How a University Academic Department Can Sponsor a J-1 Scholar

The University of New Haven is designated by the U.S. Department of State Exchange Visitor Program to sponsor J-1 scholars in the following Exchange Visitor categories. The Office of University Immigration Services (UIS) issues a DS-2019 used to acquire the J-1 visa.

**Professor and Research Scholar** – Scholars come under the invitation of one of the academic departments to collaborate on a research project. They may also teach if requested by the academic department. The invitation letter will specify the agreement between the scholar and the academic department as to the parameters of the program, including whether or not there will be remuneration of some kind (stipend, insurance, transportation, etc.), what facilities will be made available to the scholar (office space, use of labs, library, et al), and if housing will be provided or not. Most J-1 scholars are funded by their home institution and/or government and are not housed or remunerated by the University of New Haven.

**Short Term Scholar** – Similarly, short-term scholars come under the invitation of one of the University academic departments, but for a short time of less than 6 months to lecture, observe, consult or train. The invitation letter will specify the agreement between the scholar and the academic department as to the parameters of the program and if there will be any form of remuneration.

Under the oversight of the Dean of the College, the hosting department creates an invitation letter that spells out the parameters of the program and clarifies expectations. UIS assists with the J-1 visa process by providing the DS-2019 for the scholar and any dependents who will accompany the scholar.

The general process for the scholar is as follows:

1. The scholar provides the following documents needed for DS-2019 issuance:

* Exchange Visitor Information form for DS-2019 issuance
* Scan of passport
* Resume and/or academic credentials indicating a level commensurate for a scholar
* Proposal of the research project and how collaboration might happen (eg. joint research and publication)
* Evidence of funding to cover the cost of any expenses incurred by the scholar, such as housing and other living expenses not provided by the University.
* Proof of purchase of an acceptable health insurance policy for the duration of the program <http://j1visa.state.gov/participants/how-to-apply/eligibility-and-fees/>
* An English proficiency score. The minimum score required is determined by needs of the program and may vary if the scholar is doing research or teaching a class.
* If the exchange visitor is bringing a spouse or children, additional documentation is needed for each of them: scans of passports and evidence of relationship (marriage or birth certificates)

2. Also required before the DS-2019 can be issued is the invitation letter from the academic department, delineating the parameters of the program.

3. UIS issues the DS-2019 for the J-1 scholar and dependent forms DS-2019 for the J-2 dependents (if applicable).

4. The scholar sets a visa interview with the nearest U.S. Consulate in their home country, and takes the DS-2019 and supporting documents to request the J-1 visa. If bringing family members, they request J-2 visas from the U.S. Consulate.

5. If approved, the scholar travels to the U.S. within 30 days of the program start date on the DS-2019.

6. The scholar reports in to the UIS upon arrival, and contacts the sponsoring department.

7. The sponsoring department accommodates the scholar as agreed in the invitation letter, and serves as their primary point of contact. The academic department assist the scholar with setting up an email, getting a campus card, access to the college buildings and library, etc.

8. UIS is available to help with visa-related functions.

J-1 scholars can be paid for participating in their program without needing special employment authorization, if their invitation agreement includes remuneration. They automatically qualify for Social Security Numbers (SSNs) and can learn how to apply at [www.ssa.gov](http://www.ssa.gov).

J-1 scholars at the University of New Haven have SEVIS records and are responsible for **maintaining their visa status** during the course of their program as detailed by their DS-2019. The UIS is here to provide resources and assistance to ensure scholars remain in good, lawful standing with the U.S. Government. They should keep UIS informed of any changes to local address and telephone number. Exchange Visitors must report any changes in their residential address, phone number and email address within 10 days by submitting the [Personal Information Update Form.](http://forms.newhaven.edu/view.php?id=119651) UIS will update the SEVIS record.

Scholars should be aware of the program end date listed on the DS-2019 and make sure to take the appropriate steps to request an extension from UIS if they need to remain in the country past that date. Scholars should maintain their passport valid for at least six months into the future at all times.

**Travel on the J-1 Visa**

J-1 scholars planning to travel **outside** of the U.S. must carry the following documentation in order to depart and re-enter the U.S.:

1. ***Current DS-2019*** with the RO/ARO’s signature in the travel block

The travel signature must be issued within 1 year from the travel re-entry date. Students or scholars requiring a signature must contact the UIS 2 weeks prior to traveling.

1. ***Unexpired passport***

The passport must be valid for at least six more months upon return to the U.S.

1. ***Unexpired visa***

In order to re-enter the U.S., the J-1 visa must be valid. If it is expired, the student must renew their visa prior to reentry.

1. ***I-901 Receipt of SEVIS fee payment***

The receipt can be obtained at [https://www.fmjfee.com/](https://www.fmjfee.com/i901fee/index.html)

**Cultural Activities**

The U.S. Exchange Visitor Program hopes J-1 exchange visitors will have opportunities to experience the U.S. culture. The UIS encourages scholars to participate in cultural programming, athletic events, theatre, music and performing arts, lectures, and other activities offered on-campus. Because the University of New Haven is located along the northeastern corridor, scholars can easily access many opportunities to experience American culture in iconic cities like New York, historic colonial areas in Boston and Philadelphia, as well as scenic New England. Academic departments are encouraged to let scholars know of professional conferences and other such opportunities during their stay.

LINKS

[U.S. Department of State Exchange Visitor Program](https://travel.state.gov/content/travel/en/us-visas/study/exchange.html)

[Welcome Brochure from the Exchange Visitor Program](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=22:1.0.1.7.35.1.1.14)

[Health Insurance Requirements](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=22:1.0.1.7.35.1.1.14)