

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

Introduction: The Office of International Affairs (OIA) 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 OIA. 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. OIA 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: <http://j1visa.state.gov/>

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 OIA for consultation.*

Required Supporting Documentation: To issue the Form DS-2019, the OIA 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** 3) a copy of the scholar's C.V. or résumé and 4) proof of English language proficiency as shown at http://www.nova.edu/internationalaffairs/visiting_scholar/requirements.html

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, OIA must verify the visiting scholar's funding of at least \$18,000 for the Professor or Research Scholar categories and a monthly prorate of that amount for the Short Term Scholar category 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 show an additional \$6000 for a spouse and \$4000 for each child (prorated for

the Short Term Scholar category).

Medical Insurance: All exchange visitors (J-1) are required to have and maintain adequate health insurance (see item 15 in the form below), 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 show proof of 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 used 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, email it to OIA. The OIA will review the request, determine the eligibility of the visitor for, and prepare the DS-2019.

- After OIA completes the request and issues the DS-2019 the department will be notified. The documents will then be sent to the scholar.
- The scholar then makes an appointment at a U.S. 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. Once the scholar arrives on campus, he/she is required to meet with his/her supervisor prior to checking-in with the OIA to establish an active J-1 Exchange Visitor Scholar Record and for the OIA to 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 Affairs 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 OIA when entry is delayed.

Return the completed J-1 Visiting Scholar Request Form and related documents to:

Office of International Affairs
Horvitz Administration Building
3301 College Avenue, Fort Lauderdale, FL 33314
(954) 262-7240

Or

Email scanned copies of all completed documents to both:

intl@nova.edu
vatral@nova.edu

14. Accompanying Family Members - If the exchange visitor's spouse and/or children will accompany him/her to NSU, the OIA 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 \$100,000 per person per accident or illness
- ▶ Expenses associated with medical evacuation in the amount of \$50,000
- ▶ Repatriation of remains in the amount of \$25,000
- ▶ 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 OIA 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:	

Certification of English Language Proficiency

Attach this form with the appropriate supporting documentation if your visiting scholar's first language is **not** English.

Scholar's Name: _____

The Department of State requires scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.10(a)(2)]

Check One:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.	
<input type="checkbox"/>	Certification by a language test recognized by NSU's graduate admissions	<p>➤ A copy of the test score is provided</p> <ul style="list-style-type: none"> • The test must have been taken within the past 5 years • IELTS overall band score of 6 or higher • TOEFL test score must be 550 (paper based), 213 (computer based) or 69 (internet based iBT) • Pearson Test of English-Academic (PTE Academic) overall score of 54 or higher
<input type="checkbox"/>	Certification by an academic institution or English language school	<p>➤ A copy of the letter is attached</p> <ul style="list-style-type: none"> • Verifies the exchange visitor possesses English language proficiency high enough to function daily within the NSU position and within the local U.S. community. • Issued on letterhead in English within the past 2 years. • Includes signature from school official.
<input type="checkbox"/>	Certification Signature by the Sponsoring Professor (SP)	<p>➤ SP Name: _____</p> <p>➤ Date of Interview: _____</p> <p>➤ Duration of Interview: _____ mins</p> <p>➤ The Interview Was Conducted:</p> <p style="padding-left: 20px;"><input type="checkbox"/> In person <input type="checkbox"/> By Videoconference <input type="checkbox"/> By Phone</p> <p>➤ Interview Notes (required):</p> <p>_____</p> <p>_____</p> <p>I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar's English language proficiency is sufficient to function daily within his/her NSU position and within the local U.S. community.</p> <p>_____</p> <p>SP Signature Date</p>