

# STEP 1:

# APPLICATION



## Exchange Visitor Program Application

Once you launch your J-1 visa request with the FACC-NY you will receive a unique upload link where you will submit the following documents:

### All Applicants:

- [Exchange Visitor Request Form](#)
  - [Candidate FACC-NY Policy Agreement](#)
  - Copy of your resume in English. Please keep resume to 1-2 pages.
  - Color photocopy of the identification page of your passport valid for 6 months after program end date
  - Proof of medical insurance for the entire duration of your program in the United States
    - **VIE candidates** must submit their "Attestation Filhet Allard" insurance certificate **AND** "Attestation avec Montant" certificate obtained from Business France
    - **Non-VIE candidates** must enroll with [Envisage Global Insurance](#)
- \*\*Exchange Visitors and any J-2 dependent(s) may be subject to the requirements of the [Affordable Care Act](#).

### Trainee Applicants (maximum 18 months):

- Copy of all post-secondary diplomas completed outside of the United States. French diplomas/attestations must show the jury has met. You may use the [FACC University Diploma Statement template](#)
- AND**
- Proof of all previous relevant full-time work experience outside the United States (at least 52 weeks)
    - All proof must confirm **start date**, **end date**, **full-time hours**, and **position**. If any of this information is missing you can use the [FACC Employment Statement template](#) on company letterhead.
    - If work experience was in alternance with school, you must also submit official academic calendars.

### Intern Applicants (maximum 12 months):

- University Enrollment statement and/or internship agreement (i.e. "convention de stage") issued within the past 90 days. [You may use the FACC Enrollment Statement template](#)
- OR**
- A copy of your post-secondary diploma if you have graduated within 1 year of your program start date

### What's Next:

- We receive a completed application from you and the host company. **Applying does not guarantee FACC sponsorship.**
- The FACC will determine your eligibility for Trainee or Intern program category.
- You schedule your English interview with us. We conduct the interview.
- We send you confirmation of your acceptance into the J-1 Exchange Visitor Program.
- We send you your SEVIS number + Form DS-2019. (Do not schedule your Embassy appointment before this step.)

# STEP 2:

## EMBASSY APPOINTMENT

### Embassy Appointment

You may schedule your embassy appointment after you receive your SEVIS number.

- Complete the [DS-160 application form](#) (digital passport photo required). *Print confirmation page*
- Schedule a visa appointment at the U.S. Embassy by completing the following steps:
  1. Visit the [US Embassy Appointment Website](#) for non-immigrant visas and click “APPLY”
  2. Enter the DS-160 confirmation number for each applicant applying for a visa
  3. Complete the courier document return process
  4. Pay the nonimmigrant visa (MRV) application fee(s) by debit card/ bank transfer. *Print confirmation page.*
  5. Schedule a Consular Section appointment
    - o Please note: Emergency appointments are reserved for true emergencies.
- Pay the [SEVIS I-901 fee](#). *Print confirmation page.*
- Attend the appointment at the U.S. Embassy.
- Print out your DS-2019 (**double-sided**) and sign it on the bottom of page 1 in **ink** for your embassy appointment.

#### Required Documents for your Embassy Appointment (Verify with your local [U.S. Embassy](#)):

- Your passport, valid for at least 6 months beyond the end date of your internship.  
*If available, bring any additional passports containing previous/current U.S. visas.*
- Confirmation page for the DS-160 Application Form
- Proof of payment of Application fee (MRV fee)
- One passport-sized photo taken within the last 6 months
- Your original Form DS-2019 (**with your signature**)
- Your Form DS-7002 Training/Internship Placement Plan (signed)
- Confirmation of payment of your SEVIS I-901 fee

#### Important to Note:

- Your visa will be mailed to you after your appointment. You will not receive your visa on the same day as your US Embassy appointment.
- Do not book your flight until you have received your J-1 visa. Please review your visa to ensure that all information listed is accurate.

# STEPS 3, 4, & 5:

## PRE-ARRIVAL, CUSTOMS, & ARRIVAL



### Pre-Arrival

Once you receive your J-1 visa in the mail, you may book your flight to the U.S.

#### Bring the following documents with you to the airport:

- Passport (with correct J-1 visa)
- Printed Form DS-2019 (Certificate of Eligibility) with your signature in ink and a signature from the Embassy consular officer

### Immigration and Customs

When you arrive in the United States, Customs officials will create your electronic Record of Admission (I-94), which will provide information on your (1) date of admission, (2) class of admission, and (3) duration of stay.

### Arrival

Using the same unique upload link you received at the beginning of the application process, submit the following documents within 5-10 days of your arrival in the U.S.

- [J-1 Exchange Visitor Arrival Information form](#)
- Copy of your J-1 visa
- A PDF copy of your DS-2019 (front and back) with your signature and a signature from the Embassy consular officer. Please note, your DS-2019 must be in a PDF format to be validated
- Record of Admission (I-94)  
To access your Record of Admission (I-94), please visit <https://i94.cbp.dhs.gov/I94>.  
Click "Get Most Recent I-94"

Be prepared to provide the following information:

1. Biographical information as indicated on your passport
2. Date of Entry into the U.S.
3. Class of Admission (J-1/J-2)

\*\*If we do not receive your arrival documents within 30 days of the program start date listed on Form DS-2019 you will be subject to a \$100 late fee and your J-1 visa will be in jeopardy\*\*

Once the FACC-NY receives your completed arrival documents you will receive a confirmation email that your record has been validated within 3-5 business days.

# During your stay

# In the United States



## During Your Stay

**Congratulations! You've sent your arrival documents, the FACC-NY has validated your record, and you're ready to start your internship/training program.**

### **Social Security Number and Driver's License:**

You may only apply for a [Social Security](#) number if you have been in the United States for two weeks and have received confirmation of a validated record in SEVIS. With your Social Security card, you may then apply for a [driver's license](#).

### **Adapting to Life in the U.S.:**

The FACC-NY's [Orientation Guide](#) is a wonderful resource for adapting to life in the United States. It contains more information about housing, transportation, banking, culture, and events.

For city-specific information, consult our [Orientation Guide Appendices](#) which provide detailed information about 15 major cities across the U.S.

### **The FACC-NY as your Sponsor:**

As your J-1 Visa sponsor, the FACC-NY is responsible for your health, safety, and wellbeing. If you ever have any questions or concerns about your program you should reach out to your FACC Account Manager or our coordinator team ([coordinator@faccnyc.org](mailto:coordinator@faccnyc.org)) immediately.

If you plan to travel outside of the U.S during your stay in the U.S please send us a clear scan of your DS-2019 for us to sign digitally.

Any changes to your J-1 exchange program must be immediately reported to the FACC-NY. Not sure what to report? When in doubt, reach out!

### **The following changes must be reported to the FACC-NY:**

1. Updates to your U.S. residential address, contact phone number, or email.
2. [Travel Validation](#) for trips outside the United States. Must be done 3 weeks prior to traveling.
3. Program extensions
4. Early End of Internship/Trainee Program
5. Lost or damaged DS-2019 (\$100 fee)
6. Serious problems such as medical issues, workplace issues, or police matters
7. Add J-2 dependent spouse or child
8. For **any** changes to your program, prior approval by the FACC is required.

[Click here to report a change or problem](#)

or send us an email at [coordinator@faccnyc.org](mailto:coordinator@faccnyc.org)