

J-1 Cultural Exchange Program

Exchange Visitor Orientation



The Role of the American Immigration Council

Congratulations and Welcome to the United States! We wish you an amazing and life changing experience within your BridgeUSA J-1 Cultural Exchange Visitor Program. As your J-1 program sponsor, we're here to support you throughout your research program. We're authorized by the U.S. Dept of State and collaborate closely with your U.S. Host Organization to ensure your well-being and safety during your J-1 opportunity. Feel free to reach out whenever you have questions about your program, life in the U.S., or your responsibilities as a J-1 Exchange Visitor. We're here to assist you every step of the way!



Your J-1 Exchange Visitor Status

As a J-1 Exchange Visitor participant, you will enter the United States under a J-1 visa. Your J-1 status gives you certain privileges and responsibilities during your program in the United States. Please be familiar with the following points concerning your J-1 status:

- ✓ You have J-1 status under an Intern, Trainee, or Research Scholar Status.
- ✓ Your J-1 status is valid only when accompanied by the DS-2019 form sent to you by the American Immigration Council.
- ✓ Any changes made to your placement plan must be approved beforehand by the American Immigration Council. If you engage in any unauthorized training/research, you place your J-1 status in jeopardy of cancelation or termination.
- ✓ Your placement plan is site specific; changes can only be made with written approval from the American Immigration Council.



American Immigration Council Exchange Visitor Program Categories

The American Immigration Council is authorized to sponsor programs under the Intern, Trainee, and Research Scholar categories.



Intern | Trainee Qualifiers

Trainee:

A foreign national participating in a structured and guided work-based training program in their specific occupational field who has either:

- ✓ A degree or professional certificate from a post-secondary academic institution and at least one year of prior related work experience in their occupational field acquired outside the United States; OR
- ✓ Five years of work experience in their occupational field acquired outside the United States.

Duration: Up to 18 months

Intern:

A foreign national participating in a structured and guided work-based internship program in their specific academic field who either:

- ✓ Currently enrolled in an accredited post-secondary academic program outside of the United States ; OR
- ✓ Graduated from such an institution no more than 12 months prior to the exchange visitor program begin date reflected on Form DS-2019.

Duration: Up to 12 months

NOTE: The training program and the exchange visitor's background must correlate



J-1 Research Scholar Qualifiers

A J-1 Research Scholar is a visiting researcher from a foreign country, possessing at least a bachelor's degree with relevant experience in the intended research field, and who has gained approval to enter the United States from their J-1 visa program sponsor and/or U.S. Consulate. The Research Program Duration ranges from 3 weeks to 5 years.

The following conditions apply:

- ✓ Must not be eligible for a tenure track position.
- ✓ Must not have taken part in and concluded a research scholar initiative within the last 24 months prior to the initiation of their new program.
- ✓ Must not have engaged in a J-Visa program for any portion of the 12-month period directly preceding the initiation date of a research scholar program, unless they satisfy one of the subsequent exemptions:
 - The participant is currently engaged in a research scholar program and intends to move to another institution within the United States to continue their existing J-1 program.
 - The participant's previous physical presence in the U.S. under a J-visa program was shorter than six months in duration.



Important Documents:

Form DS-2019: Certificate of Eligibility

This controlled document issued by the U.S. Department of State through the American Immigration Council is vital for your U.S. entry and exit. It confirms the J-1 participants legal authorization to engage in their respective training/internships or research programs.

