

J-1 Processing Details
Robotics Institute
Carnegie Mellon University

J-1 Visa Categories

Typically, RI (Robotics Institute) visitors / scholars are issued a DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status. This document is used to apply for a J-1 visa at a United States embassy or consulate. There are three types of J documents used most frequently:

- **J-1 Research Scholar** (for visits over six months and up to five years) Page 2
- **J-1 Short Term Scholar** (for visits under six months) Page 2
- **J-1 Student Intern** (for undergraduate students or graduate student trainees) Page 5

For additional information, please visit:

<http://www.studentaffairs.cmu.edu/oie/forscho/j1/index.html> and

<https://travel.state.gov/content/visas/en/study-exchange/exchange.html>

Timing

Timing is critical and complete information and documentation should ideally be received at least 75 days prior to the start date of your visit.

It is strongly encouraged that those applying for J-1 Research and J-1 Short Term send all necessary documents by an express mail carrier that provides tracking services (i.e. UPS, FEDEX, DHL). Regular mail may result in delays. Those applying for J-1 Intern do not need to mail documents. Emailing documents is fine only for J-1 Intern.

* Your start date is important. If your dates change please email mmaeda@cs.cmu.edu and your host lab as soon as possible.

Process for the J-1 Research Scholar and J-1 Short Term Scholar
(Graduate Students & Professionals)

- 1. J-1 Cover Letter / Checklist:** Complete the [J-1 Cover Letter / Checklist](#), print, sign and date it, and include it with your packet of forms to be mailed to the Robotics Institute.

- 2. Visitor Data Form:** Complete the [J-1 Exchange Visitor Data form](#) electronically. Enter your complete mailing address including postal code, phone number and email. PO Boxes are not accepted.

- 3. Passport Copy:** Provide a copy of the biographical pages of your passport (the picture page and the page showing your complete name). Include copies of the passports for dependents that will require J-2 visas.

- 4. Financial Support:** Provide original documentation of financial support. All financial statements must be dated no more than six months before your start date.

The minimum amount of financial support necessary is indicated on page one of the "J-1 Exchange Visitor Data" form.

A. Private funds: If you are being financially supported or sponsored by another agency or company, submit an original, dated and signed letter, on official letterhead, from the supporting agency/company addressed to Carnegie Mellon University. The letter should state (1) the name of the scholar being supported, (2) the specific duration of time the scholar will be supported and (3) the total amount of support in USD. The letter must state that you will be a visitor at the Robotics Institute. The dates noted on the letter will be the exact dates noted on the DS-2019. This letter must be in English or accompanied by a valid signed and dated translation. Use the [SAMPLE Private Funds Letter](#).

AND/OR

B. Personal funds: Provide an original, dated and signed letter, on official bank letterhead, from the scholar's bank or original bank statement stating: (1) the name of the account holder and (2) the amount of funds readily available in USD. This letter must be in English or accompanied by a valid signed and dated translation. Use the [SAMPLE Personal Funds Letter](#).

AND/OR

C. Family funds: If you are receiving financial support from your family, two documents are required:

- I. A signed Letter of Affidavit: Use the [SAMPLE Family Funds Support Letter / Letter of Affidavit](#).
- II. Official bank/Financial Institution letter. The bank letter should be on official bank letterhead, dated, signed and should reflect the family's bank or the sponsor's original bank statement stating (1) the name of the account holder and (2) the amount of funds readily available for the scholar, in USD if possible. This letter must be in English or accompanied by a valid signed and dated translation. Use the [SAMPLE Family Finances Verification Letter](#).

AND/OR

D. Carnegie Mellon support: The CMU-RI Business Office will provide information. Nothing is required by the scholar.

5. Exchange Rate: Any documents listing amounts not in U.S. dollars must be accompanied by a website currency conversion print out. We recommend that you use the Universal Currency Converter on the main page of www.xe.com. Convert the total amount of funds for your visit to U.S. dollars. Be sure that you meet the required minimum financial amount by the CMU Office of International Education (OIE). The minimum is indicated on page one of the "J-1 Exchange Visitor Data" form. Please print the converted currency page to include in the packet that you send to the Robotics Institute.

6. Health Insurance: J-1 visitors and their dependents are required to have health insurance coverage while in the US. Please fill out the [Health Insurance Agreement](#).

