

INTER AMERICAN UNIVERSITY OF PUERTO RICO
NOMINATION, ADMISSION AND J-1 VISA
PROCESSES TO STUDY AT THE INTER AMERICAN UNIVERSITY
OF PUERTO RICO AS AN INTERNATIONAL
EXCHANGE STUDENT

INTRODUCTION

Exchange students nomination and admission processes require an early planning of the academic, administrative and financial issues related to students, their families and their sending and receiving universities. Preparation at an early stage is very important when non-immigrant visas for students are necessary as they will have to meet also Immigration Requirements for Entry to the United States of America (USA), Appendix I - Getting a VISA.

It is recommended that students apply for visas well in advance of their planned travel to the U.S. as it can take a few months to obtain a nonimmigrant visa at some U.S. Embassies and Consulates. Most Consular Posts will process an application 120 days prior to the start date of the academic program.

To ease and facilitate the academic and administrative processes for the nomination and admission of exchanges students at IAUR, explanation of the most important steps and information required by IAUPR follows.

DEFINITIONS

1. **Academic Session:** Academic period at the receiving institution, bimestrial, trimester or semester. This will commence on the first day of classes and conclude on the last day of final exams.
2. **Certificate of Eligibility DS-2019:** a controlled document of the Department of State of United States of America issued to a student to apply for the J-1 Visa.
3. **Department of State of the Commonwealth of Puerto Rico (DSCPR):** government agency of the Commonwealth of Puerto Rico designated by the USA Department of State to carry out the responsibilities of the Exchange Visitor Program , **J-1 Visa**, and facilitate the entry of foreign nationals into the United States as exchange visitors. This Department sponsors IAUPR exchanges students who qualify for the Program.
4. **Exchange Students:** Student who chose to enroll in academic courses at another higher education institution for an specific academic session. He or she is authorized by the home and receiving institution. If they are foreign students, they will have to meet also Immigration Requirements for Entry to the United States of America (USA), Appendix I - Getting a VISA.
5. **Exchange Students Coordinator:** the institutional representative of the sending institution designated to fulfill the administrative responsibilities of the outgoing exchanges students.

6. **Exchange Students Liaison at IAUPR:** representative of the receiving institution designated to fulfill the administrative responsibilities of the incoming exchange students.
7. **J -1 VISA:** Department of State of the United States of America (DSUSA) Non-immigrant Visa Program for exchange students visitors. A VISA J-1 is issued pursuant the following Law: 8 U.S.C. 1101(a) (15)(J). <http://ecfr.gpoaccess.gov/cgi/t/text/text>. USA Department of State website provides specific information also. , http://travel.state.gov/visa/temp/types/types_1267.html and <http://exchanges.state.gov/jexchanges/exchange-visitor.html>.
8. **Receiving Institution:** Institution that has agreed to host the exchange student from the sending institution.
9. **Sending Institution:** Home institution from which the student intends to graduate and authorizes the exchange.
10. **Special non -degree exchange student:** status given to the exchange students when they are admitted at IAUPR as a receiving institution. An authorization letter from the sending institution is requested by the IAUPR.

Following is a list of documents and information that the sending institution should submit to IAUPR to comply with the nomination, admission and VISA requirements:

I. TO NOMINATE EXCHANGE CANDIDATES

Exchange Students Coordinator notify IAUPR Exchange Students Liaison about the exchange candidates, Appendix II. **To nominate these students the following documents and information should be submitted by :**

**February if the application is for August
August if the application is for January**

The documents should be submitted through the following emails:
mrosso@inter.edu;rossomariai@yahoo.com; amoraless@inter.edu.

These documents could be also sent by FAX: (787) 759-9680 or (787) 250-7984

- a. Nomination letter authorizing the student's exchange, including the following information and documents, Samples included in Appendix III:

1. Information :

- Candidate's names, surname, mailing and permanent address, telephones, e-mail, date and place of birth; nationality; valid passport number; emergency contacts and phone numbers. **Preferably, the student's admission application should be**

sent at this stage. PDF forms are included and explanation is included in page number 3 of this document.

- Student's academic program and major (Faculty and Department).
- Authorized academic exchange period at the receiving institution.
- Academic courses authorized by the sending institution to be taken by the student at IAUPR and which will be recognized by the sending institution.
- Statement of Spanish language proficiency.

2. Documents to be included with the nomination letter:

- student's intention letter explaining the reasons and interest for applying to the Exchange Program (statement of purpose)
- List of the student's courses completed at the sending institution.