The Form contains important information such as:

- ✓ Program start and end dates
- ✓ SEVIS number
- ✓ Program number
- ✓ Exchange Visitor category

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

ONE APPROVAL NO: 1405-0119
EXPIRES: 07/31/2014
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Surname/Primary Name: DOE		Given Name: Jane		Gender: FEMALE	NO000153549
Date of Birth (mm-dd-yyyy): 09-10-1995	City of Birth: PARIS	Country of Birth: FRANCE	Citizenship Country Code: FR	Citizenship Country: FRANCE	J-1
Legal Permanent Residence Country Code: FR		Legal Permanent Residence Country: FRANCE	Passport Code: 400	Passport: CATEGORY - THE ARTS AND SPORTS	
Primary Site of Activity: John and Mary Smith 9650 MAIN ST FAIRFAX, VA 22031-3748					
2. Program Sponsor: ACME Au Pair					Program Number: P-1-16489
Participating Program Official Description: AU PAIR					
Purpose of this form: Replace a DS-2019 form (Damaged)					
3. Form Covers Period:		4. Exchange Visitor Category:			
From (mm-dd-yyyy): 01-10-2016		AU PAIR			
To (mm-dd-yyyy): 01-10-2017		Subject/Field Code: 01.0399 Subject/Field Code Remarks: subject/field remarks			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:					
Current Program Sponsor funds: \$5,000.00					
Personal funds: \$2,500.00					
Total: \$7,500.00					
6. DEPARTMENT OF STATE: TITLE: Debbie Eyle Alternate Responsible Officer					
RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER: ASBEN VISE: ASBEN DATE: 01-12-2016					
Name of Consulate/Preparing Form: 1300 W Main St. New York, NY 10010					
Address: 1300 W Main St. New York, NY 10010					
Telephone Number: 202-632-9321					
Date (mm-dd-yyyy): 01-12-2016					
7. Statement of Responsible Officer for Requesting Sponsor (FOR TRANSFER OF PROGRAM):					
Effective date (mm-dd-yyyy): 01-10-2016 Transfer of this exchange visitor from program number NO000153549 sponsored by ACME Au Pair to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.					
Signature of Responsible Officer or Alternate Responsible Officer: Debbie Eyle Date (mm-dd-yyyy) of Signature: 01-12-2016					
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 21(a)(2) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1 (d) of page 2).					
The Exchange Visitor in the above program:					
1. <input type="checkbox"/> Not subject to the two-year residence requirement.					
2. <input type="checkbox"/> Subject to two-year residence requirement based on:					
(ALL USAID PARTICIPANTS G-2-00240 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-00000 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)					
A. <input type="checkbox"/> Government financing, and/or					
B. <input type="checkbox"/> The Exchange Visitor Skills List, and/or					
C. <input type="checkbox"/> PL 94-484 as amended					
Name: Debbie Eyle Title: Alternate Responsible Officer					
Signature of Consular or Immigration Officer: ASBEN Date (mm-dd-yyyy): 01-12-2016					
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 21(a).					
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.					
Signature of Applicant: Debbie Eyle Place: New York, NY Date (mm-dd-yyyy): 01-12-2016					