7. Proof of English Proficiency: If you have taken a TOEFL or IELTS test within the last 2 years, please submit a copy of your scores. If you do not have TOEFL or IELTS scores, and have not had an interview or conversation with your host lab over the phone/skype, please contact your host lab and arrange for an English proficiency assessment interview. They will need to complete and sign the [J-1 English Proficiency Form](#). NOTE: This requirement is mandatory for all J-1 visitors including native English speakers

8. Mail your Documents: Mail your original documents from #1 - #7 to:

Mikana Maeda
Carnegie Mellon University-Robotics Institute
5000 Forbes Avenue
Newell-Simon Hall 4101
Pittsburgh, PA 15213
412-268-3473
mmaeda@cs.cmu.edu

9. Robotics Institute Review of Documents and Creation of J-1 Request Packet:

After your documents arrive at the Robotics Institute (RI), they will be:

- Reviewed by the RI and you will be notified of any additional documents or changes that will need to be made by you.
- Additional documents from RI will complete the J-1 Request packet:
 - CMU letter of invitation generated by the RI Business Office
 - Export Control and English Form by the lab

Once your J-1 Request packet is complete, this packet will be signed and sent to the CMU Office of International Education (OIE) for processing.

10. OIE Review of your J-1 Request Packet:

The Robotics Institute will send your signed J-1 Request packet to the CMU Office of International Education (OIE) for final processing. OIE processing will take about 10 days.

11. Delivery of DS-2019: If your J-1 Request packet is approved, then you will receive an automated email from OIE with your SEVIS ID. You will also be asked to provide a shipping address through **eShipGlobal**. After you provide your address to **eShipGlobal**, OIE will send your DS-2019 to your location. This will take about 7 days.

12. Interview at a US Embassy or Consulate: You will need to have an interview at a US Embassy or Consulate. It is best to make the interview appointment at a location in your home country.

*If you are selected for Additional Administrative Processing at the interview, please contact Rachel Burcin at rachel@cmu.edu.

13. Confirm your arrival and start date: After you receive your Visa and before your arrival please email Mikana Maeda mmaeda@cs.cmu.edu to confirm your start date. If your dates change please notify Mikana Maeda and your host lab as soon as possible.

Process for the J-1 Student Intern (Undergraduate or graduate student trainees)

Internships are intended to provide opportunities for students to be trained and mentored in their field of study. Undergraduate students that will not graduate prior to coming to RI will be issued a J-1 Intern document. Please review the directions below and complete the necessary forms. Originals of all documents except the T/IPP form must be mailed to Mikana Maeda at mmaeda@cs.cmu.edu. NOTE: J-1 Interns are required to complete a [J-1 Intern Evaluation](#) at the end of the internship.

1. J-1 Cover Letter / Checklist: Complete the [J-1 Cover Letter / Checklist](#), print, sign and date it, and include it with your packet of forms to be emailed to the Robotics Institute.

2. Student Intern Data Form: Complete the [J-1 Student Intern Data form](#) electronically. Enter your complete mailing address including postal code, phone number and email. PO Boxes are not accepted.

3. Home Institution Verification Letter: Your home institution needs to provide verification for your visit to RI. Complete a letter using this template: [SAMPLE Home Institution Verification Letter](#). Have it printed on your institution's official letterhead, and signed by the appropriate party.

4. Passport Copy: Provide a copy of the biographical pages (the picture page and the page showing your complete name in your passport). Include copies of the passports for dependents that will require J-2 visas.

5. Financial Support: Provide original documentation of financial support. All financial statements must be dated no more than six months before your start date.

The minimum amount of financial support necessary is indicated on page one of the "J-1 Student Intern Data form".

A. Private funds: If you are being financially supported or sponsored by another agency or company, submit an original, dated and signed letter, on official letterhead, from the supporting agency/company addressed to Carnegie Mellon University. The letter should state (1) the name of the scholar being supported, (2) the specific duration of time the scholar will be supported and (3) the total amount of support in USD. The letter must state that you will be a visitor at the Robotics Institute. The dates noted on the letter will be the exact dates noted on the DS-2019. This letter must be in English or accompanied by a valid signed and dated translation. Use the [SAMPLE Private Funds Letter](#).