II. APPLICATION FOR ADMISSION AND FOR THE VISA J-1

a. Sending institution must submit the following exchange's student original documents to IAUPR by April 6, 2009:

1. IAUPR application for admission form PDF I or II, providing the required information as follows (Electronic Forms included):

- Undergraduate students, PDF I,
- Law students, PDF II. Fill out only the following sections: green section , item number 20 and the signature
- Student type should be specified in the following way, in both applications:

X *Special (Not seeking a degree at IAUPR*
X *Authorization from another Institution*

2. Official academic transcript listing the student's courses completed at the sending institution.

3. Affidavit certifying the following information about the persons financially responsible for the exchange student expenses during the exchange period: name, residential and mail address and telephones.

4. Health insurance information
 5. Copy of the valid passport
 6. Passport type photo
 7. Curriculum vitae
 8. Bank letter certifying the economic resources of the student and the availability of resources for the exchange period. This should be an original document and should include the names, address and telephone numbers of the student's parents or responsible persons of the students during the exchange period.
 9. Residence certification in Puerto Rico if the students plan to live with relatives in the Island. This document should include the name, home and mail address and telephone numbers of the relatives.
- b. All the documents listed in items a 1- 9 should be sent to :
- María I Rosso
Institutional Director of International Education and Exchanges
Box 363255
San Juan, Puerto Rico 00936
- c. After receiving the student's documents, IAUPR will evaluate the application and will send the admission acceptance letter to the student through the **Exchange Students Coordinator**.
- d. IAUPR will submit to the Department of State of the Commonwealth of Puerto Rico (DSCPR), the admission and VISA documents, received from the sending institution, to request the student's Eligibility Certificate for Exchange Visitors VISA J-1, Certificate DS2019.
- e. If these documents are accepted, the DSCPR will issue the Certificate DS2019. This certificate will enable the nominated student apply for the J-1 VISA at an Embassy or Consulate near the city he or she lives. IAUPR will send the original Certificate to the student through the **Exchange Students Coordinator**.
- f. The student will pay online the fees requested by the United States Department of State for J-1 VISA, <https://www.fmjfee.com/index.jhtml>; http://www.ice.gov/doclib/sevis/pdf/sevp_factsheet.pdf.
- g. The appointment for interview at the Embassy or Consulate should be requested. To identify the U.S. Embassy or Consulate log on, http://www.travel.state.gov/visa/questions_embassy.html .

- h. The following documents should be presented by the student during the interview to be held in the Embassy or Consulate:
- One photograph (2 inches square [51 x 51mm], showing full face, without head covering, against a light background) as explained on the following USDOS website:
<http://travel.state.gov/passport/pptphotos/index.html>
 - Valid passport
 - Certificate of Eligibility for Exchange Visitor (J-1) Status (*SEVIS Form DS-2019*)
 - Form I-797 receipt or online proof of SEVIS fee payment
 - Admission letter from Inter American University of Puerto Rico
 - Original documents proving the availability of sufficient funds as stated on the student's SEVIS Form DS-2019
 - Documents that demonstrate that the student's intend to return home after the completion of his /her studies in the U.S.A.

III. AFTER THE STUDENT ARRIVES TO PUERTO RICO:

- a. Should report to the Exchange Students Liaison at the selected IAUPR campus
- b. At the Admission Office of the selected IAUPR campus:
1. Submit the following documents:
 - DS2019
 - VISA J-1
 - entrance card to USA, I-94
 - passport
 - health insurance certificate
 2. Admission Officer will complete the student's file and will authorize registration process in those courses approved by the sending institution.
- c. At the DSCPR:
1. Admission Officer will certify the registration process and will submit the registration certificate.
 2. Admission Officer and exchange student will participate in the USA entrance and exit interview, at the beginning and at the end of the exchange period.
 3. Students's academic grades will be submitted at the end of each academic session to the DSCPR.

U.S. VISA AND IMMIGRATION-RELATED INFORMATION PROVIDED BY USA DEPARTMENT OF STATE

We are delighted that you are interested in studying in the United States, and we hope that you will be able to do so. Here is some information about student and other types of visas that we hope you will find useful as you plan for your academic program. Important questions about visas:

1. What type of visa do I need to become an academic student in the United States?
2. What is a Visa?
3. What are important steps in applying for a Student or Exchange Visitor Visa? (See plan ahead and key points to keep in mind.)
4. Where can I find more information about the visa application process in my country?
5. What is SEVIS?
6. What happens when I arrive in the U.S.? (Immigration related information and what to do when you reach the College or University.)