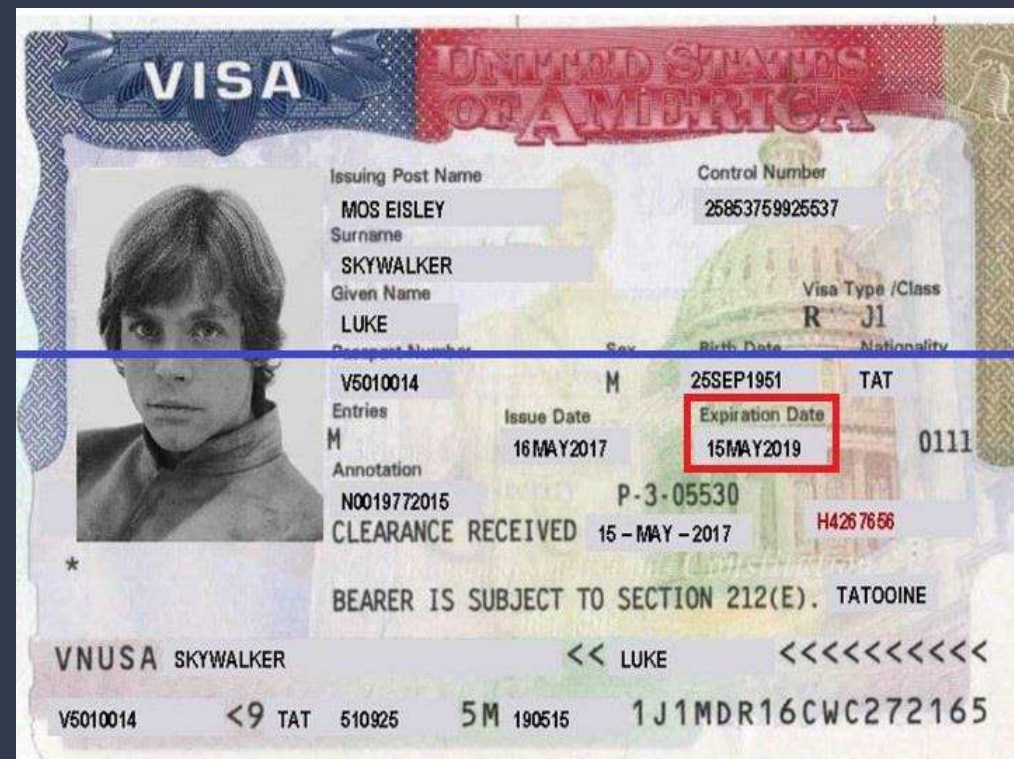
DS-2019
07-2011
Page 1 of 2

Important Documents: The J-1 Visa

This non-immigrant visa is granted by a U.S. Consulate or Embassy to participants in the J-1 exchange visitor program.

The J-1 visa permits foreign nationals to temporarily enter the U.S. for participation in their research program or their training, and internship program.

NOTE: Canadian nationals will apply for their J-1 status at the U.S./Canadian border.



Important Documents: I-94 Arrival/Departure Record

The I-94 Arrival-Departure Record number is a unique 11-digit identifier issued to J-1 participants when they enter the United States.

It is used to track the entry and exit of foreign nationals as well as their visa status and length of authorized stay in the United States.

This form is accessible online and is essential for applying for Social Security and other U.S. benefits. J-1 participants will receive a new I-94 Arrival/Departure Records each time they reenter the United States.

The screenshot shows the U.S. Customs and Border Protection website interface for the I-94 Arrival/Departure Record. The header includes the U.S. Department of Homeland Security logo and the text "U.S. Customs and Border Protection Securing America's Borders". Below the header, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The main section is titled "Admission (I-94) Number Retrieval". It displays the "Admission (I-94) Record Number: 61234567890" with a yellow box labeled "I-94 Number" pointing to it. Below this, it shows the "Admit Until Date (MM/DD/YYYY): 10/10/2012" with a yellow box labeled "Expiration Date" pointing to it. A section titled "Details provided on Admission(I-94) form:" lists several fields: "Family Name: ADAMS" with a yellow box labeled "Last Name" pointing to it; "First (Given) Name: JOHN" with a yellow box labeled "First Name" pointing to it; "Birth Date (MM/DD/YYYY): 01/01/1990"; "Passport Number: P123123213"; "Passport Country of Issuance: Mexico"; "Date of Entry (MM/DD/YYYY): 04/11/2012" with a yellow box labeled "Issuance Date" pointing to it; and "Class of Admission: B1" with a yellow box labeled "Category / Class of Admission" pointing to it.

Field	Value	Label
Admission (I-94) Record Number	61234567890	I-94 Number
Admit Until Date (MM/DD/YYYY)	10/10/2012	Expiration Date
Family Name	ADAMS	Last Name
First (Given) Name	JOHN	First Name
Birth Date (MM/DD/YYYY)	01/01/1990	
Passport Number	P123123213	
Passport Country of Issuance	Mexico	
Date of Entry (MM/DD/YYYY)	04/11/2012	Issuance Date
Class of Admission	B1	Category / Class of Admission



Important Documents:

Form DS-7002

Form DS-7002 is intended for foreign nationals participating in the J-1 Intern and Trainee category, functioning as a comprehensive training blueprint. It outlines the activities that Interns or Trainees will engage in during their program, states the skills they will acquire, fosters cultural exchange experiences, and establishes clear performance evaluation criteria.