AND/OR

B. Personal funds: Provide an original, dated and signed letter, on official bank letterhead, from the scholar's bank or original bank statement stating: (1) the name of the account holder and (2) the amount of funds readily available in USD. This letter must be in English or accompanied by a valid signed and dated translation. Use the [SAMPLE Personal Funds Letter](#).

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C. Family funds: If you are receiving financial support from your family, two documents are required:

- I. A signed affidavit of support or letter: Use the [SAMPLE Family Funds Support Letter](#).
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6. Exchange Rate: Any documents listing amounts not in U.S. dollars must be accompanied by a website currency conversion print out. We recommend that you use the Universal Currency Converter on the main page of www.xe.com. Convert the total amount of funds for your visit to U.S. dollars. Be sure that you meet the required minimum financial amount by the CMU Office of International Education (OIE). The minimum is indicated on page one of the "J-1 Student Intern Data form". Please print the converted currency page to include in the packet that you send to the Robotics Institute.

7. Health Insurance: J-1 visitors and their dependents are required to have health insurance coverage while in the US. Please fill out the [Health Insurance Agreement](#).

8. Proof of English Proficiency: If you have taken a TOEFL or IELTS test within the last 2 years, please submit a copy of your scores. If you do not have TOEFL or IELTS scores, and have not had an interview or conversation with your host lab over the phone or video conference please contact your host lab and arrange for an English proficiency assessment interview. They will need to complete and sign the [J-1 English Proficiency Form](#). NOTE: This requirement is mandatory for all J-1 visitors including native English speakers.

9. Scan and E-Mail your documents from #1 - #8 with the subject as **J-1 Intern Documents: LAST, First** to Mikana Maeda at mmaeda@cs.cmu.edu. Make sure to keep your original documents as the CMU Office of International Education (OIE) has the right to request those at any time.

10. T/IPP form: You will receive a completed T/IPP form to review and to sign electronically. Once you have signed it, email it back to RI.

11. Robotics Institute Review of Documents and Creation of J-1 Request Packet:

After your documents arrive at the Robotics Institute (RI), they will be:

- Reviewed by the RI and you will be notified of any additional documents or changes that will need to be made by you.
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13. Delivery of the DS-2019: If your J-1 Request packet is approved, then you will receive an automated email from OIE with your SEVIS ID. You will also be asked to provide a shipping address through **eShipGlobal**. After you provide your address to **eShipGlobal**, OIE will send your DS-2019 to your location. This will take about 7 days.

14. Interview at a US Embassy or Consulate: You will need to have an interview at a US Embassy or Consulate. It is best to make the interview appointment at a location in your home country.

*If you are selected for Additional Administrative Processing at the interview, please contact Rachel Burcin at rachel@cmu.edu.

15. Confirm your arrival and start date: After you received your Visa and before your arrival please email mmaeda@cs.cmu.edu to confirm your start date. If your dates change please notify Mikana Maeda and your host lab as soon as possible.

16. J-1 Student Intern Evaluation: It is required to complete a [J-1 Student Intern Evaluation](#) at the end of your internship and before you depart.

Special Notes:

Individuals on a J-1 visa may be subject to a two-year home residency requirement. This requirement is known as the 212(e) Foreign Residence Requirement and is dependent on the individual's home country's skills list and if you are being funded by your Government. Scroll down on this page <https://travel.state.gov/content/visas/en/study-exchange/exchange.html> for more information. Find the skills list here <https://travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skills-list.html>

International visitors should not make appointments for visa interviews or airline reservations until they have the documents necessary for applying for a visa and entering the U.S. The Carnegie Mellon J Program code is P-1-00292. You may be asked for this information when you set your appointment. Note that the appointment should **not** be arranged until you receive confirmation that your DS-2019 has been shipped.

Dependents (spouse and / or children only) who will accompany the scholar to the U.S. will need to apply for J-2 visas. Children who are J-2 dependents must be legal dependents, under the age of 21, and unmarried. When applying for the J-2 visa(s), take the family's passports to the U.S. Consulate along with proof of marriage (for the spouse) and birth certificates for each child.

For initial processing questions, please contact:

Mikana Maeda
412-268-3473
mmaeda@cs.cmu.edu