The DS-7002 Form is used for J-1 categories NOT sponsored by the University of Wisconsin-Madison, Office of International Faculty and Staff Services (IFSS).
SEVIS AND DEPARTMENT RESPONSIBILITIES

What is SEVIS:
The U.S. government is seeking more efficient ways of managing information on international students and scholars in the United States. We have prepared this handout to help you and your department better understand the kinds of information that the University of Wisconsin-Madison and all colleges and universities in the U.S. must maintain on international scholars as well as how this information is shared with the government, in a manner prescribed by law. Moreover, this handout details each department's responsibility for maintaining SEVIS requirements.

SEVIS stands for "Student and Exchange Visitor Information System". The U.S. Immigration and Naturalization Service (INS) has created this internet-based record keeping system to maintain an up-to-date database on non-immigrant scholars (those holding J-1 visas) who are entering and exiting the U.S. SEVIS has been created to comply with federal law and automates the collection of data that is required.

The INS will audit the University's compliance with these new regulations every two years. Failure to comply with SEVIS regulations could result in the loss of the UW's ability to invite international scholars. While we support the need for government monitoring of individuals entering and exiting the U.S., we deeply appreciate the contributions international students and scholars make to the UW-Madison campus and the entire educational community.

Department Responsibilities:
- Invite scholars as early as possible. Allow a minimum of three months from date IFSS receives the application to anticipated arrival date of scholar.
- Make sure the application form is complete and all supporting documents are attached before submitting to IFSS.
- Notify IFSS as soon as scholar arrives on campus.
- Notify IFSS if scholar does not arrive within 30 days of start date on DS-2019/DS-2019 (may change to receipt of INS notification of entry)
- Ensure scholar and all dependents either obtain SHIP insurance or obtain a waiver from SHIP for any alternative insurance, including UW programs
- Bring Scholar to IFSS to check in within a week of arrival on campus.
- Ensure scholar notifies IFSS of any changes in scholar's and or dependent's name, address, telephone number within 10 days of that change.
- Monitor scholar's activities and notify IFSS of any problems. Any changes must have prior IFSS authorization.
- Notify IFSS of any serious problem or controversy
- Apply for any extensions of stay at least four months in advance
- Notify IFSS when scholar completes program or is terminated within 10 days.

For more information please contact the International Faculty and Staff Services Office.
Mandatory Insurance Requirements For J-1 Scholars

Prospective UW-Madison J-1 Scholar:
It is a federal and university requirement that all J-1 scholars and any visa dependents have a minimal level of medical insurance during their stay in the United States. The Student Health Insurance Plan (SHIP) office is responsible for ensuring that J-1 scholars have UW-Madison approved health insurance coverage. SHIP was developed to ensure that while you reside within the United States, both you and your family will be financially protected against any unforeseeable accidents, illnesses, or injuries. All J-1 scholars and their visa dependents must show compliance with the health insurance requirements of UW-Madison at the SHIP office. J-1 scholars must register in person by visiting the SHIP office between 9 am and 5 pm, Monday through Friday.

Insurance Compliance Deadlines
The SHIP office must receive a completed enrollment application and full payment, or a qualifying waiver, on or before the posted deadlines.

- **Newly Arrived J-1 Scholars**: Within 31 days of the later of the DS-2019 start date, arrival date, or transfer date.
- **J-1 Scholars with a DS-2019 Extension**: Within 31 days of the waiver/SHIP coverage end date
- **Renewing Members**: Within 31 days of the waiver/SHIP coverage end date

Failure to Comply
J-1 scholars who enroll after the compliance deadline will be charged a $75 late fee and required to pay SHIP premiums from the beginning of the initial compliance period.

J-1 scholars who file a qualifying waiver after the compliance deadline will be required to pay SHIP premiums from the beginning of the initial compliance period up until the effective date of the waiver. **LATE WAIVERS WILL NOT BE BACKDATED.**

Failure to maintain compliance with the UW-Madison insurance requirement can jeopardize your J-1 program status. Visa requests (such as visa extensions or travel visas) may also be denied by the International Faculty Staff Services office until SHIP compliance is achieved.

Waiver Applications

If you do not qualify for a waiver, you are required to enroll in SHIP. Waivers will only be approved if you meet one of the qualifying criteria as listed on the Waiver Application. **All other applications will be denied. Please read the Waiver Application carefully to ensure that you do not purchase insurance which does not meet the SHIP waiver requirements!**

Waiver applications, enrollment forms, and plan brochures are available on our website at [www.uhs.wisc.edu/ship](http://www.uhs.wisc.edu/ship).

Please contact the SHIP office immediately if you have any questions.
SHIP Enrollment

If you are planning to purchase SHIP, you can contact the SHIP office by phone or e-mail if you want to determine the exact SHIP premium in advance.

- Payment is accepted by VISA/MasterCard, check, Internal Work Order, or Exact Cash. Full payment is required upon your enrollment.
- Premiums are payable on an annual or half yearly basis.
  - SHIP coverage is effective from the later of the DS-2019 start date, arrival date, or transfer date.
  - Annual SHIP coverage terminates August 14th
  - First Half Year SHIP coverage terminates February 14th
  - Second Half Year SHIP coverage terminates August 14th
- SHIP coverage is comprised of 12 billing cycles that run from the 15th of a month through the 14th of the next month.
  - At the beginning of your SHIP enrollment, you will be required to pay for the full billing cycle in which the later of your DS-2019 start date, arrival date, or transfer date falls.
  - At the end of your SHIP enrollment, you coverage will terminate on the 14th of the month following your DS-2019 end date or verifiable departure date and you will be required to pay for the full billing cycle.

