

# Planning to Host a J-1 Visiting Scholar?

Hosting a J-1 Visiting Scholar in your department for the purpose of teaching and/or research makes you a participant in the United States Department of State's (USDOS) Exchange Visitor Program at Georgia State University. The Exchange Visitor Program is for the purpose of educational and cultural exchange, **NOT EMPLOYMENT**, although many participating in the program may be paid by Georgia State University. Participation as a host entails rights and responsibilities stipulated in the Fulbright-Hays Act of 1961 [Public Law 87-0256] and all subsequent amendments. Prior to completing the attached **J-1 Exchange Visitor Request Form and supporting documents**, please carefully read the information below to confirm that the J-1 visa is consistent with the sponsoring department's intentions with regard to the visiting professor or research scholar.

International Student & Scholar Services Office (ISSS) is responsible for administering the Exchange Visitor Program at Georgia State University and for approving and signing all documentation connected with the Exchange Visitor Program (P-1-03559). Effective July 1, 2004, issuing the DS-2019 became a fee-based service provided to departments and current Exchange Visitors at Georgia State University.

## 1. Definition of the Exchange Visitor Status

The Exchange Visitor Program brings qualified students, professors, research scholars and short-term scholars to the United States for a variety of educational purposes. The exchange visitor is under the sponsorship of an agency, institution, or organization that has been approved by USDOS.

The Georgia State University Exchange Visitor program is defined as "a program to provide...lecturing and research opportunities, in the various fields of instruction and research conducted by Georgia State University for professors, research scholars and short-term scholars to promote the general interest of international educational and cultural exchange."

## 2. Eligibility Requirements

A prospective J-1 visiting scholar must meet the following criteria before ISSS will issue visa eligibility documents:

- Will hold a non-tenure track position at Georgia State University
- Holds a **master's degree or a bachelor's degree with extensive experience in the relevant field**
- Possesses English language proficiency;
- Possesses adequate financial resources (for self/dependents) to complete his/her program (please see section D of the request form for details)
- Has not been in the United States in J-1 or J-2 status for 6 or more months during the 12 months immediately preceding the start date of the new J-1 request
- Will obtain adequate health insurance coverage, as required by federal law
- Does **NOT** seek admission to Georgia State University as a full-time student. NOTE: J-1 Exchange Student admissions are handled separately through Program Coordinators within each academic department. Please visit <http://www.gsu.edu/es/23386.html> or contact your department's J-1 Exchange Program Coordinator for more information.

## 3. Fees

### For the host department:

International Student & Scholar Services assesses a **\$100.00** administrative recovery fee for processing an initial or transfer DS-2019. A \$50.00 administrative recovery fee is assessed for processing extensions to an ongoing J-1 program. ISSS will invoice the administrative recovery fee to the department via Georgia State's Spectrum financial system. Departments should provide valid Speedtype and workflow codes in section H of the "J-1 Exchange Visitor Request Form."

### For the visiting scholar:

All J-1, non-immigrant visa applicants seeking initial-attendance entry to the United States are required to pay a **\$180.00** "SEVIS I-901 fee" to the United States Department of Homeland Security (DHS). This fee is charged to cover the administration and maintenance costs of DHS' Student and Exchange Visitor Information System (SEVIS). The visiting scholar may pay the fee online or by mail. For more information, visit [www.fmjfee.com](http://www.fmjfee.com).

The U.S. Department of State also assesses a **\$131.00** nonimmigrant visa application processing fee. Visit [http://travel.state.gov/visa/temp/types/types\\_1263.html](http://travel.state.gov/visa/temp/types/types_1263.html) for more information.

## 4. Required Forms and Documents

- **J-1 Exchange Visitor Request Form:** The Georgia State University host department, not the visiting scholar, should complete this form. All sections (A-I) must be completed and the appropriate signatures obtained by the host department.
- **Supporting documents** (as described in the "J-1 Exchange Visitor Checklist") to include exchange visitor's curriculum vitae, proof of funding, Georgia State invitation letter, and passport biographical pages of exchange visitor and any dependents. Please see the "J-1 Exchange Visitor Checklist" for details on required supporting documents.

International Student & Scholar Services will issue a Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) **within 2-5 business days** after receiving a completed Request Form, all supporting documentation, and confirmation of payment of the administrative recovery fee. The Request Form is attached. The official DS-2019 form and pre-arrival information will be sent to the requesting department and should be mailed directly to the prospective exchange visitor by the department.

