

Exchange Visitor Program (J-1 Visa)

Information and Checklist for Professors and Short-term Scholars

California College of the Arts is an Exchange Visitor Program (J-1 visa) sponsor. The college is approved to bring in three categories of exchange visitors: students, professors, and short-term scholars.

CCA has two responsible officers who maintain the program: the director of international student services, who processes students; and the human resources director, who processes professors and short-term scholars. This checklist pertains to professors and short-term scholars coming to CCA.

To apply for a J-1 visa, the exchange visitor must present properly executed Forms DS-2019 and DS-158 as well as a current passport valid for six (6) months beyond the anticipated period of admission into the United States, and the required fees to the U.S. Embassy or Consulate **in his/her home country**. The individual cannot apply for a visa while in another country.

Payment of the required fees is negotiated between the hiring department and the visitor. The wait for a J-1 visa after application may take several weeks. With the J-1 visa in the passport, the exchange visitor will present the following documents to the inspecting officer at the port of entry to the United States: (1) the J-1 visa; (2) the passport; (3) properly executed Forms DS-2019 and DS-158.

The Form DS-2019 is prepared by CCA's human resources director, processed through the USCIS computer program SEVIS, and sent to the exchange visitor **in advance** of arrival in the United States. The visa *cannot* be applied for once in the United States. The Form DS-2019 must contain **specific** and **complete** information or it will not be accepted either at the Consulate or at the port of entry.

In order to properly prepare the Form DS-2019, the hiring department **must** submit the following information to the human resources director:

1. Full name and birthdate of the exchange visitor
2. Current address, including postal code **and** phone number of the exchange visitor (required on Form DS-2019 and DS-158 via Federal Express)
3. City (or province, prefecture, township, district) and country of birth
4. Country of legal permanent residence
5. Country of citizenship (often differs from country of permanent residence)
6. Current/active email address of the exchange visitor
7. Visitor's position in the country of legal residence prior to becoming an exchange visitor

8. An address in the United States or CCA's address **ONLY** if no U.S. address has been established. This information must be updated when visitor is validated in the SEVIS system upon arrival at CCA. The system will not accept CCA's address once the visitor is in this country.
9. U.S. social security number, if applicable
10. U.S. Individual Taxpayer ID Number (ITIN), if applicable
11. Driver's license number and state of issuance, if applicable
12. Exact and actual dates of employment, starting and ending dates. (*This is vital, as the J visa is only issued for the duration of employment/program.*)
13. Title and description of the duties to be performed as professor or short-term scholar, and for which program (Furniture, Extended Education, Wattis Institute, etc.). A title alone is insufficient; description of the duties to be performed is also required.
14. The total amount of financial support from CCA, in dollars and cents, including airfare, meals, etc.
15. Funding source for that financial support (CCA funds only, or government funding, or other). The funding source **must** be specified.
16. Whether the exchange visitor's immediate family (spouse and unmarried children [under age 21 only]) will be accompanying him/her. If yes, the names, dates, place of birth, relationships, and nationalities of each family member must be provided, as each family member must apply for a separate visa, a J-2 visa.
17. Whether the person has been an exchange visitor of **any** kind within the last 12 months. (If yes, he/she may not be eligible to participate in our J-1 program as there is a 12-month bar before beginning a new program if he/she held a J-1 visa as professor or research scholar with another institution/organization.)
18. Whether or not the person can provide proof of medical insurance coverage while in the United States, which is one requirement to obtain a J-1 visa. (CCA does **not** provide medical insurance to exchange visitors.)

Once the Form DS-2019 has been entered into the SEVIS system and printed out, it, as well as the form DS-158 will be sent by Federal Express to the exchange visitor, along with instructions on how to apply at the consulate *in his/her home country* and at the port of entry in the United States. Note that he/she **MUST** apply for the visa in his/her home country only; he/she cannot apply while in another country, or while in the United States.

Please remember that **ALL** of the above information is needed for completion of the Form DS-2019 **BEFORE** an exchange visitor will be allowed into the country. Please also know the process takes time. If someone appears at CCA without these documents, he/she will not be allowed to work, as that will jeopardize the college's ability to continue hosting J-1 exchange visitors.

It is critical that within one week of an exchange visitor's arrival at CCA, he/she **MUST** make an appointment with one of the responsible officers so that the visitor's J-1 status can be validated in the government system (SEVIS). He/she must bring all of the pertinent documents (passport, visa, proof of insurance, etc.) and **must** have a local address that can be entered into the system. CCA's address *cannot* be used once the visitor is in the country.

NOTE: **ANY** individual who receives payment from CCA must have either a U.S. social security number or an Individual Taxpayer ID Number (ITIN); there are **NO** exceptions. If the individual will receive a contract to teach, he/she **must** have or obtain a social security card in order to be put into the payroll system. If the individual is to be paid as an independent contractor, he/she must have or obtain **either** a social security card **OR** an ITIN.

It is important that you let the person you are hiring know that he/she might not receive any payment while they are in the United States, depending on when they obtain a social security card or ITIN. A visitor must be in the country **AT LEAST** 10 days before he/she can even apply for a social security card, and it can take up to six weeks to apply for and obtain an ITIN from the Internal Revenue Service.

Therefore it is important that the person bring enough money with him/her to self-sustain while he/she is at CCA, as he/she may not receive payment until he/she returns to his/her home country.

CCA can pay an honorarium with an ITIN alone, but the college *must* have a social security card and number to pay via the payroll system. Please refer to the policy on Engaging the Services of a Nonresident Alien for further information on how an individual can obtain either a social security number or ITIN.

It is also important to realize that restrictions may be placed on the activities of the exchange visitor. Professors may participate in occasional lectures and short-term consultations for other organizations, unless these activities are disallowed by the program sponsor.

However, before participating in any activity other than CCA's they must have the activity approved, in writing, by the human resources director. There is a process that must be followed, so please be sure to refer the exchange visitor to the human resources director if he/she is going to participate in anything unrelated to CCA while in the United States.