

STEP 1 APPLICATION



Application to the FACC's J-1 Exchange Visitor Program

** Please note that only documents in French or in English will be accepted **

- To start your request, please fill out our web form at the following link: <http://www.faccj1visa.com/j1start/>. The FACC will confirm reception and direct you to submit the following documents to icdp@faccnyc.org ***in the exact order they appear below*** (documents should be combined in one PDF attachment).
- [Exchange Visitor Request Form](#)
- TOEFL/TOIEC Scores or **statement of English language level** from a university
- Proof of **medical insurance** for the entire duration of program in the United States. Candidates **must** enroll with the one of the pre-approved J-1 Visa insurance providers below; **all other insurance policies will be rejected**. The FACC strongly encourages candidates to enroll in insurance from their entrance to their potential exit date, including the 30 days of tourism granted at the end of the visa. Please note that Exchange Visitors and any accompanying J-2 dependent(s) may be subject to the requirements of the [Affordable Care Act](#).
 - **All VIE candidates** are automatically covered through April Mobilité; proof of coverage must be obtained from Business France
 - **All other candidates** must enroll with [Envisage Global Insurance](#) (contact icdp@faccnyc.org with any questions about enrolling)
- [Proof of University Enrollment](#) – University statement and/or internship agreement (i.e. “convention de stage”) – ***For current full-time students only***
- Copy of all **post-secondary degrees or diplomas** received outside of the U.S. – ***For university graduates only***
- Proof of all previous relevant full-time (32+ hours/week) work experience** outside the U.S. (contract, convention de stage, employment letter, etc. with weekly hours clearly stated) – *Candidates applying for the Trainee category must have a minimum of 1 year of full-time work experience.*
- [Candidate Non-Employment Statement](#)
- Copy of **resume** in English
- Photocopies (preferably color) of **pages 1-10** of valid foreign **passport**. Passport must be valid up to 6 months after your completion date.

***The reception of an application does not guarantee FACC sponsorship.** After the FACC has received a completed application, an English interview will be conducted. Once completed, you will receive confirmation of your acceptance into the J-1 Exchange Visitor Program and your Form DS-2019 will be created and sent to you. **Visa will be mailed to you after successful U.S. Embassy appointment. Do not book your flight until you have received your J-1 Visa. ***

STEP 2

EMBASSY APPOINTMENT



J-1 Exchange Visitor Visa – Embassy Appointment

Once your DS-2019 has been created, complete the steps below to schedule your Embassy Appointment for your J-1 visa. Always print all confirmation pages and keep all payment receipts. ****Your visa will be mailed to you after your appointment. You will not receive your visa on the same day as your US Embassy appointment. Emergency appointments are reserved for true emergencies.****

- Complete the [DS 160 application form](#) (digital passport photo required)
 - Print confirmation page
- Schedule a visa appointment at the U.S. Embassy by completing the following steps:
 1. Visit the [US Embassy Appointment Website](#) for non-immigrant visas and click “APPLY” (If you are unhappy with your appointment time, continually check the Embassy site for cancellations.)
 2. Enter the DS-160 confirmation number for each applicant applying for a Visa
 3. Complete the courier document return process
 4. Pay the Nonimmigrant Visa (MRV) application fee(s) by debit card or bank transfer
 5. Schedule a Consular Section appointment
- Pay the [SEVIS I-901 fee](#) through the State Department website
 - Print confirmation page
- Attend the Consular Section appointment.
- Receive J-1 Visa by post.

Necessary Documents for your Embassy Appointment - Verify with your local [U.S. Embassy](#)

- Your passport (valid for at least 6 months beyond the end date of your internship). *If available, candidates should also bring any additional passports containing previous/current U.S. visas.*
- Your Nonimmigrant Visa Application Form DS-160 confirmation page
- Proof of payment of Application fee (MRV fee)
- One passport-sized photo taken within the last 6 months
- Your original Form DS 2019 (signed)
- Your Form DS-7002 Training/Internship Placement Plan (signed)
- Confirmation of payment of your SEVIS I-901 fee

The reception of an application does not guarantee FACC sponsorship

Do not book your flight until you have received your J-1 visa

STEP 3, 4, 5, & 6

PRE-ARRIVAL, CUSTOMS, ARRIVAL & ONCE YOU HAVE ARRIVED



STEP 3: Pre-Arrival- When going to the airport, make sure to bring the following documents:

- Passport** (with correct **J-1 visa**)
- Form DS-2019** (Certificate of Eligibility)

STEP 4: Immigration and Customs

1. Upon entry to the United States, Customs officials will provide an annotated admission stamp in your passport. This annotated admission will include: (1) date of admission, (2) class of admission, and (3) duration of stay.
2. Customs will also create your Record of Admission (I-94) which can be accessed at <https://i94.cbp.dhs.gov/I94> following your entry.

STEP 5: Arrival - Once you arrive in the United States we must receive your **Arrival Documents**, required to validate your J-1 training mission in the U.S. Department of State Student/Exchange Visitor Information System (SEVIS). **We recommend sending the forms within 5 days of the start date on your DS-2019. If the following documents are not received within thirty days of the program start date noted on the DS-2019 Form, there will be a \$100 late fee and your J-1 visa might be jeopardized.** Please scan these documents to icdp@faccnyc.org:

- [J-1 Exchange Visitor Arrival Information form](#), with your **U.S. residential address**, even if it is temporary
- Copy of your **J-1 visa & admission stamp** located in passport
- Copy of your **DS-2019** (front and back)
- Record of Admission (I-94)** – To access your Record of Admission (I-94), please visit <https://i94.cbp.dhs.gov/I94>. Be prepared to provide the following information:

1. Biographical information as indicated on the identity page of your passport
2. Date of Entry as indicated on the annotated admission stamp
3. Class of Admission (J-1/J-2)

You may only apply for a [Social Security](#) number if you have been in the US for two weeks and have received confirmation of a validated record in SEVIS. With your Social Security card, you may then apply for a driver's license

STEP 6: Once You Have Arrived - Once you have started your internship or trainee program, there are certain situations that could arise where you will need to **contact the FACC** at icdp@faccnyc.org:

1. Update your U.S. residential address or email
2. [Travel Validation](#) for trips outside the United States. Must be done 3 weeks prior to traveling.
3. Extend Internship/Trainee Program (\$250 fee)
4. Early Termination of Internship/Trainee Program
5. Replace a lost or damaged DS 2019 (\$100 fee)
6. Add J-2 dependent spouse or child
7. For **any** changes to your program, prior approval by the FACC is required.