The form also provides a comprehensive breakdown of program essentials, encompassing crucial details like internship or training program timelines, objectives, assigned tasks, and compensation arrangements.

U.S. Department of State

TRAINING/INTERNSHIP PLACEMENT PLAN

FORM DS-7002, REV. 10-01-07
EXPIRATION DATE: 10-01-2011
FORM DS-7002 IS 1 PAGES

SECTION 1: PARTICIPANT INFORMATION

Trainee/Intern Name (Family Name, First Name, Middle Name) _____ E-mail Address _____

Select One: _____ Current Field of Study or Profession _____ A Professional, Number of Years Experience in Field _____
(Click 1 box)

Type of Degree or Certificate _____ Date Awarded (mm-dd-yyyy) or Expected _____ Training/Internship Dates (mm-dd-yyyy) _____
From _____ To _____

SECTION 2: SITE OF ACTIVITY INFORMATION

Name of Supervisor (Last, First, MI) _____ Title _____

E-mail Address _____ Telephone Number _____

Host Organization Name _____ Street Address of Training/Internship Site _____ Suite _____

City _____ State _____ ZIP Code _____ Website _____

Employer ID Number (EIN) _____ Hours Per Week _____ Will Trainee/Intern receive a stipend? ☐ No ☐ Yes If Yes, how much? _____ per _____

Does your organization have a Worker's Compensation (WC) policy? ☐ Yes ☐ No If so, Name of Carrier _____ Will your WC Policy cover the Intern/Trainee? ☐ No ☐ Yes

Number of Full-Time Employees _____ Annual Revenue _____
☐ \$0 to \$1 Million ☐ \$1 Million to \$10 Million ☐ \$10 Million to \$25 Million ☐ \$25 Million or More

SECTION 3: CONTRACT AGREEMENT

Trainee/Intern - I certify the following:

1. I hereby acknowledge that I have reviewed, understand, and will follow the Training/Internship Placement Plan (TIPP).
2. That I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in the TIPP, and not to simply engage in labor or work in the United States.
3. That I will contact the U.S. Department of State Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my Sponsor or Supervisor is not providing me with a legitimate internship or training, as delineated on my TIPP.
4. I understand that any attempt to falsify, conceal, or cover up by any trick, scheme, or device a material fact by making any materially false, fictitious, or fraudulent statement or representation, or making or using any false entry or document, knowing the same to contain any materially false, fictitious, or fraudulent statement or entry is punishable by fine or imprisonment of up to 5 years under Title 18 U.S.C. § 1001.

Signature of Trainee/Intern _____ Date (mm-dd-yyyy) _____

Printed Name of Trainee/Intern _____ Date (mm-dd-yyyy) _____

Supervisor - I certify the following:

1. I hereby acknowledge that I have reviewed, understand, and will follow the Training/Internship Placement Plan (TIPP).
2. I will adhere to all applicable regulatory provisions that govern this program per CFR Part 625.
3. That Trainee and Intern will not duplicate full- or part-time, seasonal or permanent American workers, or serve to fill a labor need.
4. I will conduct the required periodic evaluations of the Trainee/Intern.
5. I will notify the designated Sponsor contact regarding any concerns about, changes in, or deviations from the TIPP at the earliest available opportunity, be it verbal, but not limited to, changes of Supervisor or Host Organization, or changes in rotational assignments.
6. I will notify the Sponsor in the event of an emergency involving a Trainee or Intern, as well as any information that I believe about the Trainee or Intern that might represent a possible threat to their safety, security, welfare, or general well-being.
7. I will notify the Sponsor in the event I receive any information regarding the Trainee or Intern that might be a cause of embarrassment or disgrace to the Department of State or the Exchange Visitor Program, be it verbal, but not limited to, arrest, or engagement in illegal or immoral activities.
8. That I am participating in this Exchange Visitor Program in order to provide the above listed individual with training or an internship as delineated in the TIPP, and not to simply engage this individual in labor.
9. I understand that any or on the job training or internship that the Trainee or Intern participates in must be of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. § 271 or seq.).

