



World Forest Institute

J-1 Exchange Visitor Application Procedure



All non-US citizens who do not have a current green card must apply to the U. S Department of State's J-1 Visa Exchange Visitor Program. WFI partners with an independent non-profit organization, Experience International (EI), to provide authorized sponsorship for WFI Fellows. You can visit their website at: <http://www.expint.org/>. However, please note that you cannot apply directly to EI, nor can you go directly to the embassy for a J-1 application or visa.

The following page contains a flow-chart outlining the steps that need to be taken for the visa program application process *after* you have been accepted into the WFI Fellowship Program. **These steps must be followed in chronological order and must be completed in full.** The application process from beginning to end takes approximately two months, and sometimes longer, to complete. It is important to start this process well ahead of your intended start date at WFI.

Carefully read the *J-1 Exchange Visitor Program Fees* document, linked on our website, for the current fee structure. Exchange Visitor Program fees are paid directly to Experience International for them to sponsor your program and provide the documents necessary to apply for the J-1 Visa at the U.S. embassy or consulate in your country. This is a separate fee from the WFI Fellowship program fee. As noted in the flow chart below, you must pay the WFI Program fee in full at the same time you submit your EI application materials. Your application will not be processed by Experience International until the WFI fee has been paid first.

Note: If you are unsuccessful at obtaining a J-1 visa, WFI will refund 100% of your Fellowship Fee. EI will refund a portion of their program fee to both you and WFI as noted in the *J-1 Exchange Visitor Program Fees* document.

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Accepted into WFI Fellowship Program

STEP 1

Submit the following EI application materials to WFI - (do not send directly to EI):

- **J-1 application** (separate attachment)
- **J-1 Obligations & Responsibilities Signature Page** (separate attachment)
- **Resume.** Must meet the requirements outlined in the J-1 application form. The one we already have on file from you may be fine, but be sure to check the requirements and send a new one if needed.
- **Copy of your current passport.**
- **Copy of your undergraduate and graduate school diploma(s).** Please do not send transcripts, awards, or other extraneous materials. Diplomas only.

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Submit WFI Fellowship Fee to WFI.

You should receive an invoice along with these instructions that outlines how to pay. Your Fellowship fee must be paid before we submit your EI application. WFI will refund **100%** of your Fellowship fee if for any reason you are denied a visa.

The WFI Fellowship Fee is separate from the EI application and J-1 Visa Exchange Visitor Program fees.

STEP 2

WFI sends the entire J-1 application packet to EI

STEP 3

EI accepts your Exchange Visitor Program application

STEP 4

WFI and Fellow receive, sign, and return initial EI documentation

STEP 5

- Applicant pays half of EI program fees directly to EI
- WFI pays half of EI program fees directly to EI

STEP 6

EI will physically mail the DS-2019 form to the applicant

STEP 7

Upon receipt of the DS-2019, the applicant can make an appointment for a J-1 visa interview at their US Embassy.