

PAN ATLANTIC EXCHANGES

STEP-BY-STEP J-1 APPLICATION GUIDE

Applying for the J-1 Visa can feel complex, but we're here to guide you through each step! This resource outlines the full process—from your initial application to your arrival in the United States.

STEP 1: ELIGIBILITY-CHECK

Before applying, confirm you meet the basic requirements:

- Review [eligibility requirements](#)

STEP 2: SUBMIT YOUR APPLICATION

Pan Atlantic's application requires submission of the following items:

- Resume (CV)
- Offer Letter
- Passport
- [Fee Disclosure Form](#)
- Degree/Diploma
 - If you are currently enrolled as a student, you may provide transcripts or an attestation letter in place of an official degree
- [Language Proficiency Form](#)
 - In most cases, the English assessment portion of the Form is completed by your placement agency
- Reference Letter(s):
 - If you are applying for the J-1 Program as a **Trainee**, at least one reference letter will be required of you
 - If you are applying for the J-1 Program as an **Intern**, reference letter(s) will **not** be required of you

STEP 3: SCREENING & INTERVIEW

- After successful submission of the online application, your qualifications and goals will be evaluated
- You will receive an email-notice inviting you to complete Pan Atlantic's [Orientation Course](#)

STEP 4: EMBASSY SCHEDULING

Once approved for Pan Atlantic- sponsorship:

- You will receive an unofficial copy of your DS-2019 Form along with scheduling instructions
- Review your program and personal details as displayed on your DS-2019 Form- copy
- Complete Form DS-160
- **Once you schedule an interview date, update your Pan Atlantic representative**, who will provide you with your sponsor documentation

Note: Visa appointment wait-times vary drastically by embassy/consulate. Select [here](#) to view estimated wait times.

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STEP 5: INTERVIEW PREPARATION

Next steps:

- Pay the SEVIS (I-901) Fee
- Prepare your documents
 - DS-2019 Form
 - I-901 SEVIS (receipt of payment)
 - DS-7002 Form (training plan)
 - DS-160 Form (confirmation page)
 - Proof of financial means
 - Passport
 - **Any additional items** required by your U.S. Embassy or Consulate

STEP 6: ATTEND YOUR VISA INTERVIEW

At your interview:

- Answer questions confidently and accurately
- Demonstrate your intent to return home after program-completion
- Present your documents

STEP 7: PREPARE FOR U.S. ARRIVAL

After visa-approval:

- Review your passport and enclosed J-1 visa
 - **Check passport-requirements** by country of issuance, [here](#)
- Book your flight
 - We recommend waiting until your J-1 visa is received **before** scheduling your flight to the United States
 - You are permitted to arrive in the U.S. **up to 30 days** before the start date listed on your DS-2019
- Research and if possible, confirm housing
- Communicate your travel itinerary with Pan Atlantic and your U.S. host employer
- Plan your method of transportation from the airport to your temporary or permanent housing
 - Research available transit agencies (bus lines, subway systems, and railroads)—Schedules, maps, and fares are available online
 - Your host organization may also advise you on the best way to reach your final destination

STEP 8: HEALTH INSURANCE

- Visit your doctor and dentist before departing your home country
- Participants under Pan Atlantic sponsorship are enrolled in a **travel/emergency-** health insurance plan for the duration listed on the DS-2019 Form
- Research your insurance plan: Understand coverage requirements, exclusions, and how to seek care in the U.S.

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STEP 9: ARRIVE IN THE UNITED STATES

- When entering the U.S., you must pass through Immigration and Customs before retrieving your luggage
 - At this time, the U.S. Customs and Border Protection will generate an automated I-94 Arrival/Departure (Travel History) Record that you may access upon your physical entry
- Confirm your U.S. living address so that your sponsor representative can validate your SEVIS status
- Your SEVIS Record **must be validated within 10 days** following U.S. arrival
- You are **not** eligible to begin training at your host property **until the program start date** listed on your DS-2019 Form
- Social Security Number (SSN) Application: You must have a SSN to receive wages from your host company, file taxes, and set up a bank account
 - If you have **already received a SSN** from a previous U.S. experience, you may re-use it during your J-1 Program; The SSN is a life-long ID and is not subject to expiry
 - **To apply**, visit the nearest Social Security office 5 business days **after** you register for SEVIS