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 Exchange Visitor Program. WFC partners with an independent non-profit organization, Experience International (EI), to provide authorized sponsorship for WFC 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 program application and visa process before and after you have been accepted into the WFC 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 conditional 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 WFC Fellowship Program Fee, which is paid directly to the World Forestry Center. Refer to the current Fellowship Fee Payment and Refund Policy for information about the WFC Fellowship Fee.

Note: As noted in our refund policy, if you are unsuccessful at obtaining a J-1 visa, WFC will refund 100% of your Fellowship Fee. EI will refund a portion of their program fee to both you and WFC as noted in the J-1 Exchange Visitor Program Fees document.
# J-1 Exchange Visitor Application Procedure

I) **If you pass the World Forestry Center (WFC) Fellowship Program Interview**
- The WFC will send you an email to introduce you to Experience International (EI) and their role with the J1 Exchange Visitor Program (last week of November)
- In the body of the email:
  - An EI skype interview will be scheduled (date and time)
  - A link to an online **J1 Program Application Form**, with deadline stated
- You will be asked to submit by email to WFC sduery@worldforestry.org
  - Copy/Picture of your current passport. Must be valid through 2020.
  - 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.*

II) **WFC will send the entire application packet to EI, prior to your skype interview**

III) **EI receives your J1 Exchange Visitor Program application**
- EI will conduct a Skype interview with you at the scheduled time

IV) **If you pass the EI Skype Interview, an Acceptance Letter into the WFC Fellowship Program will be sent to you by email, along with invoices.**

V) **Pay WFC Fellowship Fee to WFC**

   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*

VI) **Pay Experience International Program Fee to EI**
- Applicant pays half of the EI program fees directly to EI (Pay amount on invoice)
- WFC 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.**