DS-7002
01 08 13

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Starting Your J-1 Program

Now that you have successfully arrived and started your J-1 program with your U.S. Host Organization, there are some additional administrative tasks that you will need to complete:

- ✓ Form I-9: Employment Eligibility Form
- ✓ Form W-4: Employees Withholding Allowance Certificate
- ✓ Social Security Number (SSN) if required

Please be aware that you should wait approximately 3 – 5 business days after your program is validated in SEVIS before applying for an SSN. SEVIS is a DHS web-based system for tracking international students, exchange visitors, and their dependents.

During the SSN waiting period, your host firm is authorized to issue your stipend, if applicable. For detailed instructions on form completion, refer to your J-1 Program Handbook.



Social Security Information

If you receive as stipend/salary from your U.S. Host Organization during your program, you'll need to apply for a Social Security Number (SSN). Please ensure your SEVIS record is validated through us, wait 3-5 business days for updates, and then apply.

Your SSN will be essential for payroll, opening bank accounts, renting apartments, obtaining a driver's license, and more. Locate the nearest Social Security Office at <https://secure.ssa.gov/ICON/main.jsp> (accessible from www.ssa.gov if needed).

Required documents:

- ✓ Original DS-2019 form
- ✓ Passport with J-1 visa stamp and I-94 status
- ✓ I-94 Admission Record
- ✓ Social Security Number Application (Form SS-5)

For detailed instructions on form completion, refer to your J-1 Program Handbook.



Evaluations

As a J-1 exchange visitor, you're required to comply with U.S. government regulations, which entails completing several evaluations throughout your stay. These evaluations are vital to maintaining your good standing with your J-1 visa. All evaluation forms are accessible through our J-1 platform.

The evaluations/surveys include:

- ✓ 30-Day Post-Arrival Survey: This is completed by the J-1 participant shortly after arrival.
- ✓ Mid-Stay Evaluation: For programs lasting six months or longer, both the J-1 participant and their supervisor will complete this evaluation.
- ✓ End-of-Stay Evaluation: Both the J-1 participant and supervisor will complete this evaluation towards the end of the program.
- ✓ Alumni Survey: This survey is for J-1 participants to complete after their program concludes.

Timely submission of these evaluations is crucial, and your cooperation is greatly appreciated.



International Travel

If you're planning a vacation or holiday outside the U.S. during your J-1 program, here's what you need to know:

- ✓ **DS-2019 Endorsement:** Before your travel, ensure your DS-2019 form is endorsed by the American Immigration Council. Send the original DS-2019 along with a completed Travel Validation Request form from your supervisor, specifying approved travel dates and your host site's mailing address. We'll process and return it with instructions.
- ✓ **Check Your Visa:** Verify your visa's validity in your passport before requesting travel validation. Canadian nationals do not require a visa. The travel validation signature remains valid for one year from the date it's signed.
- ✓ **30-Day Limit:** Remember, you can only stay outside the United States for a maximum of 30 days per trip to maintain J-1 status. Carry all your immigration documents and your passport with a visa stamp when traveling, as U.S. Immigration Officers may review them upon your return.

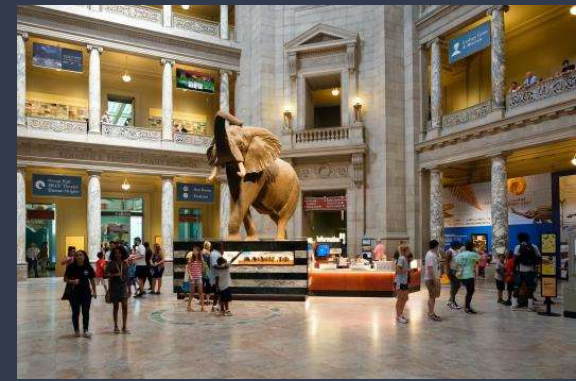


Life and customs in the United States

Whether you're a seasoned traveler or new to international adventures, you've probably faced cultural adjustment symptoms. From arriving with excitement in the United States to later moments of behavior uncertainty, these feelings are normal. If you're stressed or unsure about adapting to life here, consider these suggestions:

Connect with staff at your host site or other exchange visitors.