1. **What type of visa do I need to become an academic student in the United States?**

Most non-U.S. citizens who wish to study in the United States will seek an F-1 (non-immigrant) student visa, but there are other visa types that are sometimes authorized for those who study in the U.S. Here is a short description of the different visa types that involve study:

- **F-1, or Student Visa:** This visa is the most common for those who wish to engage in academic studies in the United States. It is for people who want to study at an accredited U.S. college or university or to study English at a university or intensive English language institute.
- **J-1, or Exchange Visitor:** This visa is for people who will be participating in an exchange visitor program in the U.S. The "J" visa is for educational and cultural exchange programs.
- **M-1, or Student Visa:** This visa is for those who will be engaged in non-academic or vocational study or training at an institution in the U.S.

2. **What is a Visa?**

A visa allows a foreign citizen to travel to a U.S. port-of entry and request permission from the U.S. immigration officer to enter the United States. It does not

guarantee entry into the U.S. For more information about the definition of a visa, as well as policies and procedures regarding visas, please visit Destination USA.

3. Applying for a Visa – Key Points to Keep in Mind

In order to apply for a visa at a U.S. embassy or consulate, you must first have a SEVIS (Student and Exchange Visitor Information System)-generated document (either an I-20 or DS-2019) issued by a U.S. college or university or Department of State-designated sponsor organization. You will be required to submit this form when you apply for a visa. The U.S. academic institution or program sponsor will provide you with the appropriate SEVIS-generated form only when you have been academically admitted to the institution or accepted as a participant in an exchange program. The institution or program sponsor will also send you additional information about applying for the appropriate visa, as well as other guidance about beginning your academic program in the United States. (For more information about SEVIS, see below.)

Once you have all the required documentation, you may apply for the visa, even if you do not intend to begin your program of study for several months. It is best to apply early for the visa to make sure that there is sufficient time for visa processing.

Planning Ahead for the Visa Process, Not Just Your Academic Admission

One of the most important things you can do to ensure that you will be able to arrive in time for the start of your educational program in the United States is to plan well in advance, not only for the academic portion of your U.S. program, but also for the visa process. This means you will need to request and receive the appropriate visa-qualifying document (either an I-20 or DS-2019) from the U.S. institution or program sponsor well in advance of your planned departure to the United States. You will also need to make an appointment for your visa interview. Please consult the U.S. Embassy or Consulate nearest you to find out how long it may take to get an appointment.

Applying for a Visa – Key Points to Keep in Mind

Among the things you'll need to do is pay the SEVIS fee, pay the visa processing fee (the procedure will differ from one U.S. Embassy/Consulate to another, so visit the website of the U.S. Embassy, and make an appointment for the visa interview (again, procedures will differ, so visit the website of the U.S. Embassy). You should also make sure you have all the documentation you will need when you go for the interview, including the visa-qualifying document (I-20 or DS-2019), financial support documents, proof of payment of the SEVIS and visa fees, and a completed visa application form. Ensure that you complete the visa application correctly by following the Department of State website procedures carefully.

Key Information about Visas and Entering the United States

There are two additional bits of information that are useful to know. The first is that the U.S. Embassy/Consulate **cannot issue an F-1 or M-1 visa more than 120 days**

before the actual start of the program in the United States. (J-1 visas may be issued at any time.) However, visa applicants are encouraged to apply for their visa as soon as they are prepared to do so. Thus, if the college or university to which you have been admitted states on the I-20 that the program will start on September 1, a visa cannot be issued before May 1. Second, even if you have been issued a visa to enter the United States, you will **not be allowed to enter the country more than 30 days before the start of your program**, if you are an initial entry student. Returning students do not have this requirement. Using the earlier example, if the program of study starts on September 1, you will not be permitted to enter the United States until August 1 or later.

4. Where can I find more information about the visa application process in my country?

Most of the procedures and requirements for applying for the various types of student visas, as well as for the Exchange Visitor visa are standardized and are described at the websites behind the “learn more” links provided above. Some procedures vary from country to country, for example, how to pay the visa application processing fee and how to make an appointment for an interview. For details on applying for a Student or Exchange Visitor visa in the country in which you are located, please visit [the U.S. Embassy or Consulate nearest you](#). If you have specific questions about visas that are not answered by the embassy website, please contact the [Education USA advising center nearest you](#) for individual guidance.

Education USA Advising Center Workshops about Visas

Some Education USA advising centers offer workshops about the visa application process. If the advising center in your country offers such a workshop, you should sign up to attend. It is important to know all you can about this extremely important element of your proposed study in the United States. Education USA advisers communicate frequently with U.S. consular officers and will be able to help you prepare for the visa application process and the visa interview.

