ISSS | International Student & Scholar Services

UNIVERSITY OF MINNESOTA

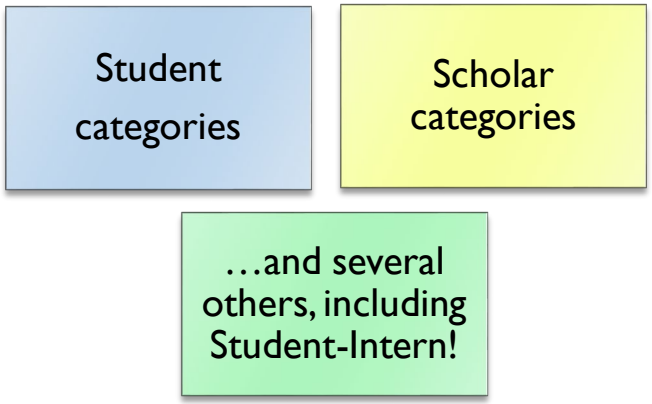
J-1 Scholars: The Basics

Presenters: Stacey Buachart & Julie Halfen

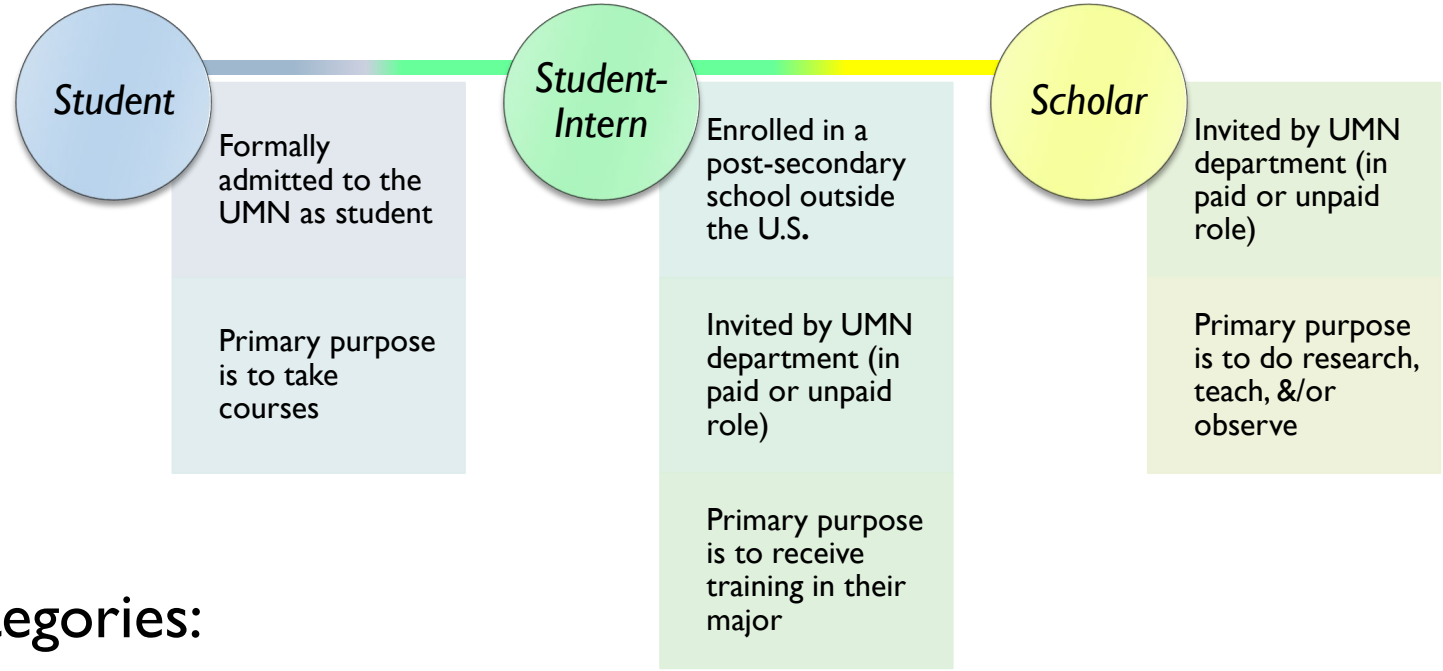
J-1: Exchange Visitor Visa

- objective is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

- J-1 has many *categories*



At the U of M:



Categories:

- Non-Degree
- Bachelors
- Masters
- Doctorate

- Student-Intern

- Research Scholar
- Professor
- Short-Term Scholar

J-1 Categories

Research Scholar	Professor	Short-Term Scholar	Student-Intern
• Primarily conducting research, observing and may also teach or lecture. • Minimum stay in U.S. is 3 weeks, maximum is 5 years. • Minimum degree: Bachelor's or int'l equivalent	• Primarily teaching, lecturing, observing and may conduct research. • Minimum stay in U.S. is 3 weeks, maximum is 5 years. • Minimum degree: Bachelor's or int'l equivalent	• Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc. • No minimum stay required. Maximum stay in U.S. is 6 months. • Minimum degree: Bachelor's or int'l equivalent	• Primarily receiving training in their major. May not fill a job posting, but may be paid or unpaid. • Minimum stay in U.S. is 3 weeks, maximum is 1 year. • Minimum education: currently enrolled abroad in int'l equivalent of Bachelor's

J-1 exchange visitor

For "the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries."

Incidental part-time study directly related to primary research/teaching allowable

Employment permitted.

Process through ISSS

B-1 or WB business visitor

For business purposes (independent research, conferences, meetings).

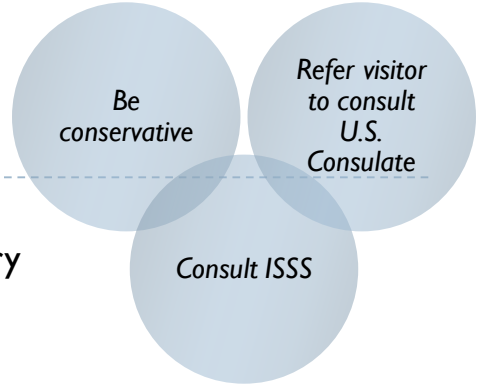
No study.

No employment.
Honorarium IF visit is 9 days or less and/or reimbursement for travel costs are permitted.

Visitor applies for visa independently of ISSS. Some are eligible to visit through the Visa Waiver Program.*

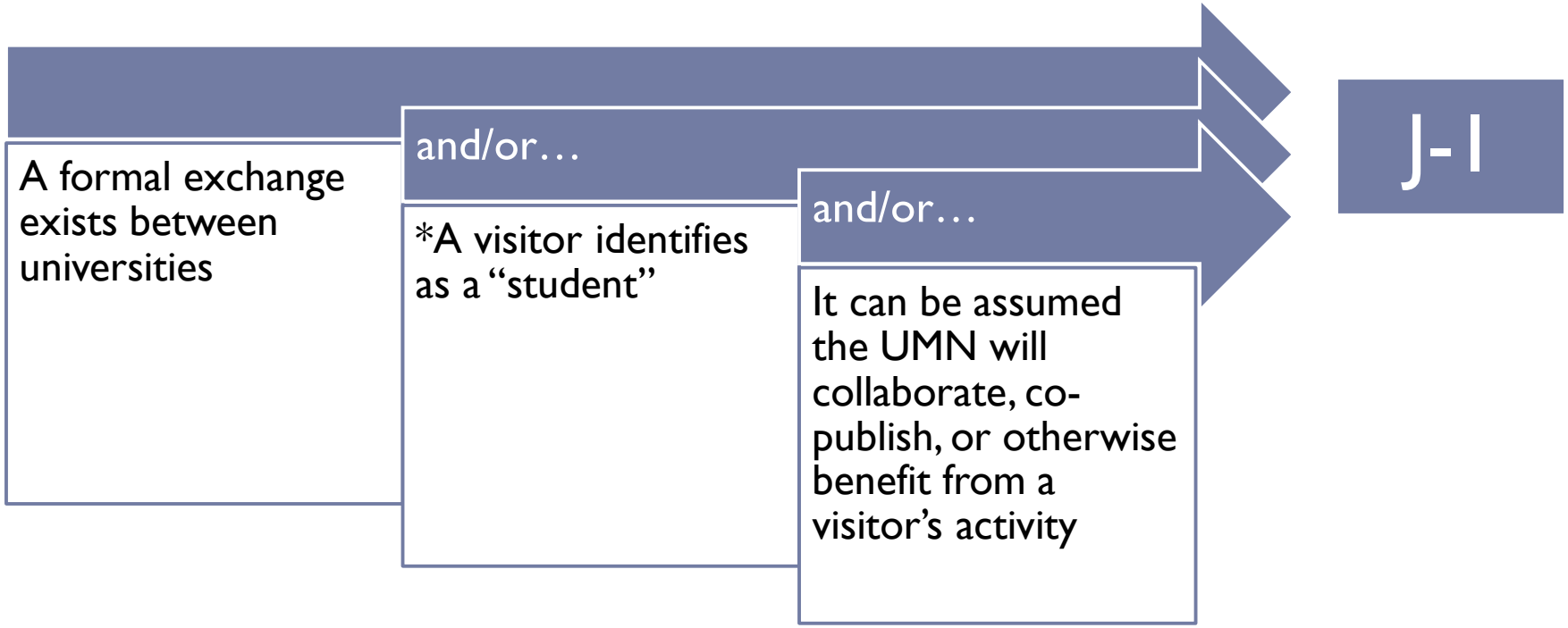
ISSS http://www.isss.umn.edu/INSGen/b-wb.html, *http://www.isss.umn.edu/INSGen/wbwt.html
U.S. Department of State http://z.umn.edu/mz3

