

Once you are accepted to the Internship Program with the U.S. Hospitality and Tourism Academy, an USHTA representative will send you a package of documentation needed to apply for your J1 visa at the U.S. Embassy in your country of Residency.

**Please check the details below for the J1 Visa Application Procedures at the U.S. Embassy in your country of Residence:**

### **Qualifying for an Exchange Visitor Visa**

The INA is very specific with regard to the requirements, which must be met by applicants to qualify for the exchange visitor (J) visa. The consular officer will determine whether you qualify for the visa. Additionally, applicants must demonstrate that they properly meet the requirements to be issued an exchange visitor visa, including the following:

- That they plan to remain in the U.S. for a temporary, specific, limited period;
- Evidence of funds to cover expenses in the U.S.;
- Evidence of compelling social and economic ties abroad; and other binding ties which will insure their return abroad at the end of the visit.

### **Applying for an Exchange Visitor Visa**

Visa applicants should apply at the U.S. Embassy or Consulate, generally in their country of permanent residence. As part of the visa application process, an interview at the U.S. Embassy or Consulate is required for visa applicants from age 14 through 79, with few exceptions. Persons age 13 and younger, and age 80 and older, generally do not require an interview, unless requested by the embassy or consulate. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available on our website at [Visa Wait Times](#), and on most embassy websites. If you are authorized by your sponsor to be accompanied by your spouse (husband or wife) and children, they will also be given a Form DS-2019 and they can apply at the same time. **Learn how to schedule an appointment for an interview, pay the application processing fee, review embassy specific instructions, and much more by visiting the [U.S. Embassy or Consulate website](#) where you will apply.**

During the visa application process, usually at the interview, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further [administrative processing](#), which takes additional time after the visa applicant's interview by a Consular Officer.

## Required Documentation

When applying, each visa applicant must submit to the U.S. Embassy or Consulate these forms and documentation, as explained below:

- DS 2019, Certificate of Eligibility for Exchange Visitor Status.** A SEVIS-generated Form, DS-2019, is provided to you by your program sponsor, after the sponsor enters your information in the SEVIS system. All exchange visitors, including their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS).
- A Training/Internship Placement Plan, Form DS-7002.** All exchange visitor (J visa) trainee or intern visa applicants (based on Box 7 on form) must also present Training/Internship Placement Plan, [Form DS-7002](#) when applying for a visa. If your Form DS-2019 is issued prior to July 19, 2007 a Form DS-7002 is not required. For more information about the rules for trainee and intern programs, see the Exchange Visitor Program, [Trainees](#) on the ECA website.
- An application, Nonimmigrant Visa Application, Form DS-156, completed and signed. The DS-156 must be the March 2006 date, electronic "e-form application."** Select [Nonimmigrant Visa Application Form DS-156](#) to access the electronic version of the DS-156. **Important Notice:** At certain U.S. Embassies and Consulates abroad, nonimmigrant visa applicants are now required to apply visa using the new DS-160 Online Nonimmigrant Visa Electronic Application, instead of the nonimmigrant application forms DS-156, 157, 158, and other related forms. [Learn more](#) and find out which Embassies have converted to the DS-160 Online process.
- A Supplemental Nonimmigrant Visa Application, Form DS-157** provides additional information about your travel plans. Submission of this completed form is required for all male applicants between 16-45 years of age. It is also required for all applicants from state sponsors of terrorism age 16 and over, irrespective of gender, without exception. Four countries are now designated as state sponsors of terrorism, including Cuba, Syria, Sudan, and Iran. [Select Special Processing Procedures](#) to learn more. You should know that a consular officer may require any nonimmigrant visa applicant to complete this form. Here is [Form, DS-157](#).
- A Contact Information and Work History, Form DS-158,** completed.
- A passport valid for travel to the U.S.** and with a validity date at least six months beyond the applicant's intended period of stay in the U.S. (unless [country-specific agreements](#) provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application;

**One (1) 2x2 photograph.** See the required photo format explained in [Nonimmigrant Photograph Requirements](#).

### **What are the Required Visa Fees?**

**Nonimmigrant visa application processing fee** - For current fees for DOS government services select [Fees](#). You will need to provide a receipt showing the visa application processing fee has been paid, when you come for your visa interview.

**Visa issuance fee** – Additionally, if the visa is issued, if applicable, there will be an additional visa issuance reciprocity fee. Please review the [Visa Reciprocity Tables](#) to find out if you must pay a visa issuance reciprocity fee and what the fee amount is. **NOTE:** U.S. Government sponsored exchange visitor (J visa) applicants and their dependents are not required to pay any applicable reciprocity fees.

### **Additional Documentation**

Find out if there are any additional documentation items required by reviewing the [U.S. Embassy or Consulate website](#).

Applicants must demonstrate to the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the U.S. for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

### **Legal Rights and Protections for Employment or Education-based Nonimmigrants**

Recent changes to U.S. law relate to the legal rights of certain employment or education-based nonimmigrants under Federal immigration, labor, and employment laws, and the information to be provided about protections and available resources. As a temporary visitor to the U.S., it is important that you are aware of your rights, as well as protections and resources available when you come to work or study here. Before your interview, review the [Nonimmigrant Rights, Protections and Resources pamphlet](#) and learn about additional information

## **My Visa Has Been Issued- When Can I Travel to the U.S.?**

DHS regulation requires that all beginning (initial) J exchange visitors, and J-2 spouse and dependents enter the U.S. 30 days or less in advance of the applicant's program start date as shown on the Form DS-2019. The 30-day limitation does not apply to current exchange participants who are returning to continue with their exchange program.

If you want an earlier entry in the U.S. (more than 30 days prior to the course start date), you must qualify for, and obtain a visitor visa, as explained below; however, this is strongly discouraged.

### **Here are the forms needed to apply for the non-immigrant J1 visa.**

See DS-156 or the link <http://evisaforms.state.gov/>

See DS 157 Supplemental

See DS-158 Contact Information and work History