



## J-1 Exchange Visitor Program




*IREX sponsors J-1 visas for foreign experts who contribute cutting edge research and cross-cultural perspectives at US corporate and non-profit research facilities.*

*IREX's streamlined application system and support services make it easy for researchers and their employers to focus on what matters: exchanging ideas to accelerate innovation.*



# J-1 Exchange Visitor Program

Thank you for choosing IREX as your J-1 Exchange Visitor Program Sponsor.

Please complete the following application, referring to the  remarks alongside each section for further guidance. Once the application is complete, with supporting documents attached (see the Application Checklist on the final page), send all items as a PDF file to [jvisaexchange@irex.org](mailto:jvisaexchange@irex.org). IREX will review the submission in order to assess eligibility for the J-1 program and prepare the exchange visitor's DS-2019 form.

## Section A: Exchange Visitor Information

Surname/Primary Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Male                  Female

Birthdate (month/day/year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Birth City \_\_\_\_\_ Birth Country \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Country of Legal Permanent Residence \_\_\_\_\_

Highest degree obtained \_\_\_\_\_ In which field \_\_\_\_\_

Current Occupation in Home Country \_\_\_\_\_

Current Employer in Home Country \_\_\_\_\_

Has the Exchange Visitor ever been in the U.S. on a J-1 or J-2 visa?      Yes      No

Requesting a J-1 transfer?      Yes      No

If yes, please list the dates of stay and the Exchange Visitor category:

\_\_\_\_\_

## Section B: Exchange Visitor Mailing Address

Name \_\_\_\_\_

Company/Institution (if applicable) \_\_\_\_\_

Street address (no P.O. boxes) \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_



## Section C: Financial Support

Check below all relevant means of support and indicate the amounts. Please include evidence of financial support (such as salary or scholarship award letters or current bank statement for personal funds.)

Host Organization Funding	U.S.\$ _____	per _____
		(month/year)
Exchange Visitor's Home Country Government	U.S.\$ _____	per _____
		(month/year)
Personal Funding	U.S.\$ _____	per _____
		(month/year)

## Section D: Host Organization and Research Information

Host Organization \_\_\_\_\_

Department \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Host Organization Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed Field of Research \_\_\_\_\_

Title of Research \_\_\_\_\_

Research Objectives :

Exchange Visitor's program will begin on \_\_\_\_\_ and end on \_\_\_\_\_  
(month/day/year) (month/day/year)

Would you like to expedite the application processing for an additional fee? The timeline for standard application processing is two business weeks, and one week for expedited applications.

Standard      Expedited

## Section E: Exchange Visitor Category

Before selecting a category, review the eligibility requirements below and the \_\_\_\_\_ to compare program conditions and time differences.

### Research Scholar

1. The Research Scholar cannot be a candidate for a tenure track position.
2. The Research Scholar cannot have been in the U.S. in a J-1/J-2 status during the 12 months preceding the program begin date unless they are a J-1 transfer, were a Short-Term Scholar, or were in J status for less than 6 months.
3. The Research Scholar is not eligible to participate in the Research Scholar category for 24 months after completing a J Research Scholar program or completing the continuous five-year period as a J Research Scholar.

### Short-Term Scholar

*The Short-Term Scholar is not eligible to participate in research activities beyond 6 months in duration.*

## Section F: Medical Insurance

J Exchange Visitors and their dependents are required to have medical insurance coverage for the period of their program in the U.S.

Medical insurance will be provided by the \_\_\_\_\_ Host Organization \_\_\_\_\_ Exchange Visitor

Name of insurance carrier(s) providing coverage \_\_\_\_\_

The U.S. Department of State specifies J-1/J-2 insurance plans must include coverage for the following **minimum** benefits:

1. Medical benefits of **at least** \$100,000 **per** accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and
4. A deductible not to exceed \$500 per accident or illness.

### An insurance policy secured to fulfill the requirements of this section

1. May require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
2. May include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness; and
3. Shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.



# J-1 Exchange Visitor Program Application

An insurance policy secured to meet the benefits requirements must be underwritten by an insurance corporation with an A.M. Best rating of “A-” or above, an Insurance Solvency International, Ltd. (ISI) rating of “A-1” or above, a Standard and Poor’s Claims Paying Ability rating of “A-” or above, or a Weiss Research, Inc. rating of B+ or above. (22 CFR 62.14)

Please include evidence of the Exchange Visitor’s medical insurance and sign to confirm that the coverage is in compliance with the above requirements.

