J-1 Visa Application, Fee Payments and Consular Interview
This information is for people who plan to enter the United States for the first time to participate in an exchange program of study, research or teaching under a J-1 visa sponsorship by Dartmouth College. For information on bringing family members to the U.S., returning to continue your studies, or renewing your visa, or for more details on how to apply for a J-1 visa, refer to the U.S. Department of State website, at:

http://j1visa.state.gov/basics/

**STEPS**

1. Contact the Office of Visa and Immigration Services, Dartmouth College, to request a DS-2019 form, which will allow you to apply for a J-1 exchange visitor visa at a U.S. Consulate. (*Note:* Canadian Citizens do not need to go to a U.S. Embassy to apply for and receive a U.S. J-1 visa, as they are visa exempt. They do, however, still need the DS-2019 form, and must pay the SEVIS fee in order to enter the U.S. Canadians should present the form, a letter of admission or appointment to the academic program or position, and any needed financial documents to the immigration officers at the port of entry to the U.S.)

2. Contact your local U.S. Consulate or Embassy about how to apply for a J-1 exchange visitor visa. A list of Consulates and Embassies can be found at http://www.usembassy.gov/.

3. After you receive a DS-2019 form from the Office of Visa and Immigration Services at Dartmouth College, follow the U.S. Embassy/Consulate’s instructions to schedule an interview for your J-1 exchange visitor visa. It is important to apply for your J visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.

4. Complete the visa application forms(s), available online from the Consulate or Embassy, see also http://www.usembassy.gov/.
   b. Pay the visa application fee of $160 (this is not the same as the SEVIS fee – see below), plus any applicable reciprocity fees, by following instructions on your local U.S. embassy or consulate’s web site.

5. You will also need to pay a “SEVIS” fee. Please refer to the online payment website at https://www.fmjfee.com/ #.
   a. Complete the form online and supply the necessary credit card information. Be sure to write your name exactly as it appears on your passport & DS-2019 Form
   b. **Print a copy of the online receipt. (VERY IMPORTANT)**
   c. Keep a copy of your receipt with your other immigration documents

   **You must bring the receipt of fee payment with you to your visa interview, or, if you are Canadian, when you enter the United States.**
If you are transferring your J program to another U.S. institution, extending your program, or applying for a J-2 dependent visa, you do not need to pay the SEVIS fee again.

6. Prepare and bring to your visa interview the following. **Note**: Canadians need to present all of the following to the port of entry officer except for the completed visa applications listed in (d):

   a. A passport valid for at least six months.
   b. Form DS-2019 (sign the form at the bottom of the page, after reading the information on the back of the form).
   c. Invitation, appointment, or employment offer letter from Dartmouth College.
   d. A receipt for the $160 visa application fee.
   e. A receipt for the $180 (form I-901) SEVIS fee.
   f. If you are self-funded, financial evidence that shows you have sufficient funds to cover your living expenses and/or tuition (for students) during the period you intend to be at Dartmouth College.
   g. Any information that proves that you will return to your home country after finishing your exchange program in the U.S. This may include proof of property ownership, evidence of employment in your home country, family ties, or other ties to your community.

7. Finally a few tips and advice for your U.S. Consular Visa Interview:
   a. Always be completely forthcoming in your interview, especially regarding any previous visits to the U.S.
   b. Have all of your documents and application materials (above) neatly organized.
   c. Schedule your U.S. Consular appointment as early as possible/usually 180-days in advance of your appointment at Dartmouth College.
   d. For any questions about the U.S. visa process please contact OVIS.