US Forest Service **International Programs**	**J-1 EXCHANGE VISITOR CHECKLIST**

PRE-ARRIVAL

☐	Read and understand J-1 Exchange Visitor program regulations.
☐	Communicate openly and precisely with host unit and colleagues about expectations for exchange visitor program activities and length of stay in USA
☐	Complete and return International Visitor Information Sheet and Form ARS-230 along with resume, proof of funding, picture/name pages of passports, and other documents as required.
☐	Receive the following documents from the US Forest Service International Programs Office • DS-2019 Form – Certificate of eligibility for (J-1) Exchange Visitor Status Please review carefully. Make certain all information is correct before applying for a J-1 visa! • Invitation Letter from Hosting Unit
☐	Make certain your passport will still be valid at least 6 months beyond the program end date. If not, renew your passport.
☐	Complete application and interview process for J-1 Visa
☐	Confirm projected arrival date and flight information with International Programs Office and Hosting Unit.
☐	Make and confirm travel arrangements with hosting unit and International Programs Office
☐	Communicate with hosting unit and International Programs on arrival logistics and orientation arrangements
☐	TRAVEL – • Purchase travel insurance if you wish to be covered for delays/cancellations/lost or stolen belongings. • Leave copies of all important documents at home with a family member or trusted friend. • Read all travel instructions provided by your airline and US Department of State • Do not pack jewelry, cash or other valuables in your checked baggage • Be certain to carry all important documents with you on the plane.

ARRIVAL

☐	Report to International Programs or hosting unit office within 24-48 hours of your arrival in the USA.
☐	Email scanned copies of stamped DS-2019, I-94, visa pages/stamps to the International Programs Office so your SEVIS (Student and Exchange Visitor Information System) record can be validated.
☐	If you are to receive a maintenance allowance by Debit Card, make sure your card and PIN works in an Automatic Teller Machine (ATM).
☐	Attend arrival orientation provided by USFS International Visitor Program
☐	Comply with all J-1 regulations. Complete progress reports as required.

DEPARTURE

☐	At least 30 days before your program end date or departure, complete the Departure Report with hosting unit and return to International Programs. If the program can and will be extended, the hosting unit official must request an extension from International Programs at least 8 weeks before the program end date.