



# Florida Agricultural and Mechanical University

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OFFICE OF INTERNATIONAL EDUCATION AND  
DEVELOPMENT  
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## PROCEDURES FOR REQUESTING J-1 SCHOLAR/STUDENT

### PART I

**The following information is needed from the Department desiring to sponsor a J-1 visa holder to promote educational and cultural exchanges:**

- The J-1 Scholar/Student must complete the top portion of the Request for Certificate of Eligibility DS-2019 Form (**Sections: General Biographical Information to Dependent Information**). The Host Department must complete the bottom portion of the form (**Sections: Program Information to Department Information**), sign & submit to our office.
- Employment documents including, offer letter/recommendation for employment & proof of acceptance, if applicable
- Copy of valid passport information page.
- Copies of any previous J-1 visa(s) stamps and Form IAP-66A and/or DS-2019s.
- Letters of recommendation (at least two current recommendation letters) attesting to Scholar/Student's studies.
- Resume or curriculum vitae.
- FAMU Employment application, if applicable - if not employed at FAMU, provide sponsor letter or bank statement (s).
- Proof of Mandatory Insurance – must be submitted upon checking into our office.

**If the J-1 scholar/researcher is bringing any dependent(s), the following documents must be submitted:**

- Marriage certificate;
- Child(ren)'s Birth certificate;
- Copy of valid passport;
- Copies of past immigration documents (especially prior J-1 visa status and Form IAP-66A &/or DS-2019s).

### PART II

**The following information is for the J-1 beneficiary's preparation for securing the J-1 Visa and subsequent travel to Florida A&M University:**

- Prior to obtaining the J-1 visa, you must pay the mandatory Student and Exchange Visitor Information System (SEVIS) fee at: [www.fmjfee.com](http://www.fmjfee.com) and print the resulting receipt for your visa interview and travel to the United States.
- Complete the Electronic Form DS-160 visa application form, which is available at the U.S. Consulate/ Embassy, or at the Department of State's website: [http://travel.state.gov/visa/forms\\_4230.html](http://travel.state.gov/visa/forms_4230.html)
- You must report to our office for check-in and/or orientation and to present all your immigration documents within 72 hours of your arrival in the United States.
- You must show proof of obtaining at least the minimum medical insurance coverage stipulated in item 1 (f), page 2 of the DS 2019 Form instructions.
- You must report to our office within the last two weeks of your stay in the U.S. to complete the exit interview questionnaire.

- If you must travel outside the U.S. prior to the time of your exit interview, your DS 2019 Form needs to be sign by our office, authorizing your travel.
- Please read page two of your DS 2019 Form thoroughly and comply with all the rules and regulations as stipulated.