



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

J-1 EXCHANGE VISITOR QUESTIONNAIRE

NEW J-1

&

TRANSFER-IN J-1

(FY2017)

TTUHSC J-1 PROGRAM INFORMATION:

Name of Program: Texas Tech University Health Sciences Center
Program No.: P-1-05204
Location: Lubbock, Texas
Contact Info: International Employment Services
Email: IES@ttuhsc.edu
Phone: (806) 743-2865

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@ttuhsc.edu

EMPLOYEE QUESTIONNAIRE & CHECKLIST – J-1

TTUHSC MINIMUM MONTHLY FUNDING REQUIREMENTS: \$1450 – J-1; \$450 J-2 Spouse; \$250 J-2 Child

All new (“first time”) J-1 filings and persons already in J-1 status transferring to TTUHSC, must include the following documents:

- ☐ Employee Questionnaire with all questions answered
- ☐ Curriculum vitae (CV)
- ☐ Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact IES)
- ☐ Certified English translation of diploma and transcripts
- ☐ Current passport biographical data page and passport expiration date
- ☐ Current US non-immigrant visa (if physically present in USA)
- ☐ Current [I-94 document](#)
- ☐ All prior Forms I-797s showing USCIS approval notices of previous applications or petitions.
- ☐ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
- ☐ If you ever held J-1 or J-2 status in the past, and were subject to 212(e) the two year home residency requirement, provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter
- ☐ Proof of insurance for the duration of the J-1 program
- ☐ Proof of funding is self-funded or receiving non-TTUHSC grant or scholarship funding (see above)

All new J-2 Dependents, and persons already in J-1 status transferring to TTUHSC, must include the following documents:

- ☐ Marriage certificate, with certified English translation if not in English
- ☐ Birth certificates of children, with certified English translation if not in English
- ☐ Current passport biographical data page and passport expiration date for each family member
- ☐ Current US non-immigrant visa (if physically present in USA)
- ☐ Current [I-94 document](#)
- ☐ All prior Forms I-797s showing USCIS approval notices of previous applications or petitions.
- ☐ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents

J-1 EXCHANGE VISITOR QUESTIONNAIRE

Please answer all questions completely. If the answer to a question is NONE or NOT APPLICABLE, please state 'None' or 'N/A'. Do not leave any blanks.

Note: If you are requesting a change of status while in the USA, you cannot leave the US while the J-1 application is pending. If you leave the USA before the J-1 application is approved; you must obtain a J-1 visa from a US Consulate. If you are outside of the USA, you will obtain a J-1 visa from a US consulate before entering the USA in J-1 visa status.

Name: (Last, First, Middle)	
Gender:	
Current Home Address:	
Mailing Address for J-1 Documents:	
All Other Names Used:	
E-mail Address & Phone No.:	Phone:
Date of Birth:	
Country of Birth:	
City/Province of Birth:	
Country of Citizenship:	
Country of Last Permanent Residence:	
US Social Security No (SSN):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
Current Visa Status (if in USA):	
Foreign Address:	
Preferred US Consulate:	
If Already In USA in J-1 Status: Transfer-Out Institution Name: Transfer-Out Institution Address: Transfer-Out Institution Program Number: Transfer-Out Institution Contact Information:	P-

EXCHANGE VISITOR QUESTIONNAIRE (J-1), CONTINUED:

Answer the following questions with a Yes or No. If the answer is YES, please provide details as requested.

_____ Have you ever held J-1 visa status? If yes, complete the table below:

VISA STATUS (J-1 or J-2)	TIME PERIOD IN USA

_____ Have you ever been subject to the J-1 two year home residence requirements?

- Did you receive a J-1 waiver or complete the two year requirement?
 - YES
 - NO

_____ Have you ever been denied J-1 status?

_____ Are dependent family members receiving J-2 visas or changing or extending J-2 status? If YES, please complete the Exchange Visitor Family Questionnaire below.

_____ Are you currently in exclusion or deportation proceedings?

(If yes, please provide a copy of Notice to Appear)

Please check if you have been the direct beneficiary or applicant of any of the following applications and provide a copy of the USCIS or Department of Labor receipt:

- ☐ Permanent Labor Certification Application (e.g. PERM)
- ☐ Immigrant Petition for Alien Work (i.e. I-140)
- ☐ Immigrant Petition for Alien Relative (i.e. I-130)
- ☐ Application to Adjust to Permanent Resident Status (i.e. I-485)
- ☐ Immigrant visa application with National Visa Center/US Consulate

EXCHANGE VISITOR FAMILY QUESTIONNAIRE

Each family member seeking a J-2 visa or J-2 visa status must be listed below. Please add additional sheets if necessary.

Spouse's Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address:	

Child #1 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May use Parent's)	

Child #2 Full Name : (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May use Parent's)	

Child #3 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May Use Parent's)	

PLEASE ADD INFORMATION FOR ADDITIONAL CHILDREN ON A SEPARATE SHEET.