The grey area: J-1 & B-1/WB



Consider the following to help avoid a B-1 visa denial or your visitor denied U.S. entry and sent back home. ☹ (It happens!)

Won't be employed? A J-1 visa is strongly advised when…



**Reminder: J-1 Scholar is not an option for undergraduates*

In short…

J-1 Student-Intern	• Currently enrolled abroad in Bachelor's or Higher
J-1 Scholar	• Master's Level or Higher
B-1 or WB	• Not enrolled nor employed in the U.S. • Conducting independent research without benefit to a U.S. institution
J-1 Student	• Formally admitted according to UMN standards • Enrolled full-time, earning UMN credit

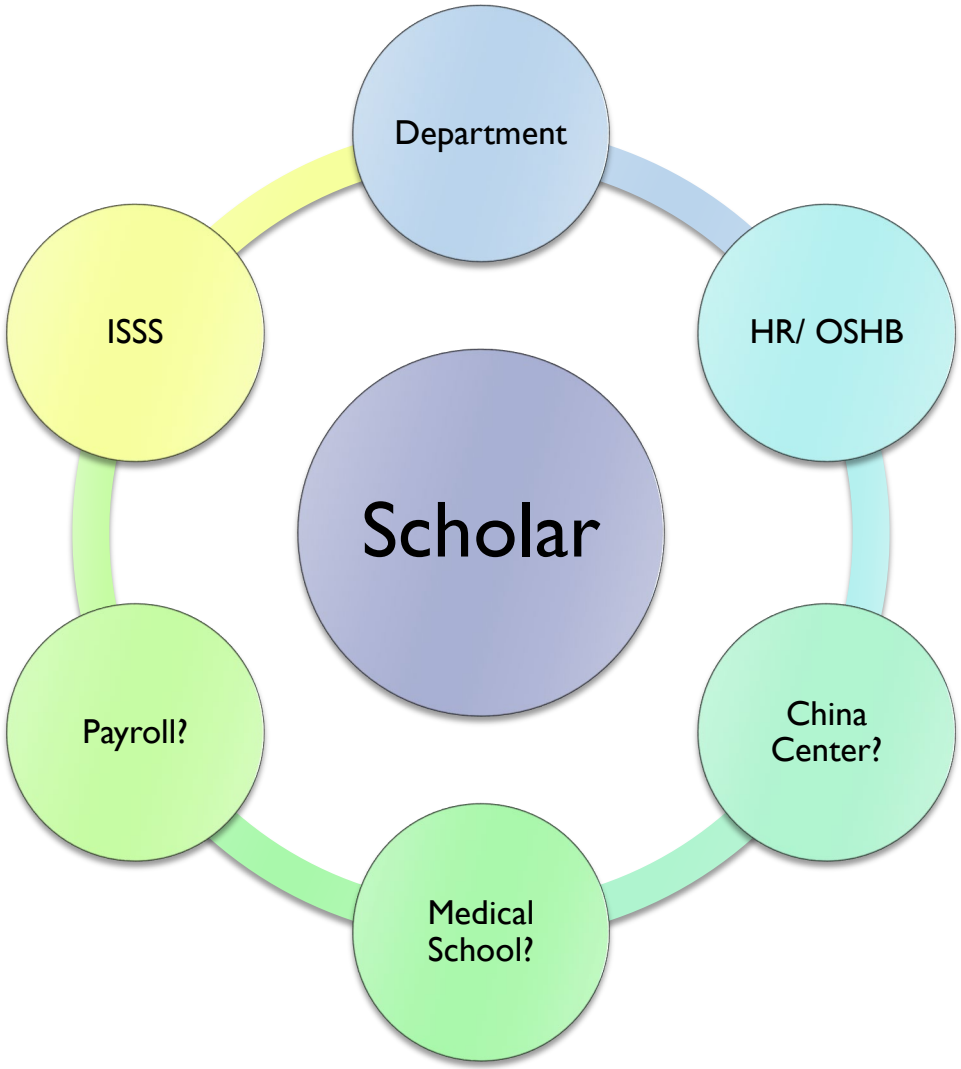
What is SEVIS?