5. What is SEVIS?

The Student and Exchange Visitor Information System (SEVIS), administered by the Bureau of Immigration and Customs Enforcement (ICE) within the Department of Homeland Security (DHS), is an Internet-based system that maintains data on foreign students and exchange visitors before and during their stay in the United States. For more information about the SEVIS program, visit the ICE website.

In order to enroll students from other nations, U.S. colleges and universities must be approved by the School Certification Branch of the Student and Exchange Visitor Program (SEVP). Most U.S. institutions of higher education have received this approval.

6. What happens when I arrive in the U.S.?

Arriving & Studying in the U.S. - Immigration Related Information

U.S. immigration law governs the entry of all visitors to the United States, including students and exchange visitors. It details what they are authorized to do during their stay in the country. The Department of Homeland Security (DHS) is the agency responsible for ensuring that these visitors comply with U.S. law and regulations. When you arrive in the United States, you, too, will come under the authority of the Department of Homeland Security, and one of the three units within DHS responsible for non-U.S. citizens: the Bureau of Customs and Border Protection; the Bureau of Immigration and Customs Enforcement; and the U.S. Citizenship and Immigration Services Bureau.

On your plane to the U.S. or when you arrive in the U.S., you will receive a Form I-94 (Arrival-Departure Record). Please safeguard this form; it contains the official record of your stay in the United States. For more information about arriving in the U.S., see, "Arriving at a U.S. Port of Entry --- What a Student can Expect," or, "Arriving at a U.S. Port of Entry --- What an Exchange Visitor can Expect," on the U.S. Customs and Border Protection (CBP) website.

To obtain answers to questions you may have regarding your stay in the United States (for example, travel outside the United States, employment, and much more) visit the U.S. Citizenship and Immigration Services (USCIS) website. After you arrive in the U.S., you may wish to direct your questions to the office at your educational institution that is responsible for services to international students. This office should be able to provide you with the answer(s) you need or refer you to a person or office that can.

What to Do When You Arrive at the College or University in the U.S.

Once you arrive on campus, you should report immediately to the office that is responsible for assisting international students and scholars. It may be called the Office of International Services, the Office of International Education, the International Programs Office, or some other similar name. Whatever the name, however, that office can help you with any questions or concerns you may have about immigration rules and regulations. Moreover, that office must report your arrival within the SEVIS system. If this report is not submitted, you may be considered to be in violation of your status in the United States, so be sure to make the international student office one of your first stops on campus.

We hope that this information has been helpful to you, and we wish you good luck as you prepare your plan to study in the United States.

IAUPR EXCHANGE STUDENTS LIAISONS**Prof. Yamilette Prosper, Aguadilla**

yprosper@aguadilla.inter.edu
(787) 891-0925, Exts. 2189, 2193

Sra. Sonia López, Arecibo

slopez@arecibo.inter.edu

Prof. Aramilda Cartagena, Barranquitas

acartagena@br.inter.edu
(787) 857-3600 Exts. 2009; 2010

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Prof. Rosyvee Guzmán, Facultad de Derecho

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(787) 751-1912 Ext. 2015

Prof. María I. Rosso, Oficina Central del Sistema

Directora Institucional de Educación Internacional e Intercambios

mrosso@inter.edu ; rossomariai@yahoo.com

(787) 766-1912 Ext. 2295, 2296, 2253; MOBIL (787) 455-6800

EXAMPLE OF A NOMINATION LETTER

de marzo de 2009

Prof. María I. Rosso
 Directora Institucional de Educación Internacional e Intercambios
 Universidad Interamericana de Puerto Rico
 San Juan, Puerto Rico

Estimada profesora Rosso:

Recomendamos a la estudiante, _____
 número de estudiante _____ de la Facultad de _____
 Licenciatura de _____ de la Universidad de
 _____ para que curse estudios como alumna (o) de
 intercambio en el Recinto _____ de la Universidad Interamericana
 de Puerto Rico (UIPR) durante el año académico 200 ____ - 200 ____ .

Nos complace acompañarle su hoja de información, expediente académico y la carta de interés. Esta (e) alumna (o) cumple con los requisitos de aprovechamiento académico e idioma establecidos para participar en el intercambio.

A la estudiante se le ha autorizado a matricularse en los siguientes cursos que ofrece el Recinto de _____ de la Universidad Interamericana de Puerto Rico, los cuales

le serán convalidados en su programa de estudios:

Número y Título de los
 Cursos en UIPR:

Reciban nuestros saludos y agradecimiento.