Child #4 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May Use Parent's)	

Child #5 Full Name : (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May use Parent's)	

Child #6 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May Use Parent's)	

Child #7 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	
Email Address: (May use Parent's)	

EXCHANGE VISITOR REQUIREMENTS

SEVIS Fee Payment

All Exchange Visitors must pay an I-901 SEVIS fee before obtaining a J-1 visa. This fee can be paid online at <https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop>. Detailed information about the fee is also at that website.

Insurance:

The Exchange Visitor program requires all participants and their family members in J-2 status to carry insurance for the entire duration of the exchange visitor program. The insurance must be valid from the start of the program until the final date of the program. All Exchange Visitors (J-1 principal and J-2 dependents) are required to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor program. The insurance requirements are listed below.

TTUHSC will provide health insurance (medical, vision, dental) for J-1 employees but that insurance will not begin until at least two full months of employment are completed. If you begin employment after the first day of the month, you will have to work two additional full months before being eligible for the TTUHSC health insurance plan. Therefore, every J-1 employee must obtain their own health insurance to cover the period of time from the start date of the J-1 program and until they are able to join the TTUHSC health insurance program. Note also that TTUHSC health insurance plans do not provide coverage for medical evacuation or repatriation of remains so you will need to obtain separate insurance that provides this coverage.

Please use this link to find a J-1 insurer: <http://www.nafsa.org/findresources/Default.aspx?id=8823>. You are required to show proof of insurance coverage on the day you arrive at TTUHSC. The insurance must be valid as of the J-1 program start date. IES cannot confirm your arrival and validate your J-1 program in the SEVIS system without proof of the required insurance coverage.

Whichever insurance plan you purchase must meet all of the following coverage requirements established by the US Department of State:

1. Medical benefits of at least \$100,000 per accident or illness.
2. Deductible no greater than \$500 per accident or illness.
3. \$50,000 minimum coverage for expenses associated with the medical evacuation of the exchange visitor to his or her home country.
4. \$25,000 minimum coverage for expenses associated with repatriation of remains to exchange visitor's home country.
5. Pre-existing conditions must be covered after a 12-month waiting period.
6. Coverage may include a provision for maximum 25% coinsurance or co-payment paid by the exchange visitor. Coinsurance must allow for customary & reasonable charges in US dollars, not equivalent cost for services in home country.
7. Coverage cannot exclude benefits for perils inherent to the activities of the program in which the visitor participates.
8. Policy must be underwritten by an insurance corporation meeting the US Department of State rating requirements or backed by the full faith and credit of the visitor's home country government, designated sponsor, or exchange visitor's employee group plan.

Scholars who choose to purchase health insurance in their home country (prior to arrival in the United States) must purchase insurance that meets US State Department requirements (see above). Written proof of policy benefits must be provided in English, with coverage limits converted to US dollars. To avoid complications, IES recommends that you obtain insurance from a US insurance agency. US insurance agencies that insure J-1 and J-2 exchange visitors allow you to purchase the insurance before entering the USA.

Check In With International Employment Services (IES): Upon arrival at TTUHSC check in with IES. (See below).

RESPONSIBILITIES OF TTUHSC EXCHANGE VISITORS & ATTESTATION

The following are responsibilities of Exchange Visitors in maintaining J-1 immigration status in the United States under the Texas Tech University Health Sciences Center Exchange Visitor Program.

1. Exchange visitors must be familiar with the conditions of the J-1 status as described on the Form DS-2019. Any questions concerning these conditions should be directed to International Employment Services (IES).
2. **Exchange visitors must check in with IES on their first day of arrival at TTUHSC. Please bring your passport, documentation of the purchase of the required insurance and all United States immigration documents to IES upon your arrival at TTUHSC. If you are not entered as active on the SEVIS system by this office within 30 days of your starting date on your DS-2019, IES is required to report you as a "No-Show" in the SEVIS system.**
3. Exchange visitors must notify the Alternate/ Responsible Officer at the International Employment Services of any change in their programs as described on form DS-2019, and of any change of US address, email address, or phone number.
4. Exchange visitors must contact the Alternate/Responsible Officer at the International Employment Services approximately sixty days before the end date of the DS-2019 in order to request a program extension. Extensions must be completed prior to the current J-1 program end date.
5. Exchange visitors must maintain an adequate health, medical evacuation and repatriation insurance policy for themselves and all dependents for the entire duration of the J-1 program while in the United States. Proof of insurance must be provided to International Employment Services upon entry into the USA and upon request. The insurance requirements are discussed on an earlier page. Please review the requirements carefully. Willful failure to meet the health insurance requirements may cause premature termination of your program in the United States.
6. Exchange visitors must notify the Alternate/Responsible Officer at the International Employment Services of their dates of departure, and ports of exit prior to their departure from the United States.
7. Exchange visitors must maintain a valid passport at all times during their J-1 program. Expiring passports must be renewed in a timely fashion.
8. Exchange visitors give International Employment Services permission to retrieve their I-94 document and US travel history from the online I-94 website maintained by US Customs & Border Protection.

I have carefully read the Exchange Visitor Responsibilities and understand my responsibilities under the program.

Exchange Visitor Name: _____

Exchange Visitor Signature: _____

Date: _____