

J-1 Exchange Visitor (EV) – Baylor Hire

Established as part of the Mutual Educational and Cultural Exchange Act of 1961 (also known as The Fulbright-Hays Act), **BridgeUSA, a Department of State program**, “has served as a valuable and important diplomatic tool of U.S. foreign policy. Its mission – to increase mutual understanding between Americans and people of other countries – remains vital to U.S. national security and building people-to-people connections around the world.” ([BridgeUSA](#))

Participants are J-1 Visa Exchange Visitors (EVs) “who intend to participate in an approved program for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, receiving training, or to receive graduate medical education or training. In carrying out the responsibilities of the Exchange Visitor Program (EVP), the Department of State designates public and private entities to act as exchange program sponsors. These programs are designed to promote the interchange of persons, knowledge, and skills, in the fields of education, arts, and science.” ([USCIS Exchange Visitor](#))

Exchange Visitors (EVs) are hosted by the Baylor Department/Office/Program inviting them to campus. The host department serves as the primary support for EVs and any dependents prior to and during their stay including opportunities to engage with U.S. culture and community connection. Cultural programming and connection are **REQUIRED** by the U.S. Government, so departments should plan for this when hosting an EV. The Center for Global Engagement (CGE) prepares the necessary documents for the EV to come to the U.S. and Baylor using the J-1 visa type, and CGE assists them in maintaining their J-1 status while they are here and provides additional support.

J-1 Exchange Visitor – Baylor Hire Process

1. Faculty sponsor/Department submits request to the HRC assigned to the department
2. HR completes required steps (including background check) and confirms the hire by sending official employment letter to EV.
3. HR initiates J-1 process by uploading employment letter and other necessary information to ISSS system (Global Bears).
4. ISSS provides EV with the link to login to Global Bears to upload required documents and submit information for processing of DS-2019 including English Proficiency and any necessary funding.
5. ISSS issues DS-2019 to Exchange Visitor
6. EV pays SEVIS fee, schedules visa appointment, informs ISSS of travel plans.
7. EV obtains government required insurance for evacuation and repatriation and submits proof to ISSS. (EV confirms Baylor insurance upon arrival.)
8. EV checks in with ISSS upon arrival at Baylor to have SEVIS record validated