## Section G: Language Proficiency

Exchange Visitors must have sufficient English language proficiency to successfully participate in the program and to function on a day-to-day basis. To verify proficiency, IREX requires the Host Organization to confirm in the support letter that the scholar has the required English skills necessary to perform the planned program activities.

In addition, IREX requires an objective measurement of the Exchange Visitor’s English language proficiency. Please select one of the following options and attach supporting documents to the application as applicable:

A recognized English language test, taken within the last two years (i.e., TOEFL, IELTS, etc.)

Signed documentation from an academic institution or English language school

A documented interview conducted by the program Sponsor (IREX) either by videoconferencing or by telephone if videoconferencing is not a viable option

The exchange visitor is a native speaker of English

## Section H: Signature Authority

With this signature,

- I confirm that the prospective exchange visitor will carry out research objectives stated on Page 1 under my supervision;
- I agree that the prospective exchange visitor is eligible for the J-1 scholar category selected on Page 3; and
- I agree that the prospective exchange visitor’s aforementioned insurance will comply with the stated J-1 visa requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Host Organization Supervisor’s Name \_\_\_\_\_

## Section I: J-2 Dependents

Only the spouse and unmarried minor children (under 21 years of age) of the Exchange Visitor are eligible for J-2 dependent status. J-2s' stay in the U.S. is only valid while the J-1 maintains status in the U.S. Sponsorship of J-2s would be subject to an additional processing fee.

Will the Exchange Visitor request sponsorship for J-2 dependents?      Yes      No

If yes, please complete the information below for each dependent.

### DEPENDENT 1

Exchange Visitor's Dependent's Information (Exactly as in Passport)

Relationship to Exchange Visitor      Spouse      Child

Surname/Primary Name \_\_\_\_\_

Given Name \_\_\_\_\_

Male      Female

Birthdate (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Birth City \_\_\_\_\_ Birth Country \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Country of Legal Permanent Residence \_\_\_\_\_

### DEPENDENT 2

Exchange Visitor's Dependent's Information (Exactly as in Passport)

Relationship to Exchange Visitor      Spouse      Child

Surname/Primary Name \_\_\_\_\_

Given Name \_\_\_\_\_

Male      Female

Birthdate (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Birth City \_\_\_\_\_ Birth Country \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Country of Legal Permanent Residence \_\_\_\_\_

# IREX Exchange Visitor Program Application Checklist



## Completed J-1 Exchange Visitor Program Application including:

- Host Supervisor's signature and date (page 4)
- Attached Proof of Financial Support (if receiving funding outside Host Organization)
- Attached Proof of Medical Insurance (Letter from Host Organization or purchased insurance policy documentation)
- Attached Proof of English Language Proficiency

## Exchange Visitor documentation including:

- Passport: scan of biographical page with photo and expiration date
- Previously issued DS-2019 forms, J visas, and/or I-94 Admission Records from the past two years (if applicable)
- Curriculum Vitae (C.V.), with complete educational, work and research record details
- Diplomas from all post-secondary studies (and English translations if applicable)

## Letter of Support from the Host Organization (Using the template provided by IREX)

### For J-2 dependents (as applicable):

- Passport: scan of biographical page with photo and expiration date
- Previously issued DS-2019 forms, J visas, and/or I-94 Admission Records from the past two years (if applicable)
- Proof of relationship to the J-1 (certificates of marriage or birth; native language *and* English translation)
- Proof of medical insurance
- Proof of finances to support J-2 dependent(s)

### For J-1 Transfers (as applicable):

- Letter from supervisor at current J-1 organization, including summary of current research activities, program dates, and a statement the Exchange Visitor has been maintaining J-1 status
- Contact Information of current Responsible Officer
- Transfer document(s) as required by current J-1 sponsor

APPLICATION AND SUPPORTING DOCUMENTS SHOULD BE SENT ELECTRONICALLY TO  
[JVISAEXCHANGE@IREX.ORG](mailto:JVISAEXCHANGE@IREX.ORG).