



South Central Rotary Youth Exchange, Inc.

Instructions for Obtaining a Visa

(For Rotary Youth Exchange Students Coming to the USA)

(Updated May 2024)



Visit www.usembassy.gov for location of US Embassies and Consulates.
Visit <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html> for estimated visa wait times. (Does not include administrative processing time)

1. Assemble items needed to apply for your visa

- **DS2019 Form** sent from your host district. This is your Certification of Eligibility for a J-1 visa.
- A copy of the completed **Guarantee Form, also** sent from your host district
- **Transcript** of your school record in *English*.
- A digital photo in jpeg format of not more than 240 kilobytes. Later you will need to upload this photo. See requirements and instructions at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
- Names, addresses, telephone numbers and email addresses of your **contacts** in the U.S. These may be found on your guarantee form. They are also included on Page 4 of these instructions.
- **Contact the U.S. Embassy or a U.S. Consulate to verify requirements and cost**
You are applying for a J-1 visa. Ask which documents you will need. Also ask which fees you must pay. Before visiting the embassy or consulate be sure your passport is valid for more than six months after the date of your expected return.
- **Pay the Non-Refundable I-901 Fee of \$220.00 USD online**
 - The I-901 Fee is to be paid by credit card. Go to www.fmjfee.com
 - You will see the I-901 Instruction screen. Click "Pay I-901 Fee"
 - You fill out the Form I-901 and pay your fee through this website. You can also confirm your payment and print your receipt through www.fmjfee.com.
 - Verify Your Information: Once all necessary information is filled out online, you will need to verify your information is accurate and up-to-date. You will have the option to correct any mistakes if needed before you confirm your payment.
 - Select Payment Method: You have the option to pay with a credit card, check, money order or Western Union. If you pay the I-901 SEVIS Fee with a check or money order, you will need to print out a payment coupon from FMJFee.com that has a unique coupon number. This printed information will need to be mailed in with the check or money order. Mailing instructions are found on the payment coupon.
 - View and Print Your Receipt: On FMJFee.com, after you've completed your payment, you have the option to check the status or print your payment confirmation on the left side of the website. On this page you can view your payment transaction details and print your Form I-901 payment confirmation.
 - Enter the information: SEVIS ID, last name, given name and date of birth. On the Form Selection screen click "Submit" and then click "OK." You will then see "Applicant Validation Information."
 - You must submit this payment receipt to the embassy or consulate at least three working days before you visit.

4. Pay the Non-Refundable DS-160 Application Fee of \$185.00 USD at the Embassy or Consulate.

This Application can be filled out on the internet. To fill out the form:

- Type in the address <https://ceac.state.gov/GenNIV/> and press "Enter." (Do not type "www.")
- Select a location from the dropdown menu.
- Type the authentication code you see into the field labeled "Enter the code as shown" DO NOT CLICK ENTER
Test your digital photo to make sure that it will meet the requirements.
- Click on START AN APPLICATION. This is the DS-160 Online Nonimmigrant Visa Application. To view a SAMPLE application, go to: https://travel.state.gov/content/dam/visas/PDF-other/DS-160-Example_11-19-2020.pdf
- Complete the form online. Please note the following instructions for the indicated pages.
 - "Personal Information 1" – Data **must** match information on your passport and your DS2019 form.
 - "Travel"
 - Select "Exchange Visitor (J) as the purpose of your trip and "Exchange Visitor (J1)" as the type of Exchange Visitor
 - "Address Where You Will Stay in the U. S." is the address of your host family, which is listed on your guarantee form and on Page 4 of these instructions.
 - "U. S. Point of Contact Information" – Enter the following data:
 - Contact Person – Mary Melissa Metcalf
 - Organization Name – South Central Rotary Youth Exchange
 - Relationship to You – Other
 - Address and Phone Number of Point of Contact
 - ✓ 731 44th Street
 - ✓ Los Alamos, NM 87544
 - ✓ 505-670-8336
 - ✓ marymelissametcalf@gmail.com
 - "Present Work/Education/Training Information – Enter the following data.
 - Primary Occupation – Not Employed
 - Explain – Exchange Student
 - "SEVIS ID" – The SEVIS ID is the number on top right of your DS2019. *Enter the letter N plus the 10 digits of the number.*
 - "Program Number" – Enter "P 3 04516"
 - "Additional Information" - Enter the data for your school that is listed on Page 4 of these instructions.
 - "Upload Photo" – Digital Image Requirements to upload your photo in a jpg format, which is a requirement, can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
- Print a copy of each page of the visa application for your reference.
- You will receive a page confirming that the visa application has been submitted. You must take a copy of your confirmation page with your application ID number on it and \$160.00 in US funds to the Consulate for your interview.
- Type in the address <http://evisaforms.state.gov> and press "Enter." (Do not type "www.") This will take you to the NIV appointment system to schedule your appointment at the embassy or consulate. Follow instructions.