**5. Obtaining the J-1 Visa**

When the exchange visitor receives the Form DS-2019, s/he should go to the nearest U.S. Embassy or Consulate to apply for a J-1 visa. If the Consular Office determines that the person is a bona fide exchange visitor, the visa will be granted and the person may come to the United States on the J-1 visa. It should be noted that the Consular Officer is required to determine the intent of the applicant, and the Consular Officer's determination and decision regarding the issuance of a visa are not subject to appeal of any kind. Citizens of Canada, the Federated States of Micronesia, and the Republic of the Marshall Island; British subjects who reside in Bermuda, the Bahamas or Canada; and citizens of Commonwealth Countries who reside in Canada or Bermuda are not required to obtain a J-1 visa stamp in their passport before entering the United States.

**6. Definition of Exchange Visitor Categories**

The Georgia State University J-1 program is designated to sponsor five categories of exchange visitors: students, professors, researchers, short-term scholars, and specialists. A separate request form is available for the "student" category. Each category permits specific kinds of activities and has its own maintenance of stay requirements, limitations of stay and employment options.

**Professor** - individual primarily teaching, lecturing, observing or consulting at post-secondary accredited educational institution, museums, libraries or similar types of institutions. A professor may also conduct research. Professors have a minimum stay in the U.S. of 3 weeks and a maximum stay of up to 5 years unless special permission for a longer stay is granted by USDOS.

**Research Scholar** - individual primarily conducting research, observing or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary educational institutions, or similar types of institutions. This category also has a minimum stay of 3 weeks and a maximum stay up to 5 years unless special permission for a longer stay is granted by USDOS.

**Short-term Scholar (STS)** - professor, research scholar, specialist or person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at corporate research facilities, museums, libraries, post-secondary educational institutions, or similar types of institutions. There is no minimum stay requirement. The maximum duration of stay is limited to 6 months.

NOTE: Short-term Scholars are expected to complete their J-1 program objective within the 6-month limit. Any repeated, "revolving door" use of multiple STS visits for the same scholar is inappropriate and contradictory to USDOS Exchange Visitor Program tenets. In order to ensure the integrity of Georgia State University's Exchange Visitor program, International Student & Scholar Services will carefully evaluate multiple STS requests for the same J-1 scholar. For such requests, ISSS may also, at any time, require further written justification regarding how a single program objective is accomplished through multiple STS visits.

**J-2 Dependent** - a family member is classified as a dependent only if they are coming into the country on a J-2 visa. A family member who is or will be coming into the U.S. in another visa status is not considered a dependent and should not be included on the DS-2019 Request Form. J-2 dependents are usually able to obtain permission to work from USCIS. Instructions are available at International Services after the J-2 has arrived in the U.S. J-2s who are employed by the University must first receive work authorization from USCIS.

**7. The Two-Year Home Residency Requirement**

Upon completion of an Exchange Visitor Program in the United States, certain J-1 exchange visitors are required to live in their home country for a period of two years before they are eligible to apply for immigrant status or for another non-immigrant status. The two-year home country residence requirement applies to those exchange visitors who (1) are financially supported by the U.S. government or their home government; or (2) have skills which are needed in their home country, as specified on the Exchange Visitor Skills List; or (3) are medical doctors who have graduated from a foreign medical school and have come to the United States to study or work in the field of medicine. The purpose of the home country residence requirement is to enforce the return of exchange visitors in order to carry out the educational exchange objectives of the program. Waiver of the residence requirement can be granted under certain circumstances, but such waivers are difficult to obtain.

**8. Restrictions related to previous participation in a J-1 program:**

**12-Month Bar (22 CFR 62.20(d)(ii)):**

Applies to any Exchange Visitor seeking new J-1 Research Scholar or Professor status and who was physically present in the United States in J-1 or J-2 status for 6 months or more during the 12-month period immediately preceding the start date of the newly-requested program. The Exchange Visitor is not eligible for the J-1 Professor or Research Scholar categories if this is the case; however, s/he may be eligible for the J-1 Short-Term Scholar category.

Does not apply to participants transferring to Georgia State University from another J-1 program or to participants previously in the U.S. in J-1 Short-Term Scholar status. Visitors subject to the 12-month bar cannot begin a new program as a Research Scholar or Professor until 12 months have passed since they were physically present in the U.S. in any J status. However, they are eligible to come as J-1 Short Term Scholars or on other visa types.

**24-Month Bar (22 CFR 62.20(i)(2):**

Applies to any J-1 Professor or Research Scholar with program completion on or after 11/18/2006. An Exchange Visitor is not eligible for participation as a J-1 Professor or Research Scholar for a period of two years following completion of a full five years of program participation with one or more sponsors. If the participant completes his/her program before the five year limit is reached, the visitor is not eligible for participation as a J-1 Professor or Research Scholar for a period of two years following the date on which his/her SEVIS record is made Inactive due to program completion.