- **Student & Exchange Visitor Information System (SEVIS)** is an electronic reporting system that provides the U.S. Department of Homeland Security (DHS) with information on international students and scholars in the United States who hold F, J, and M visas. Every school, college and university that admits students or scholars on F, J or M visas is mandated to use SEVIS.

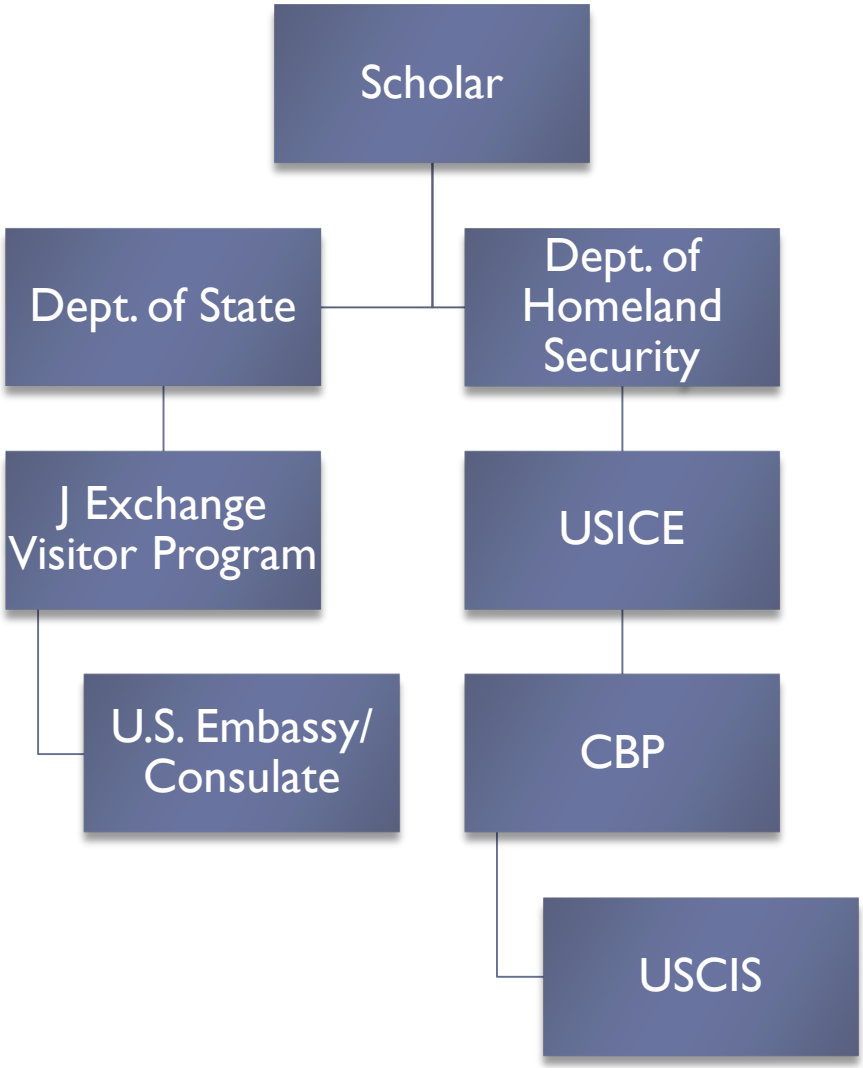
SEVIS

- Processing the DS-2019, reporting program changes (i.e. dates, funding, etc.), and other visa related issues are performed within SEVIS.

Main players at the UMN

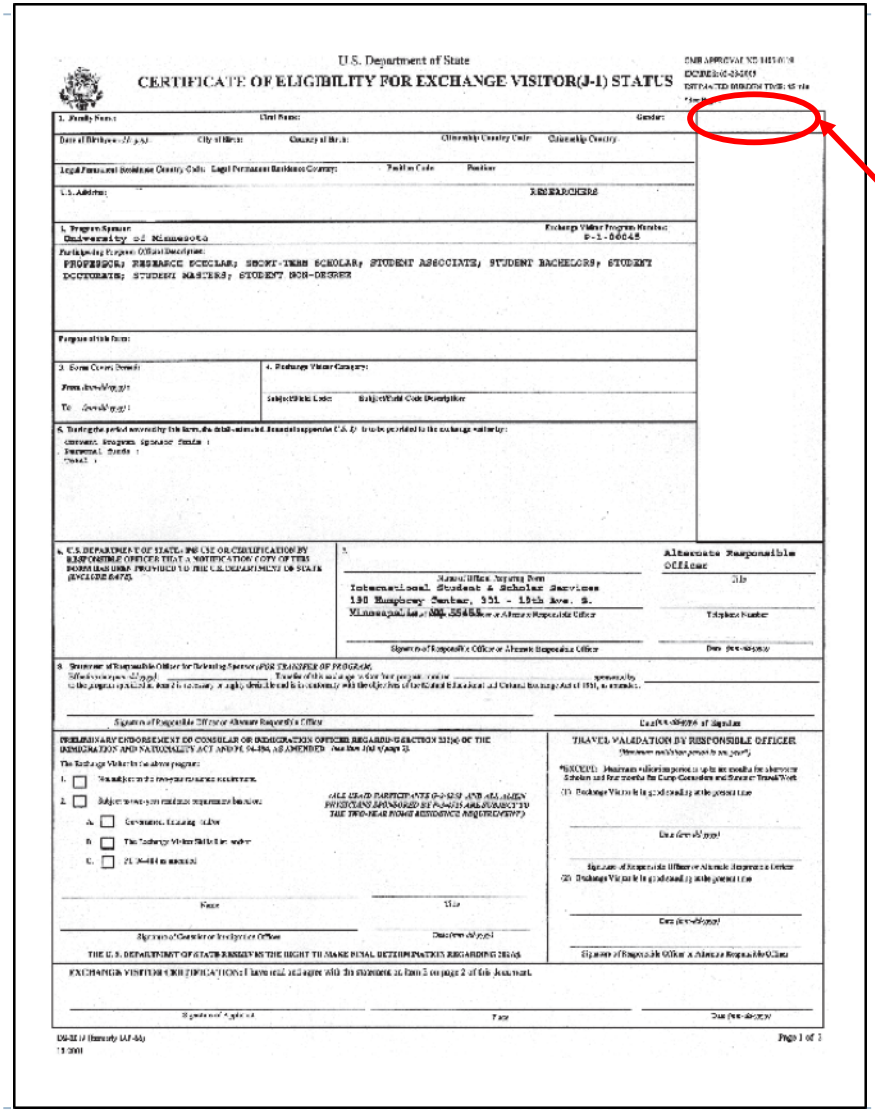


External Players



What is a DS-2019?

