



Dartmouth College • Office of Visa and Immigration Services

44 North College Street • Suite 6202 • Hanover • New Hampshire • 03755

Telephone: (603) 646.3474 • Fax: (603) 646.1616 • Blitz Bulletin: "Visa Services"

Email: Visa.and.Immigration.Services@Dartmouth.edu • Web: <http://www.dartmouth.edu/~ovis>

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://travel.state.gov/visa/temp/types/types_1267.html

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:** Canadians do not need to go to a U.S. embassy, or 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. They 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 to ask about how to apply for a J-1 exchange visitor visa. A list of Consulates and Embassies can be found at <http://usembassy.state.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 from the Consulate or Embassy, or online, at: http://www.travel.state.gov/visa/frvi/forms/forms_1342.html
 - a. DS-156 Nonimmigrant Visa Application Form
 - b. DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
 - c. If a male between the ages of 16 and 45, DS-157 Supplemental Nonimmigrant Visa Application.
 - d. DS-160 is replacing the above forms, but is not in use at all U.S. consulates For more information, see: http://travel.state.gov/visa/frvi/forms/forms_4230.html
 - e. Pay the visa application fee of \$100 (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. See this website for information on possible additional reciprocity fees for citizens of your country:
http://travel.state.gov/visa/frvi/fees/fees_1341.html
5. If your DS-2019 form was issued on or after September 1, 2004, and is marked to begin a new program, (see #2, under "Purpose of this Form" on your DS-2019 form), you will also need to pay the SEVIS fee. Please refer to the fee sheet (<http://www.dartmouth.edu/~ovis/updates/feesheet.html>) for the appropriate amount to submit.

To Pay By Mail

- (a) Get a Form I-901 "Fee Remittance for Certain F, J, and M Nonimmigrants."

- i. download the form from <http://www.ice.gov/doclib/sevis/pdf/I-901.pdf> OR
 - ii. Ask for the form by phone at 1-800-870-3676 (inside the US)
- (b) Complete the Form I-901. Be sure to write your name exactly how it appears on your DS-2019 form.
 - (c) Prepare a check, international money order or foreign draft (drawn on US banks only) in the appropriate amount in USD, made payable to “The Department of Homeland Security, Immigration and Customs Enforcement.”
 - (d) Mail the completed I-901 and payment to the address listed on Form I-901.
 - (e) A Form I-797 receipt confirmation letter should be mailed within 3 days of processing the fee. Be sure to make copies of this receipt letter, and keep it with your other important immigration documents

To Pay Online

- (a) Go to the online payment website at <https://www.fmjfee.com/index.jhtml>
- (b) Complete the form online and supply the necessary credit card information. Be sure to write your name exactly as it appears on the I-20 form.
- (c) **Print a copy of the online receipt. (VERY IMPORTANT)**
- (d) Keep a copy of your receipt with your other immigration documents

You must bring the receipt of fee payment with you to the interview, or if you are Canadian, when you go to the U.S. border or port of entry. If you have lost the receipt, the Officer should be able to view your payment history online.

If you are transferring your J program to another U.S. institution, extending your program, applying for a J-2 dependent visa, or have paid this fee and been denied a visa within the last twelve months, you do not need to pay the SEVIS fee.

- 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. Completed visa applications (DS-156, DS-158, and, if applicable, DS-157)
 - e. Two 2”x 2” photographs in the prescribed format (see the travel.state.gov website)
 - f. A receipt for the visa application fee
 - g. A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
 - h. 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.
 - i. 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. Be sure to answer all the Officer’s questions to you openly and honestly.