



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 U.S. embassy in your country 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. We will assign a deadline for completion of the EI application after acceptance into the Fellowship Program.

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, which is paid directly to the World Forest Institute. Refer to the current *Fellowship Fee Payment and Refund Policy* document linked on our website for information about the WFI Fellowship Fee.

Note: As noted in our refund policy, 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.

I) Accepted into WFI Fellowship Program

II) Pay WFI Fellowship Deposit/Fee to WFI

1. An acceptance letter and invoice will be emailed to you with instructions on how to pay.

Note: The Fellowship Fee is separate from the J1 Visa Exchange Visitor Program fee

2. The Experience International (EI) visa application forms will be sent to you in a separate email.

**III) Submit the following EI Application Materials to WFI –
(Do Not send directly to EI)**

- **J1 Visa Application** (separate attachment)
- **J1 Visa Obligation & Responsibilities Signature Page** (separate attachment)
- **Copy/Picture** of your current passport. Must be valid through 2018.
- **Copy/Picture** of your undergraduate and graduate school diploma(s), with its respective translations to English if written in another language (applicant can be the translator).

Note: Please do not send transcripts, awards, other extraneous materials. Diplomas ONLY.

IV) WFI will send the entire J1 visa application packet to EI

V) EI accepts your J1 Exchange Visitor Program visa application

- EI will conduct a second Skype interview with you at this time

VI)

- **Applicant pays half of the EI program fees directly to EI**
- **WFI pays the other half of the EI program fees directly to EI**

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

Note: DS-2019 form is a form needed to schedule a J1 visa appointment at your US Embassy.

VIII) Upon receipt of the DS-2019 form, the applicant can make an appointment for a J1 visa interview at their country's U.S. Embassy.