- ✓ Ask questions. Do not assume that because something looks the same as it does at home, it carries the same cultural meaning in the United States.
- ✓ Engage in cultural activities. This will be a great opportunity for you to learn about U.S. society and culture outside of training as well for you to share your culture in return.
- ✓ Lower your expectations. You have spent a lifetime learning about your own culture. It will take time to understand a new culture and routine.



Local community resources

Transportation

Most U.S. cities have a bus system and oftentimes a subway system. It's best to check with the human resources team within your host organization to request local options and resources. You can also reach out to our exchange team to identify resources for you.

Medical Centers

If you find that you need to visit a doctor for a checkup or other matter, please reach out to your insurance provider to identify healthcare professionals in the area that are covered under your plan. If you have the insurance obtained by us in connection with your J-1 program, please reach to the insurance provider at the following: <https://www.envisageglobalinsurance.com/student-zone/american-immigration-council/providers.php>

- If you are facing a life-threatening emergency, please call 911 to obtain immediate assistance and follow up with your insurance provider and our exchange team

Local Amenities

Your best resource to identify local banking institutions, recreational centers, libraries, music & art venues, etc. is the human resources team within your host organization. You can also reach out to our exchange team to identify resources for you. During your program, we encourage you to attend social functions with your host organization, as well as to visit the many parks, museums, theaters, and historical sites, and other cultural opportunities available in your area.



Cultural Activities

The American Immigration Council encourages you to engage in cultural activities beyond your training program. We also create events that foster cross cultural engagement. Examples of cultural activities you can participate in include the following.

- ✓ Attending a local or national sporting event.
- ✓ Take a guided tour of a local art, music, or historical museum.
- ✓ Joining a U.S family or staff for a holiday celebration.
- ✓ Participating in your host organization's team building event or luncheon.

We will also reach out to you to provide information about local events in your area as well as to invite to events we will sponsor.

Keep in mind: The best way to immerse yourself in a new culture is to dive in and participate.

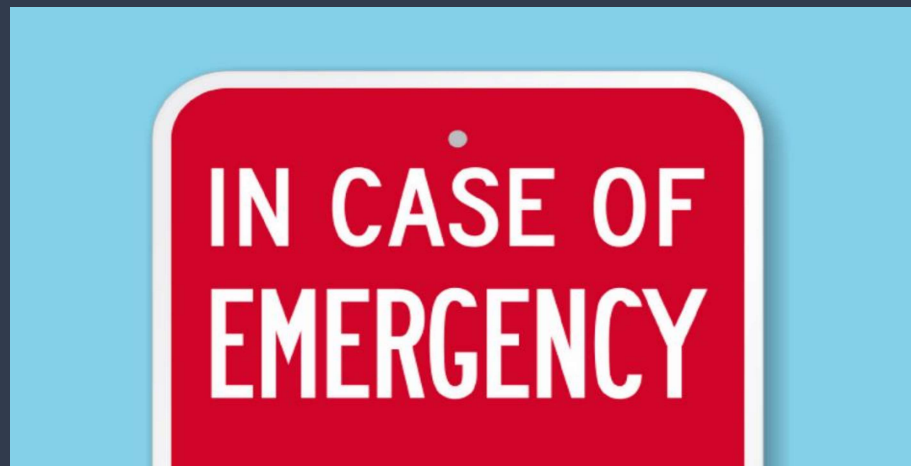


Emergencies

Should you suffer an emergency that affects your health, safety, or welfare, please contact 911 immediately. If you need to seek medical assistance, please go to the nearest Emergency Room (ER).