**9. J-1 Processing and Timelines**

A department should begin the J-1 process **at least two (2) months** prior to the intended start date in order to allow time for unanticipated delays in government processing and visa stamp issuance. ISSS will issue a Form DS-2019 within 2-5 days of receipt of a complete request package. Failure to complete all items on the J-1 Exchange Visitor Request Form and to submit required supporting documentation will delay DS-2019 issuance.

**Extensions:**

It is the scholar's responsibility to ensure that they are legally present in the U.S. and all extensions are timely filed. If the scholar has time remaining in their J-1 program category and the host department and scholar wish to continue collaboration, the department should send a letter to International Services Office requesting an extension. Payment of \$50.00 should be made to the International Office by the department or the scholar. If the visitor will return home, International Services should be notified in writing of the date of departure from GSU. This information is required to complete the scholar's record in SEVIS.

**Transfers:**

A J-1 Professor or Research Scholar may transfer to another institution within the 5-year limit. The next institution prepares a DS-2019 Form and the current sponsor must release them from its sponsorship. For example, a J-1 Research Scholar who has been at Emory for one year may transfer to Georgia State's J-1 program sponsorship and may stay up to four more years. Many programs have strict restrictions and may not permit a transfer to another program sponsor's institution; consult with the Scholar Advisor to discuss specific cases.

## J-1 EXCHANGE VISITOR (SCHOLAR) REQUEST FORM

*INSTRUCTIONS TO THE GEORGIA STATE UNIVERSITY HOST DEPARTMENT: Fully complete all sections (A-I) and submit to ISSS with all required supporting documents (outlined in section J).*

### A. PURPOSE OF FORM

(Check one):	
<input type="checkbox"/>	Begin a new program
<input type="checkbox"/>	Extension of current program at Georgia State University
<input type="checkbox"/>	Transfer to Georgia State University's program from another J-1 program: _____
<input type="checkbox"/>	Replace a lost Form DS-2019 <span style="float: right; font-size: small;">(name of U.S. institution and/or J-1 program)</span>
<input type="checkbox"/>	Enable immediate family members to enter the U.S. separately in J-2 status
<input type="checkbox"/>	Other (please explain):

### B. EXCHANGE VISITOR DATA

<i>Please enter name as it appears on passport:</i>			
Family (last):		First (given):	Middle:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY):		Married? <input type="checkbox"/> Yes <input type="checkbox"/> No
City of Birth:	Country of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:
Highest Level of Education (U.S. Equivalent):			
Profession/Position in Home Country:			
Institution/Employer in Home Country:			
Is this employer a government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Address in Home Country	street address	city	state or province      country      postal code
Telephone:	Fax:	Email:	
List any prior visits to the United States <u>in J1 or J2 status</u> . Include dates of stay and category (i.e. Student, Professor, Research Scholar, etc.):			

### C. EXCHANGE ACTIVITY

Georgia State University Sponsoring/Host Department:		Title the Exchange Visitor will hold at Georgia State University:	
Exchange Visitor will work under the direction of:		Person preparing this form:	
Name/Title:		Name/Title:	
Title:	Telephone:	Title:	Telephone:
Fax:	E-mail	Fax:	E-mail:
	MM      DD      YY		MM      DD      YY
<b>Program Dates: Beginning</b>		<b>Ending</b>	
/      /		/      /	
Enter dates the visiting scholar will be actively engaging in research/program activities at Georgia State University. Do NOT enter the scholar's intended travel dates of arrival to and departure from the United States. NOTE: J-1 Exchange Visitors may arrive in the United States no earlier than 30 days in advance of their program start date, and must depart the United States no later than 30 days after their program end date.			
Describe field and activities in which the Exchange Visitor will engage ( <i>example: "Conduct research in the field of Solid State Physics and optical spectroscopy"</i> ):			



## F. INFORMATION ON MANDATORY HEALTH INSURANCE

NOTE: J-1 Exchange Visitors and their J-2 dependents must maintain health insurance valid for the entire duration of their stay in J status. Coverage must include at least \$50,000 per person per accident or illness, a deductible no greater than \$500 per accident or illness, repatriation coverage of at least \$7500, and medical evacuation coverage of at least \$10,000. Non-U.S. policies must be backed by the full faith and credit of the home country government, or the company providing insurance must meet minimum rating requirements as stated in Department of State regulations.

Check one:

- Health benefits are being provided for the exchange visitor through Georgia State University employment. It is understood that failure to comply with health insurance requirements may result in cancellation of the visitor's J-1 status. Further, it is understood that if Georgia State University is providing health benefits, the exchange visitor must also purchase additional repatriation and medical evacuation coverage.
- The Exchange visitor will provide his/her own health insurance before entering the United States. Proof of coverage, including medical evacuation and repatriation, will be provided to International Services upon arrival.

## G. DS-2019 PICK-UP INSTRUCTIONS

When the DS-2019 forms for the Exchange Visitor and dependents (if any) are prepared, please contact:

Name: Telephone: E-mail:

Check one:

- A department representative will come to ISSS to retrieve the DS-2019 form(s) in person.
- Please send the DS-2019 form(s) via campus mail.

## H. PAYMENT INSTRUCTIONS

NOTE: In order to avoid delay in DS-2019 issuance, the department must provide information below on the Spectrum Speedtype and organization codes to which International Services may charge the administrative processing fee via journal entry in Spectrum.

DEPARTMENT INSTRUCTIONS: Please provide the Speedtype and organization code to which International Services may charge the appropriate fee in Spectrum workflow.

APPLICANT DEPOSIT: Please take a completed Deposit Form to the Cashier's Window at Student Accounts, Sparks Hall, first floor. After the deposit, either give receipt to contact person in sponsoring department or give to Scholar Advisor in International Services. Deposit must be made and receipt issued before completion of DS-2109 paperwork.

Department Speedtype #:

Department/Organization Workflow#:

Type of J-1 Service (check one):

- Initial/Transfer Request = \$100 Administrative Recovery Cost
- Extension = \$50 Administrative Recovery Cost

Workflow Approver Name:

Department Contact and Phone Number:

## I. DEPARTMENT DECLARATION AND REQUIRED SIGNATURES

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we certify that, to the best of our knowledge, that the information contained in this request form is true and accurate. Furthermore, we certify:

1. That the Exchange Visitor has the financial support listed on this form and that these resources are adequate to complete the program and to support the individual and any accompanying dependents.
2. That the Exchange Visitor is authorized to engage ONLY in the activities described on this form, in the Department indicated, and for the length of the time indicated.
3. That the Exchange Visitor has sufficient proficiency in the English language to participate in this program.

As the University sponsor of the scholar, we agree that we will:

1. Ensure that the Exchange Visitor attends orientation at ISSS on the date to be assigned by ISSS.
2. Ensure that the Exchange Visitors' activities at Georgia State University are consistent with the objectives listed on his/her DS-2019.
3. Monitor the progress and welfare of the Exchange Visitor and provide any assistance or advice needed to facilitate the successful completion of the program.
4. Ensure that the Exchange Visitor obtains and maintains a health insurance policy for him/herself and any J-2 dependents for the duration of his/her J-1 program at Georgia State University.
5. Notify ISSS in writing if the Exchange Visitor completes or withdraws from the program prior to the end date shown on his/her DS-2019.

<b>Supervisor/Host Faculty Printed Name:</b>	<b>Department Chair or Director's Printed Name:</b>
<b>Supervisor/Host Faculty Signature:</b>	<b>Department Chair or Director's Signature:</b>
<b>Date:</b>	<b>Date:</b>

## J. SUPPORTING DOCUMENTS CHECKLIST

To avoid delay in processing of immigration forms, please submit the following and ensure that documents meet all requirements as described below:

- Exchange visitor's curriculum vitae (in English)
- Proof of funding (ORIGINAL DOCUMENTS REQUIRED)
  - Documentation must be original, in English, not older than one year, on the official letterhead of the funding organization, and specify the amount of funds in U.S. dollars to be provided to the visitor for the duration of stay in the U.S. Documentation of monthly salary must confirm that the visitor will continue to receive the salary for the duration of stay.
  - Required funding amounts are: \$1,513 per month for the exchange visitor, \$500 per month for spouse, and \$300 per month for each dependent child under age 21.
- Georgia State University invitation letter. The letter must:
  - Be original issue, on Georgia State University letterhead, signed, and addressed to the visiting scholar;
  - State the dates of the visiting scholar's stay;
  - State the scholar's position/title within the host department;
  - Describe the activities in which the scholar will engage;
  - Confirm that the host department will offer the scholar working space, materials, and access to University services (Panther card, etc.); and
  - Specify the amount of Georgia State University salary/funding the scholar will receive, if applicable.
- Copy of unexpired passport biographical page for visiting scholar
- Copy of unexpired passport biographical page(s) for any accompanying dependents (if applicable)

Please return completed form and supporting documents to:  
 Holly Williams, Scholar Advisor  
 International Student & Scholar Services, 252 Sparks Hall  
 (404) 413-2070 (office)  
 (404) 413-2072 (fax)  
 E-mail: [hwilliams11@gsu.edu](mailto:hwilliams11@gsu.edu)



Filename: J1 Request Form  
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