

## PEPPERDINE | CARUSO SCHOOL OF LAW

### STEP 1: Application

Candidate submits an application to Pepperdine **at least two (2) months prior** to the intended start date of the proposed exchange opportunity, and Pepperdine sends the application to IIE visa organization at [jvisasponsorship@iie.org](mailto:jvisasponsorship@iie.org). A complete application includes the following:

- Completed IIE J-1 Exchange Visitor Sponsorship Request Form (Application);
  - Please include a **personal email** for the participant, such as a Google or Yahoo account
- Letter from the host organization on letterhead (from Pepperdine)
- Curriculum vitae/Resume
- Passport photo pages;
  - Consult with IIE if the expiration date is less than 6 months beyond the proposed program end date
- Copy of highest degree earned
- Financial documentation, such as government or employer funding document, and additional funds from any current bank statement.
- Confirmation of participant's English proficiency by test, experience or interview:
  - TOEFL, IELTS, TOEIC, or other recognized English language test score; or
  - Written confirmation of English level from a U.S. degree-granting academic institution or English language school; or
  - Experience studying or living abroad in an English-speaking country; or
  - Skype interview conducted by IIE
- Application fee (\$75) to Pepperdine

*\*All documents submitted must be in English, or accompanied by a certified/notarized English translation\**

### STEP 2: Letter of Agreement

A Letter of Agreement will be sent to the host organization (Pepperdine), then an invoice for all program fees will be sent to the host plus candidate.

### STEP 3: Payment and Receipt of Signed Letter of Agreement

Candidate must pay \$75 application fee and \$2350 deposit to Pepperdine for J1s. Please use ([https://commerce.cashnet.com/L\\_SIV](https://commerce.cashnet.com/L_SIV)).

Candidate must pay IIE directly for any dependent fees for J2s. Payment of IIE fees may be made by check or credit card.

#### **STEP 4: Terms of Appointment**

Within 10 business days of receiving the signed Letter of Agreement and payment, IIE will send Terms of Appointment to the candidate via email for review and signature. The Terms of Appointment outline the program and the participant's responsibilities under the J-1 Visa. The participant must return a signed copy of the terms to IIE.

#### **STEP 5: Preparation of IIE Welcome Packet and Issuance of Form DS-2019**

Within 10 business days of receiving the signed Terms of Appointment, IIE will send a Welcome Packet to the participant with the Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status" and instructions to apply for the J-1 Visa.

#### **STEP 6: Obtaining a J-1 Visa**

It is the participant's responsibility to apply for the J-1 Visa in his or her home country. The participant should notify IIE of any delay in obtaining their visa. *Note: no visa requirement for Canadian citizens.*

#### **STEP 7: Program Preparation**

Upon receipt of the J-1 Visa, and *prior to arrival*, the participant should submit the Travel Information Form to IIE online, per instructions they receive. This form notifies IIE of the participant's intended arrival date and emergency contact information. If arriving on a date different than the program begin date on Form DS-2019, the participant should notify their host organization immediately.

Upon arrival to the U.S., the participant must submit the Arrival & Address Form with requested arrival documentation *within 10 days*, to the IIE online portal.

#### **STEP 8: During the Program**

Candidate comes to campus and pays the balance of the fee, \$11000.

IIE will monitor the program in progress by requesting a mid-program evaluation and a Departure Form. Participants and/or host organizations must immediately notify IIE of the following:

- Intended international travel, which may require a travel validation signature from an IIE Officer
- Change of residential address or host site address (within 10 business days)
- Change of supervisor (in advance, or as soon as possible)

Any program modifications must receive prior approval from IIE.

#### **STEP 9: Program Completion**

When the program is complete, the participant should submit their Departure Form to IIE. The Departure Form must be signed by the participant's supervisor and submitted to IIE online *prior to departure* from the U.S.



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## APPLICATION INSTRUCTIONS FOR J-1 EXCHANGE VISITOR SPONSORSHIP

### Sponsorship Fees

|  |            |
|--|------------|
| Sponsorship for Program <ul style="list-style-type: none"><li>Initial fee for up to 12 months</li></ul>  | \$1500     |
| Sponsorship for J-2 Dependent <ul style="list-style-type: none"><li>One-time fee</li></ul>   | \$500 each |
| Extension of Sponsorship <ul style="list-style-type: none"><li>Up to 12 months per extension application</li><li>May only be granted within the maximum category duration</li></ul>  | \$500 each |
| Expedite Fee <ul style="list-style-type: none"><li>Processing time reduced to 3 business days for Steps 1-5</li><li>Required for complete applications submitted less than 30 days prior to the requested program start date</li></ul> | \$750      |