



# Rotary Youth Exchange Program District 7470, New Jersey, USA

## VISA INSTRUCTIONS FOR INBOUND STUDENTS

### To obtain a visa to come to the United States as an exchange student:

- You must have these 6 items:**
    - Certification of Eligibility for J-1 visa, the DS-2019 form
    - A copy of the completed Guarantee Form
    - Transcript of your school record in English
    - A 2 inch x 2 inch (50 mm x 50 mm) passport photograph
    - Name, address, telephone numbers and email address of your contacts in the U.S.
    - Receipt as proof of payment of I-901 Fee (see section #3 below)
  - Visit or contact the U.S Consulate** to start the visa application process. You are applying for a **Type J-1 multiple-entry student visa**. Ask which documents you will need and confirm which fees you must pay. Before visiting the embassy or consulate be sure your passport is valid for more than six months beyond the end of your expected stay.
  - There is a **NON-REFUNDABLE "I-901" FEE of US\$100.00** that must be paid by mail or on the internet.
    - Go to [www.fmjfee.com](http://www.fmjfee.com) (Copy of form is attached for your review before filling it out on the internet).
    - You will see the I-901 Instruction screen. Scroll to the bottom of screen, and click: "Yes"
    - On the Form Selection screen, click "DS-2019" and "OK".
    - Complete the **Applicant Validation** screen. (The SEVIS Identification Number is on top right of your DS-2019; *do not type the letter N, just enter 10 numbers.*). Name, city, and date of birth must be exactly the same as on DS-2019.
    - On Form I-901 screen, complete the form. The Exchange Visitor Program Number is P-3-04973. The Exchange Visitor Category is "Student".
    - On Form Verification Screen, check data and click "Continue"
    - On the Student and Exchange Visitor Fee screen, click "Payment Options". **We strongly suggest using a credit card – otherwise there will be a delay.** MasterCard, Visa, and American Express cards are honored. Then click Payment Information.
    - If you cannot pay by credit card, the \$100 fee can be paid by mail by downloading the completed Form I-901.
      - An international money order or foreign draft, payable in US dollars, must be mailed to:  
I-901 Exchange Visitor Processing Fee  
PO Box 970020  
St Louis MO 6319-0200 USA
      - A receipt will be mailed to you. Note that the mail option may take 4-6 weeks.
    - If you selected the credit card option, complete the form, provide credit card data, and submit.
    - Your computer will print a receipt. Take this receipt to the Consulate.
- NOTE:** You must submit a payment receipt to the embassy or consulate at least three working days before your visit. If at all possible, use the credit card option and not the mail option.
- The NON-REFUNDABLE US\$100 Visa Application DS-156 fee.**

To be paid when you visit the embassy or consulate. This application may be filled out on the internet or at the Consulate. To fill it out on the internet:

    - Go to <http://evisaforms.state.gov> (Do not type "www".)
    - The instruction page for the Electronic Visa Application Form will appear.
    - Follow instructions.
    - Click on the link at the bottom of the page: Form DS-156 Nonimmigrant Visa Application
    - Complete the form on line.
    - Print all three pages. Attach your photo and sign in appropriate areas.
    - Take the DS 156 Application and \$100 in US funds with you when you visit the Consulate.

## **THINGS YOU SHOULD KNOW – AT THE CONSULATE**

The U.S. Consular officer will interview you in English and seal your documents in an envelope. Do NOT open this envelope! Immigration Officials at the U.S. port of entry will open the envelope.

You may be asked at the Consulate for “evidence of financial resources”. Your Guarantee Form (Section D, monthly allowance and the DS-2019 (Box 5) will show that evidence. You receive the Visa affixed to Passport then.

## **THINGS YOU SHOULD KNOW – ABOUT TRAVELING**

You MUST enter the US within **30** days of the “from” date in Box 3 on your DS-2019. Also, you MUST report arrival in the U.S. within 30 days of the “from” date in Box 3. If these travel dates are not possible, advise District 7470 immediately. This date, August 15th, (in most cases) is known as the Program Start Date.

When you travel, **carry your immigration documents** on your person, NOT IN checked luggage (immigration documents are the passport and those in the sealed envelope). Also, carry with you the names and phone numbers of your host family and the District Youth Exchange chairman.

**Prior to landing**, a flight attendant on your airplane will distribute:

- A Customs Declaration Form
- An Arrival-Departure Record Form (I-94)

If you do not understand these forms, ask the flight attendant for assistance.

**Upon arrival** at the Port of Entry (first U.S. city you arrive in), proceed to the terminal area for arriving passengers. Have these items available:

- Sealed Envelope (given to you at the consulate and includes the DS-2019)
- Passport
- I-94 form (given to you on the plane)
- Customs Declaration Form (given to you on the plane)

**“Why do you wish to enter the United States?”**

When you are asked this question your reply should be:

“I am a Rotary Exchange student and will attend school for a year”

They may also ask you where you will be staying and what school you will be attending. A reply would be:

“I am staying with \_\_\_\_\_ and attending \_\_\_\_\_ high school in \_\_\_\_\_.” This information is on your Guarantee Form.

After the interview with the immigration officials **you will receive:**

- DS-2019 stamped for a J-1 Visa. KEEP this with your passport at ALL times.
- I-94 stamped and stapled to your passport.

**DO NOT be alarmed**, but you may be fingerprinted and your picture taken by immigration officials.

Visit [www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov) for more visa information and the location of US Embassies and Consulates around the world.