



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, 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](#) 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**

- An email will be sent to you containing the following attachments (WFI Acceptance Letter, EI J1 visa application form, J1 Visa Obligations form)
- In the body of the email an EI skype interview will be scheduled

**II) Submit the following EI Application Materials to WFI –  
(Do Not send directly to EI) prior your IE scheduled skype interview**

- **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.*

**III) WFI will send the entire J1 visa application packet to EI, prior your skype interview**

**IV) EI accepts your J1 Exchange Visitor Program visa application**

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

**V) Pay WFI Fellowship Deposit/Fee to WFI**

1. 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. After full WFI program payment received the Experience International (EI) visa application forms will be sent to you in a separate email.

**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.**