



WVHEPC J-1 Exchange Visitor Program

THE ROLE AND RESPONSIBILITY OF EXCHANGE VISITORS IN COMPLIANCE WITH THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

Exchange Visitors are part of the SEVIS tracking and monitoring system. It is important that you understand what this means. Being an exchange visitor with J-1 status, you are responsible for learning, understanding, and complying with the U. S laws and regulations that apply to you. If you fail to do so, you could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing your academic career. We want you to successfully complete your program with the West Virginia Higher Education Policy Commission (HEPC) institution. Your failure to be aware of and comply with these requirements could jeopardize your future plans. It is extremely important that you read and fully understand this information.

Requirement to Report Address Changes to the HEPC Institution

You are required to report any address change to the HEPC institution you are attending within 10 days of the address change. This includes address changes of any of your dependents as well. You can do this by completing our SEVIS Update form.

Requirement to Apply for an Extension of Program

You must apply for an extension of your program prior to the expiration date on your Form DS-2019 if you cannot complete your program by that date. Requests for extensions should be submitted prior to the expiration date on your Form DS-2019 so that the extension process can be completed prior to that expiration date. To extend your program, the "Application for J-1 Exchange Visitor Status" form must be submitted to the HEPC institution you are attending.

Requirement for Receiving Authorization to Travel

You must notify the HEPC institution prior to traveling outside the U.S., so that your Form DS-2019 can be endorsed for travel, or a new DS-2019 form can be issued, if required. Exchange Visitors must submit a completed "Travel Signature Request" form at least 5 days prior to the anticipated travel date, although you are strongly encouraged to submit the form even earlier.

Requirement to Transfer to Another Sponsor

You are currently authorized for an Exchange Visitor program through an HEPC member institution. If you decide to change program sponsors, you must notify the HEPC institution you are attending of your intent to transfer and to tell us to which sponsor you plan to transfer. To do this, you must submit a "SEVIS Transfer Out Request" form. The HEPC institution will then enter a "Release" date in your SEVIS record. After this date is reached, the new sponsor can issue you a SEVIS DS-2019. You will then have to report to the Designated School Official/Responsible Officer at the new sponsor within 30 days of the program start date.

Requirement to Report Departure Date and Reason to the HEPC

For a variety of reasons, interns and trainees sometimes leave their program early or unexpectedly. You are required to inform the HEPC institution you attend if you plan to leave your program before the end date on your DS-2019, and to state the reason for doing so. You must submit the SEVIS Update form when appropriate.

Requirement to Abide by Employment Regulations

Exchange Visitors are permitted to work as stipulated on the DS-2019. You are NOT permitted to work anywhere else while in the United States.

Requirement to Adhere to Grace Period

After the end date on Form DS-2019, a J-1 exchange visitor has a 30-day grace period following completion of their program. During the grace period, you are expected to depart the U.S., transfer to another institution or, if eligible, change to another non-immigrant status. Failure to adhere to the grace period requirement is a violation of status.

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. J-1 exchange visitors should contact the Responsible/Alternate Responsible Officer at the institution you are attending. Visit the WVHEPC J-1 Exchange Visitor webpage at <https://www.globalwv.org/j1evp/> and click on List of Responsible Officers to see list of HEPC institutions and contact information.