The DS-2019



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

1. Family Name: First Name: Gender:

Date of Birth: City of Birth: Country of Birth: Citizenship Country Code: Citizenship Country:

Legal Permanent Residence Country Code: Legal Permanent Residence Country: Postal Code: Position:

U.S. Address: RESEARCHERS

2. Program Sponsor: University of Minnesota

Exchange Visitor Program Number: P-1-00045

Participating Program Official Description:

PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELOR; STUDENT DOCTORATE; STUDENT MASTER; STUDENT NON-DEGREE

Purpose of this form:

3. Form Covers Period:

From:

To:

4. Exchange Visitor Category:

Subject/Field Code: Subject/Field Code Description:

6. During the period covered by this form, the total estimated financial support for J-1 is to be provided to the exchange visitor by:

Government Program Sponsor Funds :

Personal Funds :

Other :

7. U.S. DEPARTMENT OF STATE: PRACTICE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (EXCHANGE DATA).

5. Alternate Responsible Officer

Title

Telephone Number

Signature of Responsible Officer or Alternate Responsible Officer

Date

8. Statement of Responsible Officer for Receiving Sponsor (FOR TRANSFER OF PROGRAM)

Signature of Responsible Officer or Alternate Responsible Officer

Date of Signature

PRELIMINARY ENDORSEMENT BY CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND P.L. 94-484, AS AMENDED

The Exchange Visitor is (as above program):

1. ☐ Not subject to the two-year residence requirement

2. ☐ Subject to two-year residence requirement because:

A. ☐ Government Training Grant

B. ☐ The Exchange Visitor fulfilled his/her under

C. ☐ 212(e) waived in amount

(ALL USAID PARTICIPANTS P-2-XXX AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-XXX ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

Name

Title

Signature of Consular or Immigration Officer

Date

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e)

TRAVEL VALIDATION BY RESPONSIBLE OFFICER

(Necessary only when person is applying for a visa or requesting Scholar and Student Employment Authorization)

*(SEEVU) Student and Exchange Visitor Program Scholars and Students for Curse Consular and Student Travel Work

(1) Exchange Visitor is in good standing at the present time

Date

Signature of Responsible Officer or Alternate Responsible Officer

(2) Exchange Visitor is in good standing at the present time

Date

Signature of Responsible Officer or Alternate Responsible Officer

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement at Item 2 on page 2 of this document.

Signature of Applicant

Date

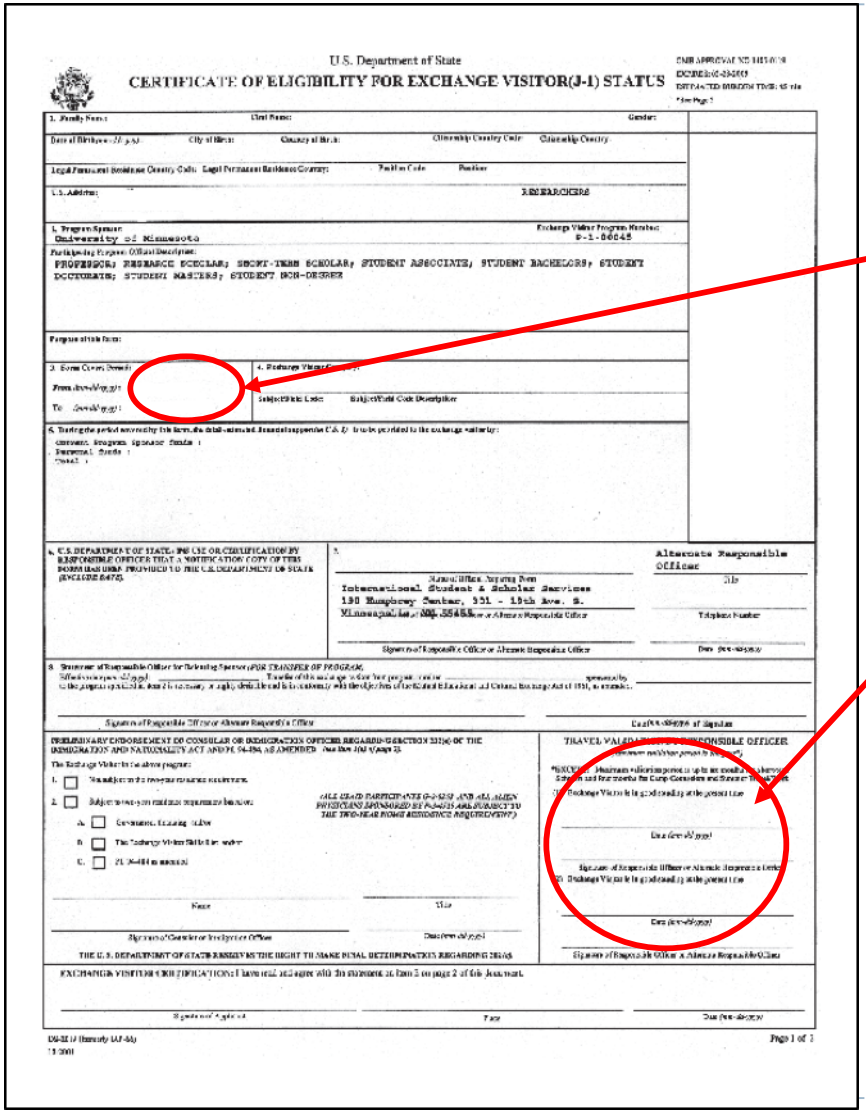
DS-2019 (Formerly IAP-66)

