



## South Central Rotary Youth Exchange, Inc.

**Instructions for Obtaining a Visa**  
(For Rotary Youth Exchange Students Coming to the USA)

(Updated 26Jan2017 – G)

Visit [www.usembassy.gov](http://www.usembassy.gov) for location of US Embassies and Consulates.Visit [http://www.travel.state.gov/visa/temp/wait/wait\\_4638.html](http://www.travel.state.gov/visa/temp/wait/wait_4638.html) for estimated visa wait times.  
(Does not include administrative processing time)**1. Assemble items needed to apply for your visa**

- **DS 2019 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 [http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq\\_5327.html](http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq_5327.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.

**2. 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.

**3. Pay the Non-Refundable I-901 Fee of \$200.00 USD online**

- The I-901 Fee is to be paid by credit card. Go to [www.fmiffee.com](http://www.fmiffee.com)
- You will see the I-901 Instruction screen. Click "Submit Form I-901 Form and Fee Payment."
- On the Form Selection screen click "Form DS 2019" and then click "OK." You will then see "Applicant Validation Information."
- Complete the "Application Validation Information" screen. (The SEVIS Identification Number is at the top of your DS 2019 form on the right side. *Do not type the letter N, but do enter the 10 digits of the number.* Your name and date of birth must be the same as on DS 2019).
- On the Form I-901 screen, complete the form. Your city of birth must be the same as on DS 2019. The Exchange Visitor Program Number is "P 3 04516". The Category is "Secondary School Student (high School)".
- On the Form Verification Screen, check your data and click "Continue."
- On the Student and Exchange Visitor Fee screen, select "Credit Card" as the payment option. Then click "Submit."
- Provide credit card data and submit. You must enter the three or four digit Credit Card Security Code on the back of your credit card. Use only MasterCard, Visa, American Express, Discover, or Diner's Club. Click "Submit Payment".
- Your computer will print a receipt. Take the receipt to the Consulate.
- You must submit this payment receipt to the embassy or consulate **at least three working days** before your visit.

**4. Pay the Non-Refundable DS-160 Application Fee of \$160.00 USD at the Embassy or Consulate.**

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

- Type in the address <http://evisaforms.state.gov> and press "Enter." (Do not type "www.")
- Electronic Visa Application Form will appear. Instruction page will be displayed.
- Follow instructions.
- Click on the link DS-160 Online (New Nonimmigrant Visa Application at the bottom of the page)
- Complete the form online. Please note the following instructions for the indicated pages.
  - "Get Started" – Test your digital photo to make sure that it will meet the requirements. This option will appear after selecting the location where you will be submitting the application.
  - "Personal Information 1" – Data **must** match information on your passport and your DS 2019 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 – Erin Garcia
    - Organization Name – South Central Rotary Youth Exchange
    - Relationship to You – Other
    - Address and Phone Number of Point of Contact
      - ✓ 2634 Yarmouth Dr.
      - ✓ Wellington, FL 33414
      - ✓ 512-585-8603
      - ✓ [eringarcia5870@gmail.com](mailto:eringarcia5870@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 DS 2019. *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 [http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq\\_5327.html](http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq_5327.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.

**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 DS 2019. 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 DS 2019 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 DS 2019 (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 DS 2019**)
- 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 DS 2019*): **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	
		<b>High School</b>	
Street (Not P. O. Box)	City	State	Postal Code