Please refer to the table below for specific examples of how the start and end date of your compliance period can affect your SHIP premium.

<table>
<thead>
<tr>
<th>Insurance Compliance Start (The later of your DS-2019 start date, arrival date, or transfer date)</th>
<th>Insurance Compliance End (The earlier of your DS-2019 end date or verifiable departure date)</th>
<th>SHIP Billing Cycle (The total number of monthly premiums that you will be required to pay)</th>
<th>SHIP Coverage (The actual period of your SHIP coverage)</th>
</tr>
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<tbody>
<tr>
<td>10/12/2011</td>
<td>01/12/2012</td>
<td>9/15 1/14 4</td>
<td>10/12 1/14</td>
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<tr>
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</tbody>
</table>

Failure to maintain compliance with the UW-Madison insurance requirement can jeopardize your J-1 program status. Visa requests (such as visa extensions or travel visas) may also be denied by the International Faculty Staff Services office until SHIP compliance is achieved.

Please contact the SHIP office immediately if you have any questions.

Plan Administration
UW-Madison Student Health Insurance Program
If you are going to receive a University of Wisconsin-Madison salary with benefits during your stay on the J-1 Exchange Visitor Program; the length of your program may have an impact on your International Tax Treaty, if your country has one.

Please consult with a university Payroll Specialist for information on whether your home country has a Tax Treaty with the United States and how it may affect your payroll.

- To contact a Payroll Specialist, E-mail:
  
  payroll@ohr.wisc.edu

- International Tax Walk-in Sessions:
  

- Tax Information for International Visitors:
  
  http://www.bussvc.wisc.edu/ecbs/emp-taxes-menu.html
SEVIS Fee Information for UW-Madison J-1 Scholars

What is it?
The SEVIS fee is mandated by U.S. federal law. The law requires students and Exchange Visitors in F-1, M-1 and J-1 status to pay a fee to fund the Student and Exchange Visitor Information System, or SEVIS. Congress allocated funds for the startup of the program, but the participants are required to fund the on-going costs of running the program. Check the SEVIS website for the most current fee amounts. The fee is not refundable if the visa is denied or the applicant decides not to enter the U.S. as an Exchange Visitor. Dependents are not subject to the fee, just the primary visitor. This fee is not imposed by UW-Madison, nor is the university involved in collecting the fee. This is a federal government program. The fee is separate from and in addition to the visa application fee that must be paid to the Department of State for visa issuance.

Who must pay?
- All Exchange Visitors issued a form DS-2019 dated on or after 1 September 2004 to be used for initial entry in J-1 status. This applies to those who must apply for a visa at a U.S. consulate, as well as Canadians who are visa exempt. It also applies to Short Term Scholars, no matter how short the duration of their stay.
- Anyone applying for a change of status to J-1 within the U.S.
- Anyone re-applying for a J-1 visa more than 12 months after the initial visa was denied.
- Anyone applying for reinstatement to J-1 status after a substantial violation.
- Any J-1 Exchange Visitor applying for a change of category.

Who is exempt from the fee?
- J-2 dependents, but they must have proof that the J-1 paid the fee.
- J-1 scholars continuing a program within the same category with the same sponsor.
- J-1 scholars applying for a new visa to return to the same program.
- J-1 scholars applying for a program extension within the same category.
- J-1 scholars applying for a transfer from one program to another, unless the change is from a fee exempt government program to a non-exempt program.
- J-1 scholars requesting reinstatement after a minor offense.
- J-1 scholars who paid the fee and whose visa was denied and who are applying again for the visa within 12 months of having paid the fee.

How must payment be made?
Exchange Visitors must complete form I-901 and send payment to the Department of Homeland Security (DHS) along with the form. Payment can be made on-line at: http://www.ice.gov/sevis/i901/index.htm, by check via mail, or through Western Union Quick Pay.

When must payment be made?
DHS must receive the payment at least three business days prior to the prospective Exchange Visitor applying for the J-1 visa at a U.S. consulate, or in the case of Canadians, prior to them applying for entry at a U.S. port of entry.
How will I know if DHS received my payment?
DHS will issue an official receipt, which will be mailed to the address on the form I-901. If payment is made by credit card via the internet, an electronic receipt is issued immediately, and a paper receipt will be mailed. If payment was made through Western Union Quick Pay, the Western Union receipt serves as immediate proof of payment for purposes of a visa interview at a U.S. consulate or for admission at a U.S. port of entry.

How do I complete form I-901?
Carefully read and follow the DHS instructions, and refer to the International Faculty and Staff Services handout “Completing and filing form I-901 – Tips for UW-Madison J-1 Scholars.”

For detailed information from U.S. Immigration and Customs Enforcement, see: http://www.ice.gov/sevis/faq.htm.

For additional information and/or assistance, contact:
International Faculty and Staff Services
21 North Park Street, Suite 5101
Madison, WI 53715
Phone: 608-265-2257
Fax: 608-265-6547
www.ohr.wisc.edu/ifss/index.htm