For immediate care in non-emergency situations, you SHOULD go to a Walk-in Clinic, Urgent Care center or local doctor. Urgent Care and Walk-in Clinics are often the best places to seek medical care as you can walk right in, and they require no appointment. You SHOULD NOT go to the Emergency Room (ER) for this type of care unless it is a real emergency situation!

- Don't forget to also contact us for any emergency nor non-emergency situation
- Email: j1immigration@immcouncil.org
- Main Telephone: 202-507-7532
- 24-hour Emergency Number: 202-368-5385 (*NOTE: This number should only be used in the case of an emergency affecting your health, safety, or well-being.*)



Questions

Remember we serve as a partner with you throughout your J-1 program. You can contact us or the Dept of State anytime you have questions.

Exchange Team Information

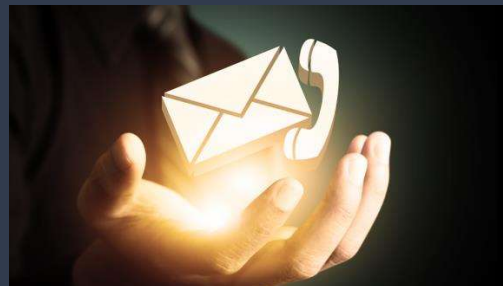
- ✓ Email: J1program@immcouncil.org
- ✓ Main Telephone: 202-507-7532
- ✓ 24-hour Emergency Number: 202-368-5385 (NOTE: This number should only be used in the case of an emergency affecting your health, safety, or well-being.)

- ✓ Lisa Murray, Responsible Officer, lmurray@immcouncil.org, 202-507-7513
- ✓ Nadine Harris, Alternate Responsible Officer, nharris@immcouncil.org, 202-507-7515
- ✓ Olita Williams, Alternate Responsible Officer, owilliams@immcouncil.org, 202-507-7506
- ✓ Tania Carswell, Alternate Responsible Officer, tcarswell@immcouncil.org, 202-507-7529

Dept of State Contact Information

U.S. Department of State | Bureau of Educational and Cultural Affairs

- ✓ Tel: (202) 632-2805
- ✓ InternTraineeNotify@state.gov
- ✓ <http://j1visa.state.gov/>
- ✓ J-1 Emergency Hotline: 1-866-283-9090 (24 hours a day, 7 days a week) The Department of State activated the helpline to ensure the health and safety of its exchange participants. Participants have a right to be treated fairly and to report abuse without retaliation or threat of program cancellation.



U.S. Department of State Information for Exchange Visitors

DoS Welcome Letter

<https://j1visa.state.gov/wp-content/uploads/2022/05/EVP-Welcome-Brochure-2022.pdf>

Intern Welcome Letter

<https://j1visa.state.gov/wp-content/uploads/2022/02/Welcome-Letter-Intern-2022.pdf>

Trainee Welcome Letter

<https://j1visa.state.gov/wp-content/uploads/2023/01/Trainee-welcome-letter-2023.pdf>

Scholar Welcome Letter

<https://j1visa.state.gov/wp-content/uploads/2023/01/Scholar-welcome-letter-2023.pdf>

Newly Validated Exchange Visitor

<https://j1visa.state.gov/wp-content/uploads/2022/01/Newly-Validated-Exchange-Visitor-Email.pdf>

Exchange Visitor's Rights and Protection

<https://j1visa.state.gov/wp-content/uploads/2022/01/EV-TRIFOLD.pdf>

Wilberforce Pamphlet

<https://j1visa.state.gov/wp-content/uploads/2020/09/Wilberforce-Pamphlet-1.pdf>



Acknowledgment



By my signature, I acknowledge that I have read and understand the American Immigration Council's J-1 Cultural Exchange Participant Orientation.

NAME:

DATE:

SIGNATURE:

!!ENJOY YOUR J-1 PROGRAM !!

