

Fermilab offers a J-1 Exchange Visitor Program ("EVP") at Fermilab for Research Scholars, Short-Term Scholars and Interns. We are able to sponsor this program at Fermilab because we are designated by the U.S. Department of State (DOS). The Visa Office is responsible for ensuring that our EVP Participants comply with the Department of State's regulations, so that we can sponsor EVP Participants in the future, and so our EVP Participants properly maintain their J-1 status.

Visa Office / Global Services / SEMD
P.O. Box 500, MS 322
Kirk Road and Pine Street
Batavia, Illinois 60510-5011 USA
Office: 630.840.3933/3811
visaoffice@fnal.gov

This Memorandum outlines the tasks and responsibilities placed on all J-1 Exchange Visitors participating in our J-1 program at Fermilab.

Obligations of J-1 Exchange Visitors

- Respond to all instructions and emails from the Visa Office.
- Sign the DS-2019 and keep your document(s) safe at all times.
- Obtain health insurance that meets the J-1 criteria – must be secured before travel. (for non-Employees)
- Communicate travel plans with the Visa Office.
 - For any changes in travel plans, immediately inform your Supervisor, Division Admin and the Visa Office. Failure to do so may affect your ability to enter the US in J-1 status.
- Make a badging appointment for your first day at Fermilab and notify the Visa Office. Failure to do so can affect your ability to gain on-site access to Fermilab.
- **Meet with the Visa Office on your first day at Fermilab.** Plan to meet with the Visa Office 15 minutes before your badging appointment (for non-employees). For employees, it is already scheduled into your first day. This is *CRITICAL*. We must "validate" your arrival in "SEVIS" promptly. Failure to comply can result in suspension of your J-1 program.
 - Bring all documents with you to Fermilab: Passport, I-94, Form DS-2019, Form DS-7002 (interns only) and proof of health insurance (non-employees).
- Promptly advise the Visa Office of any travel outside the US.
 - If the visa stamp in your passport is expired, or will expire while traveling outside the US, tell the Visa office as soon as you begin making your travel plans.
 - Before you depart the US, ensure that your DS-2019 has a valid travel authorization signature.
- Promptly advise the Visa Office if you:
 - Plan to apply for a waiver of the Return Residence Requirement (§212(e)) or,
 - Plan to seek an Advisory Opinion about the Return Residence Requirement.
- Promptly advise the Visa Office of any changes to your local residential address, email, or phone number.
- Always maintain an unexpired Passport. It is your responsibility to renew your passport timely. This is a Department of Energy requirement for site access.
- Contact the Visa Office for authorization for reimbursement of travel or other expenses by another US Institution, before you travel.
- Anytime you generate a new I-94 (return to the US from abroad), receive a new visa stamp, passport, etc., scan and upload to your profile in our Case Management System upon receipt.
- Follow all instructions and requests sent from the Visa Office. During your stay, there will be additional inquiries or forms that need completing. These are required. Please respond promptly. Communicate any delays with the Visa Office. You can expect a check-up, midterm and final evaluation reports (for Interns), and exit paperwork before your departure.