Cordialmente,

 Departamento de Relaciones Internacionales

Universidad de _____

EXAMPLE OF A NOMINATION LETTER

March

Prof. María I. Rosso
 Directora Institucional de Educación Internacional e Intercambios
 Universidad Interamericana de Puerto Rico
 San Juan, Puerto Rico

Dear professor. Rosso:

We recommend the student, _____
 student number _____ of the Faculty of _____
 Department _____ of _____
 University as an exchange non-degree special student at the campus _____ of the
 Inter American University of Puerto Rico during the _____ semester of academic year.

Enclosed please find the student's information sheet, academic transcript, letter explaining the reasons and interest for applying to the Exchange Program(statement of purpose) and the list of academic courses the exchange student is authorized to enroll at Inter American University of Puerto Rico

The student nominated complies with all the academic and language requisites to participate in the exchange.

Thank you.

Cordially ,

 International Relations Department
 University of _____

**EXCHANGE STUDENT INFORMATION IF THE APPLICATION
FORM HAS NOT BEEN SUBMITTED**

I. Personal Information					
Last (Family) Name					
Apellidos					
First Name					
Nombre					
Male		Female			
Masculino		Femenino			
Street or Post Office Box					
Calle o Casilla Postal					
City					
Ciudad					
State		Zip or Postal Code			
Estado o Región		Código Postal			
Country of Residence					
País					
Nationality and Passport Number					
Nacionalidad y Número de Pasaporte					
Phone Number					
Número Telefónico					
		(Country)		(City)	
		País		Ciudad	
				(Residence)	
				Residencia	
E-mail					
Mobile Phone					
Date of Birth		Month		Day	
Fecha de Nacimiento		Mes		Día	
Signature					

INTER AMERICAN UNIVERSITY OF PUERTO RICO

Inter American University of Puerto Rico courses authorized to the Exchange Student

Exchange student
name: _____
University: _____
University's officer Name : _____
University's officer Signature: _____

Academic session: _____ Semester
_____ Semester
_____ Academic year

Course title	Number	Credits

**CERTIFICACIÓN OFICIAL ESTUDIANTE ACTIVA
Y DE CURSOS APROBADOS**

Que la estudiante _____ número de estudiante, _____
nacida el _____ en la ciudad de _____ en _____ está matriculada
en el año _____ (n°) curso de la Facultad de _____
en la Licenciatura: _____

Clase: _____

Sede: _____ (Universidad de _____) de esta
universidad para el de esta año académico _____.

La estudiante ha sido matriculada el _____ para el curso académico _____,
además se certifica que esta licenciatura es de _____ años.

Ciudad de _____ (año) _____

Se certifica además que hasta el día _____ la estudiante aprobó los siguientes
exámenes y actividades formativas útiles para este curso, sacando las siguientes notas,
expresadas en la siguiente escala de notas:

Asignaturas	Notas
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Firma

Prof. _____
Departamento de Relaciones Internacionales
Universidad de _____

CERTIFICATION OF ACTIVE STUDENT AND ACADEMIC COURSES APPROVED

The student _____, student number _____, born _____ in _____, is currently enrolled _____ year of _____ Faculty in the _____.

Academic Program Class: _____

Campus: _____ (University of _____) Academic year _____

The duration of the academic program is _____ years

The student has been enrolled for the academic course of _____.

City _____ date _____

We certified that the following exams and learning activities has been approved by the student with the following academic grades using the following scale:

Courses	Academic grades
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature
Prof. _____
Departamento de Relaciones Internacionales
Universidad de _____

STUDENT'S INTENTION LETTER

de abril de 2009

Prof. María I. Rosso
 Directora Institucional de Educación Internacional e Intercambios
 Universidad Interamericana de Puerto Rico
 San Juan, Puerto Rico

Estimada profesora Rosso:

Soy la estudiante _____ número de estudiante _____
 Actualmente estudio mi _____ año en la Facultad de Licenciatura de _____
 en Universidad de _____. Nací en la ciudad de _____
 y mi número de pasaporte es el _____.

Estoy solicitando al programa de intercambio de la Universidad Interamericana de Puerto Rico porque es una magnífica oportunidad para mi desarrollo académico y profesional. Además, esta será una gran experiencia de intercambio cultural.

Le agradezco que se me ofrezca la oportunidad de estudiar como estudiante visitante por _____, comenzando en _____ hasta _____.

Cordialmente,

 Firma de Estudiante

Universidad de _____

Universidad de _____

Dirección Residencial

Dirección Postal:
