

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

Introduction: The Office of International Students and Scholars (OISS) administers the University's Exchange Visitor Program. Departments seeking to host a foreign scholar should complete the following form along with the requested supporting documentation and submit to OISS. In order to allow for internal administrative processing and in anticipation of visa application processes at American embassies/consulates, please submit your request at least 60 days prior to the anticipated arrival date of the visitor. OISS will make every effort to accommodate situations that may require expedited processing.

Purpose of the Exchange Visitor Program: Nova Southeastern University (NSU) hosts students and scholars for the purpose of "teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills or receiving training in the general interests of international academic exchange." Participants use the Form DS-2019 (formerly IAP-66) to apply at the American embassy or consulate for the **J-1 visa** to enter the United States. The program is an essential component in NSU's efforts to maintain prominence as an international academic and research institution. NSU is authorized as a program sponsor through the U.S. Department of State. You can explore more about the J-1 Program at: www.exchanges.state.gov/education/jexchanges/

Exchange Visitor Categories: This request form is only for the purpose of requesting the following classification or category of visitors under the J-1 Exchange Visitor Program: 1) **Professor**, 2) **Research Scholar**, and 3) **Short-Term Scholars**. Proper categorization of the exchange visitor on the Form DS-2019 is critical since the program does not permit exchange visitors to change categories or program objectives after arriving in the U.S. *The only exception to this rule is an allowance to change from professor to research scholar or vice versa in the event that the principal activities of the participant so dictate.*

Professor - a professor is an individual primarily teaching, lecturing, observing, or consulting. A professor may also conduct research, unless disallowed by the sponsor. Maximum stay is five years.

Research Scholar – a research scholar is an individual primarily conducting research, observing, or consulting

in connection with a research project. The research scholar may also teach or lecture, unless disallowed by the sponsor. Maximum stay is five years.

Short-Term Scholars – a professor, research scholar, specialist, or a 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. Short-term scholars may also engage in collaborative research. Short-term scholars may be brought for one day to a maximum of six months; however, extensions are not permitted beyond the 6-month maximum stay. Because short-term scholar exchange visitors may be employed to receive honoraria and/or be reimbursed for expenses, this category is convenient for use by speakers and other participants at NSU sponsored conferences, short courses, seminars and colloquia.

Limitations/Prohibitions: Individuals whose primary purpose is to study at NSU must follow the standard international student admissions procedures. Category changes from scholar to student are not permitted. Furthermore, if an individual has been in the U.S. for 6 months or more in any J-status, including J-2 dependent, during the 12 months immediately preceding the start of a new program as a Visiting Professor or Research Scholar, he or she will be "barred" from beginning a new program for a full 12 months from the ending date of the previous program. *Some exceptions apply, therefore, please contact the OISS for consultation.*

Required Supporting Documentation To issue the Form DS-2019, the OISS must receive the following supporting documents with the completed and *signed* J-1 Scholar request form: 1) A letter of invitation, offer, or acknowledgement (which ever is appropriate) 2) proof of adequate funding, **if it comes from a source other than the department** and 3) a copy of the scholar's C.V. or résumé.

Note: biographical information about the scholar's spouse and children is necessary if the family intends to accompany the visiting scholar to the U.S. Birth date, city and country of birth and relationship to the scholar are required.

Funding & Estimated Expenses Visiting scholars may be financially supported by the NSU host department, external agencies, the scholar's government or home

institution, or entirely by the scholar's personal resources. Nevertheless, OISS must verify the visiting scholar's funding prior to issuance of the DS-2019. Therefore, NSU host departments and/or visiting scholars must submit proof of adequate funding for the program period. NSU departments should indicate support and salary commitments on the request form. If a scholar is funded externally or by personal sources, documentation, such as letters of support or personal bank statements are required. If applicable, visiting scholars with accompanying family members must demonstrate \$425 per month for a spouse and \$250 per month for each additional dependent.

Medical Insurance All exchange visitors (J-1) are required to have and maintain adequate health insurance, which includes coverage for repatriation and medical evacuation, for themselves and any accompanying family members (J-2) as a condition of their legal status in the U.S. To comply with this federal regulation, NSU requires that all persons in J status to document their insurance coverage.

Extension of Program Use this form to request an extension of a current Visiting Scholar's program. Extension is an option, provided the scholar has not utilized the maximum period for his or her exchange visitor category. Adequate funding for the extension period and proof that health insurance coverage is being maintained must be submitted with extension requests.

NEXT STEP?

- After you have completed the attached form and sent it to OISS. The OISS will review the request, determine the eligibility of the visitor for J-1 status, and prepare the DS-

2019.

- After OISS completes the request and issues the DS-2019 the department will be notified. The documents will then be sent back to or picked up by the requesting department. The department will then send the documents to the scholar.
- The scholar then makes an appointment at a U.S. consul or embassy. He or she will be required to show financial proof, citizenship (valid passport) and give a statement of his purpose for the visa. If dependents are accompanying the scholar, they also will need to attend this appointment
- The scholar will either be granted the J-1 visa, or be asked for more information, or possibly denied the visa. Denial of a visa is difficult to overcome. This is why we request that you ensure all the information submitted for the DS-2019 is accurate, including spelling of name, city of birth, etc.
- When the scholar physically enters the U.S. at a port-of-entry, he/she will again be "inspected," this time by the United States Citizenship and Immigration Services (USCIS). The scholar's Form DS-2019 will be processed with an entry stamp along with the Arrival/Departure Record (Form I-94) indicating the entry-date, port-of-entry, nonimmigrant status and a designation of "D/S," which means "duration of status." Once the scholar arrives on campus, he/she will need to check-in with the OISS to establish an active J-1 Exchange Visitor Scholar Record and make photocopies of all immigration related documents. Under USCIS regulations, J-1 scholars will be considered out of status (illegally present) if USCIS is not notified of their arrival by the sponsoring institution within 30 days of their program starting date (The date requested by the department and listed on the DS 2019). Please make sure that all new scholars/staff/researchers check in at the Office of International Students and Scholars as soon as they arrive. **Note:** If the scholar's entry into the US is delayed, it may be necessary to issue a new document with a new start date. Please contact the OISS when entry is delayed.

DEPT. MAILING INSTRUCTIONS FOR THE Office of International Students and Scholars:

- Send the DS-2019 through campus mail to the department to be forwarded to the prospective scholar.
- Call the department to pick up the DS-2019 (*This is recommended if time is a consideration.*)

Return the completed J-1 Visiting Scholar Request Form to:
Office of International Students and Scholars
Horvitz Administration Building
3301 College Avenue, Fort Lauderdale, FL 33314
(954) 262-7240

J-1 EXCHANGE VISITOR REQUEST FORM (FOR RESEARCH SCHOLAR, PROFESSOR, OR SHORT-TERM SCHOLAR)

1. The purpose of this request:	<input type="checkbox"/> New program - scholar coming from abroad <input type="checkbox"/> New program - scholar transferring within the U.S. <input type="checkbox"/> Extension - scholar continuing on same program at NSU
2. Visiting Scholar's Name:	
(Last or family name) (First name) (Middle name)	
3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Date of Birth: (month/day/year)
5. E-mail Address:	
6. City and Country of birth.	
7. Country of Citizenship:	8. Country of legal permanent residence: <i>Please note: this may not necessarily be the same as citizenship.</i>
9. Present or former position in the country of permanent residence:	
(For example: Is he/she a professor, researcher, graduate student, government employee/administrator, in the private sector? Please give concise description.) Has been a J-1 scholar in the US? Yes <input type="checkbox"/> No <input type="checkbox"/> End date of most recent J-1 program	
10. Proposed dates of stay: From: To:	
(month/day/year) (month/day/year)	
List the total period of time, up to a maximum of five years (Professor or Research Scholar) or six months (Short-Term Scholar), for which the activities have been mutually agreed to and for which funding has been assured.	
11. Title of proposed position:	
12. Brief, concise, non-technical description of activities of exchange visitor at NSU (and work site address) :	
For example: <i>Research in the field of veterinary pathobiology, research in mathematics, etc.</i>	
13. Source and amount of financial support: Please note that this must be documented in the form of an offer letter or, if the support is coming from the home institution or agency, documentary evidence <u>must be attached to this application before the OISS can prepare the scholar's documents.</u>	
<ul style="list-style-type: none"> ● Nova Southeastern University * \$ <li style="padding-left: 20px;">*<i>(includes departmental grant funding)</i> ● Exchange visitor's government \$ ● Other organizations (please list) \$ ● Personal funds \$ 	Source: Source: Source: Please attach proof of personal funds (bank statements, for example)

14. Accompanying Family Members - If the exchange visitor's spouse and/or children will accompany him/her to NSU, the OISS must also issue to the exchange visitor, a certification listing the names (as they appear in their passports) of the family members, their relationships to the exchange visitor and the dates and places of birth (city and country). Each dependent will be issued his/her own J document, DS 2019, as a J-2 dependent.

Dependent #1

(Last or family name)		(First name)		(Middle name)	
Relationship:	Spouse, daughter, son	Date of birth:	month/day/year	Place of birth:	City & Country
Country of Citizenship		Country of Permanent Residence			

Dependent #2

(Last or family name)		(First name)		(Middle name)	
Relationship:	Spouse, daughter, son	Date of birth:	month/day/year	Place of birth:	City & Country
Country of Citizenship		Country of Permanent Residence			

Dependent #3

(Last or family name)		(First name)		(Middle name)	
Relationship:	Spouse, daughter, son	Date of birth:	month/day/year	Place of birth:	City & Country
Country of Citizenship		Country of Permanent Residence			

Note: If more space is needed, please attach an extra sheet of paper. Be sure that all names are spelled correctly and exactly as they are in the individual's passport. A misspelling of a name can lead to a visa denial.

15. Insurance Coverage (Medical, Evacuation, & Repatriation)

- ▶ Medical benefits of at least \$50,000 per person per accident or illness
- ▶ Expenses associated with medical evacuation in the amount of \$10,000
- ▶ Repatriation of remains in the amount of \$7,500
- ▶ A deductible not to exceed \$500 per accident or illness

Note: Participants in the J-1 Exchange Visitor Program are required to have medical insurance that covers them for sickness or accident during the period of time they are participating in NSU's exchange visitor program. The Exchange visitor must provide proof of insurance as indicated above to the OISS within two weeks of the start of the program listed on the Exchange Visitor's DS-2019.

16. Information on NSU Department Contacts responsible for hosting the Visiting Scholar:

Name (Student Supervisor):	Title:	
Dept Name and Address:	Phone#:	E-mail address:
Alternate dept. contact who may be of assistance in your absence:	Phone#:	E-mail address:
Supervisor Signature:	Date:	

Name: (Department Head/Dean)	Title:	
Dept Name and Address (if different from above):	Phone#:	E-mail address:
Dean's Signature:	Date:	

Name: (Human Resources Official)	Title:	
Dept Name and Address:	Phone#:	E-mail address:
HR Signature:	Date:	