University of Southern Maine
EXCHANGE VISITOR APPLICATION CHECKLIST

The following information is required for issuing Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, to international (non-immigrant) visitors who will be collaborating with the University of Southern Maine as scholars, researchers, professors or interns. Please submit all necessary documents to the Office of International Programs, 101 Payson Smith Hall, USM Portland Campus.

1. Completed International Visitors Data Sheet.

2. Copy of invitation letter from faculty host or department or dean to the visitor. Include terms of payment (department salary, personal funding, etc.).

3. Visitor’s C.V. or resume.

4. A copy of the biographical page of the visitor’s passport.

5. United States immigration law requires J-1 exchange visitors to have adequate health insurance coverage. The visitors may show proof of coverage from his/her home country, payable in the United States, OR may purchase coverage here. Depending on the length of stay and the type of appointment, it may be possible for the visitor to purchase University health coverage designed for international students and scholars. More information on this plan is available from the International Programs Office. All dependents must have adequate health coverage also.

6. Financial support related to the visitor’s stay must be equivalent to $1800 per month or more. An additional $800 per month for the 1st dependent and $400 per month for each dependent must also be documented for those brining immediate family. If the department will not pay the visitors or will pay less than the necessary amount, the visitor must document the full or additional amounts. Documentation might include a letter from the visitor’s home employer guaranteeing income, a personal bank letter or bank statement, a grant award, etc.

7. Immigration documents are sent by US International Express Mail so they may be tracked to ensure delivery. A department wishing faster service must provide a Federal Express account number for payment of express service.

8. OIP will process immigration documents within a few days of receiving the completed information. However, with mail time, consular processing of the visa and other factors, departments should expect a minimum of approximately 8 weeks to get a visitor to campus.

9. The faulty host is responsible for providing office/lab space and helping the visitor locate appropriate housing.

IMPORTANT: Once the Exchange Visitor arrives at the University of Southern Maine, it is essential that he or she visits the International Programs Office. Copies of their documents (passport, I-94 card, DS-2019 and health insurance) will be made which is required by regulation and a brief overview of immigration responsibilities will be given. This must be done within 10 days of arrival in order to ensure timely reporting to the US government SEVIS (Student & Exchange Visitor Information System) database.