



## **J1 Visa Program**

### **How to Report an Incident or Emergency**

The Spain-U.S. Chamber of Commerce (SUSCC) is a non-profit organization authorized by the Department of State to sponsor Program Participants in the Intern or Trainee Categories under the J-1 Visa Exchange Visitor Program. The SUSCC is focused on the personal and professional development of young people. Since 1999, the Chamber has provided young professionals with the opportunity to supplement their professional and educational knowledge with a specific internship or traineeship in the United States.

**The Exchange Visitor is the SUSCC's number one priority. The health, safety, and welfare of you, and your dependents is crucial to experiencing a successful J1 Visa Program.**

The following page is a simple guide on what to do if you are in an emergency. If you have any doubt about what to do during an incident or emergency, dial 9-1-1 immediately.

For incidents that do not require the help of first responders, please contact the SUSCC J-1 Visa Department. In case of a true emergency, you can reach us at 917 704 2064 at any time. Please be as detailed as possible when describing incidents via email or phone.

#### **Contact Information:**

Responsible Officer:

Gemma Cortijo

[gcortijo@spainuscc.org](mailto:gcortijo@spainuscc.org)

212.967.2170

Alternative Responsible Officer:

[lharel@spainuscc.org](mailto:lharel@spainuscc.org)

646.868.0204

---

Dear Exchange Visitor,

This email provides guidance regarding your stay in the United States on a J-1 visa through the U.S. Department of State's Exchange Visitor Program. Your wellbeing and safety are important to us. Should you need assistance during your program refer to the graphic below:

## Welcome to the Exchange Visitor Program



**Questions or concerns regarding your exchange program?**  
Contact the sponsor listed on your Form DS-2019.

**Still have questions AFTER speaking with your sponsor?**  
Email [jvisas@state.gov](mailto:jvisas@state.gov)

**Remaining concerns or need emergency assistance?**  
Call the J-Visa Emergency Hotline at [1-866-283-9090](tel:1-866-283-9090)

**If you or someone else is in immediate danger, call 911!**

 *The U.S. Department of State does not tolerate any form of retaliation and fully supports your request for assistance.*

Please review the [Exchange Visitors' Rights and Protections Brochure](#) should you have additional questions regarding resources available to you during your exchange program. We wish you a safe and successful exchange program.

Sincerely,

Private Sector Exchange Directorate

Bureau of Educational & Cultural Affairs

U.S. Department of State

[jvisas@state.gov](mailto:jvisas@state.gov) | 1-866-283-9090 | [j1visa.state.gov](http://j1visa.state.gov)