5. Interview in English

The U.S. Consular officer will interview you in English.

6. When You May Enter the United States

You must enter the U.S. within 30 days of the Program Start Date. The Program Start Date is the “from” date in Box 3 on your DS2019. Also, you **must report arrival** in the U.S. within 30 days after the “from” date in Box 3. If these travel dates are not possible advise your host Rotary District.

7. Carry Your Passport and Immigration Documents on Your Person

When you travel, carry your immigration documents on your person, *not* in checked luggage. (Immigration documents include your passport, your DS2019 form and any documents from the U.S. Consular Office.)

8. Evidence of Financial Resources

You may be asked for evidence of financial resources. Your Guarantee Form that lists your monthly allowance and the DS2019 (Box 5) will also show evidence of financial resources.

9. Customs Form

Before landing in the USA, a flight attendant on your airplane will give to you a **Customs Declaration Form**.

- You must complete this form before landing
- If you do not understand this form, please ask the flight attendant for assistance.

10. Documents You Need at Immigration and Customs

In the first city you reach in the United States, called the **Port of Entry**, you must pass Immigration and Customs. After leaving the airplane, follow signs for “**Immigration**” or “**Arriving International Passengers.**”

When you arrive at the line for immigration, you must have the following items with you.

- Immigration documents given to you at the consulate where you applied for your visa (**including the DS2019**)
- Passport
- Completed Customs Declaration Form (the form given to you on the airplane)

11. Questions You May Be Asked.

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

You should answer: “***I am a Rotary Exchange Student and will attend school for a year.***”

b. “Where will you be staying and what school will you be attending?”

You should answer: “***I am staying with _____ and attending _____ high school in _____.***”

(This information is on Page 4 of these instructions.)

c. “How well do you speak English?”

You should answer: “***I have adequate English proficiency. Rotary does not require complete English understanding. One of the purposes of the exchange program is to learn English.***”

12. Documents You Will Receive from Immigration

After a short interview with an Immigration Officer, a stamp by the Customs and Border Protection (CBP) will be placed on your passport. It will show the date of your admission to the United States, the class of your admission (J-1) and the date through which you are permitted to remain in the United States (the date your visa expires).

Your passport with your visa and your DS2019 form will be returned to you. The visa should be attached in your passport. Your DS2019 may, or may not, be attached.

Before leaving this interview station check the stamp placed on your passport to be sure that it shows that:

- a) You are being admitted with J-1 status
- b) The date through which you have been admitted is correct.

Keep documents obtained at Immigration with your passport at all times until you are placed in your host family. Ask your Rotary Counselor about keeping them safe during your exchange year.

13. You May Be Fingerprinted and Photographed.

Do not be alarmed, but you may be fingerprinted and your picture may be taken by immigration officials.

Information that You Will Need

General Information

Student's Name	Passport Number
Sponsor District	Host District In U.S.

For the I-901 Form

Exchange Visitor Program Number: **P-3-04516**

Sevis Identification Number (*Upper right corner of DS2019*): **N00**

Exchange Visitor Category: **J-1, Student Visa**

For the DS-160 Form

Where Will You Stay In The U.S.? (*Host family*)

Name		Phone	
Street	City	Stat	Postal Code

SEVIS Information

About School – Name, Address and Course of Study

Name of School		Course of Study	
		High School	
Street (Not P. O. Box)	City	State	Postal Code