

J-1 Obligations For Interns

Fermilab offers a J-1 Exchange Visitor Program at Fermilab for Interns (the “Exchange Visitor Program” – “EVP”). 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 are able to sponsor EVP Participants in the future, and so our EVP Participants properly maintain their J-1 status.

This Memorandum outlines the tasks and responsibilities placed on Interns participating in our J-1 program at Fermilab. This Memorandum also outlines the tasks and responsibilities of the Visa Office. We will do our very best to process all paperwork and provide appropriate guidance, so that your visit to the U.S. is timely, productive, and as uncomplicated as possible.

As background, this Memorandum is directed to YOU (the EVP Participant). WE are the Visa Office.

Obligations of Exchange Visitors Participating in Fermilab’s J-1 Intern programs:

- Sign the DS-2019 and DS-7002 with **BLUE** ink. Keep these documents safe at all times.
- You must report any changes in your plans (such as changes to your travel plans or your program duration) to the Fermilab Visa Office (visaoffice@fnal.gov or x3933) immediately.
- Ensure you understand the DS-7002. If your activities at Fermilab are not substantially similar to those on the DS-7002, advise the Visa Office immediately.
- You must meet with your Supervisor at least once a week. If your Supervisor is away from Fermilab for more than 5 business days, you should meet with your Alternate Supervisor. You also might be assigned a Mentor, with whom you may meet more or less often. If you do not meet with a Supervisor or Alternate Supervisor at least once a week, you must immediately advise the Visa Office.
- You must promptly advise the Visa Office of any travel outside the U.S.
- If you are subject to the Return Residence Requirement (§ 212(e)), you must promptly advise the Visa Office if you plan to apply for a waiver of this requirement.
- You must maintain a current address with the Visa Office. If you move, you must immediately notify the Visa Office.
- You must not accept funding from any institution other than your “home” institution outside the U.S., or the institution named on your DS-2019 as your Program Sponsor, unless you have obtained Visa Office approval for the funding.

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We also recommend the following, to ensure that the Visa Office is best able to assist you:

- Be complete and accurate in all your questionnaires, communications and forms.
- Understand, and be prepared to provide, all requested documents and information.
- Keep checking for communications from the Visa Office, and timely respond to all messages or emails.
- If you do not already have a passport, apply for one as early as possible. You must have a passport *in hand* when you submit your application to the Consulate. Passports can take a long time to be issued. The lack of a passport can delay your ability to file your visa application, which in turn will delay the issuance of your visa.
- Promptly pay your I-901 SEVIS fee online (<https://www.fmjfee.com/i901fee/>)
- Submit your visa application online as quickly as possible. Tell the Visa Office when your interview is scheduled to occur. Keep us advised if there are changes.
- Take your original DS-2019, and all original DS-7002s, to the Consulate for your interview.
- Confirm with the Consular officer whether they will take your passport during the interview, and if so, how they will contact you for the delivery of the passport. If the Consulate says it will contact you about your application by email, check your email regularly. If 30 days or more have passed from the date of your interview and you have not heard from the Consulate about your visa, tell the Visa Office so that we can check on the status.
- Tell the Visa Office as soon as the visa stamp is issued. Scan the visa stamp and upload it to the online immigration system as soon as possible.
- Tell your supervisor, your Division admin, and the Visa Office of your travel plans and planned arrival, once these are confirmed.
 - If your travel is delayed for *any* reason, immediately tell your supervisor, your Division admin, and the Visa Office. The Visa Office must list the expected date of your arrival in SEVIS, and if you do not arrive by that date, your ability to enter the U.S. in J-1 status might be affected.
 - If you will be employed by Fermilab, schedule your first-day orientation by emailing your recruiter (cc'ing the Visa Office - visaoffice@fnal.gov). Complete all paperwork as directed *before* your first day.
 - If you will be a Visitor ("User"), schedule your orientation with the Visa Office for your first day at Fermilab. Also review the instructions on the User's Office website at <http://wdrs.fnal.gov/users/index.html> about computing privileges and applying for a Visitor ID Badge.
- When you travel to the U.S., you will be issued an I-94 Arrival Departure Card by the immigration officer who talks to you ("inspects" you). When your I-94 is issued, immediately check that there are no errors, before you leave the Officer's desk: check that the officer has handwritten "J-1" (or, for accompanying family – "J-2") on the card; and check that "D/S" is handwritten on the I-94 card, which means "Duration of Status." Ensure the I-94 card is stapled to your passport.
- Bring to Fermilab on your first day: your passport, I-94 card, and DS-2019. If you are coming as a Visitor, bring proof of health insurance. Attend your Orientation(s) as appropriate, at the required time and place.
- Contact Kappitolia Sherman in the User's Office at kappy013@fnal.gov or x3811 if you have questions about life in the U.S., including banking, Social Security, housing or other issues, or for suggestions about places to visit or local events to attend.
- If the visa stamp in your passport is expired, or will expire while you are traveling outside the U.S., tell the Visa Office as soon as you begin making your travel plans. Understand Fermilab's policies on visa applications during travel, available at http://www.fnal.gov/directorate/Directors_Policy/employee_assignments_non_us.shtml.
- Before you depart the U.S., ensure that the signature of good standing on the DS-2019 will be less than 6 months old at the time you seek to *re-enter* the U.S.
- Each time you re-enter the U.S., send a copy of your new I-94 card to the Visa Office.
- If you are an employee of Fermilab, schedule your Exit Interview with Jason Johnson of the Employment Office (jasonj@fnal.gov) for your last day. If you are a Visitor ("User"), email the Visa Office (visaoffice@fnal.gov) as to when your last day onsite will be. On your last day, if you are a Fermilab employee, you must check out at the Key & ID Office (WH Ground Floor), and attend your Exit Interview in the Employment Office (WH 15E) at the prearranged time.