Page 1 of 2

Certificate of Eligibility

- Every DS-2019 contains a SEVIS ID in the upper right-hand corner unique to each J program. This ID is needed when paying the SEVIS fee.
- Dependents of J-1 Scholars (J-2s) must possess their own DS- 2019.

The DS-2019



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

1. Family Name: First Name: Gender:

Date of Birth: City of Birth: Country of Birth: Citizenship Country Code: Citizenship Country:

Legal Permanent Residence Country Code: Legal Permanent Residence Country: Postal Code: Position:

U.S. Address: RESEARCHERS

1. Program Sponsor: University of Minnesota

Exchange Visitor Program Number: P-1-00045

Participating Program Official Description:

PROFESSORS; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

Program of this form:

3. Form Covers Period: From: To:

4. Exchange Visitor Category: Subject/Field Code: Subject/Field Code Description:

6. Testing the period covered by this form, the total estimated financial support (US $) to be provided to the exchange visitor by:

Government Program Sponsor Funds:

Personal Funds:

Total:

5. U.S. DEPARTMENT OF STATE: FOR USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (SECTION 641).

Name of Responsible Officer or Alternate Responsible Officer: International Student & Scholar Services, 190 Humphrey Center, 301 - 19th Ave. S., Minneapolis, MN 55455

Alternate Responsible Officer

Title

Telephone Number

Signature of Responsible Officer or Alternate Responsible Officer

Date (mm-dd-yyyy)

8. Statement of Responsible Officer for Exchange Sponsor (FOR TRANSFER OF PROGRAM):

Effective (mm-dd-yyyy): Transfer of this exchange visitor from program number: sponsored by:

Signature of Responsible Officer or Alternate Responsible Officer

Date (mm-dd-yyyy) of Signature

PRELIMINARY ENDORSEMENT BY CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND P.L. 94-484, AS AMENDED

The Exchange Visitor in the above program:

1. ☐ Has subject to the two-year residence requirement.
2. ☐ Subject to two-year residence requirement because:
   A. ☐ Government Funding (Line
   B. ☐ The Exchange Visitor Skills List waiver
   C. ☐ 212(e)-484 in general

(ALL J1AND PARTICIPANTS IN J-1 SEVIS AND ALL ALIEN PHYSICIANS SPONSORED BY J-1 VISA ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT)

Name

Title

Signature of Consular or Immigration Officer

Date (mm-dd-yyyy)

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATIONS REGARDING 212(e).

TRAVEL VALIDATION BY RESPONSIBLE OFFICER

(Signature valid for one year from date of signature)

*SEVIS: Maintain a form signature up to an month, by entering Schools and for months for Camp Counselors and Summer Work Travel

1. Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

2. Exchange Visitor is in good standing at the present time

Date (mm-dd-yyyy)

Signature of Responsible Officer or Alternate Responsible Officer

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statements at Item 5 on page 2 of this form and

Signature of Applicant

Title

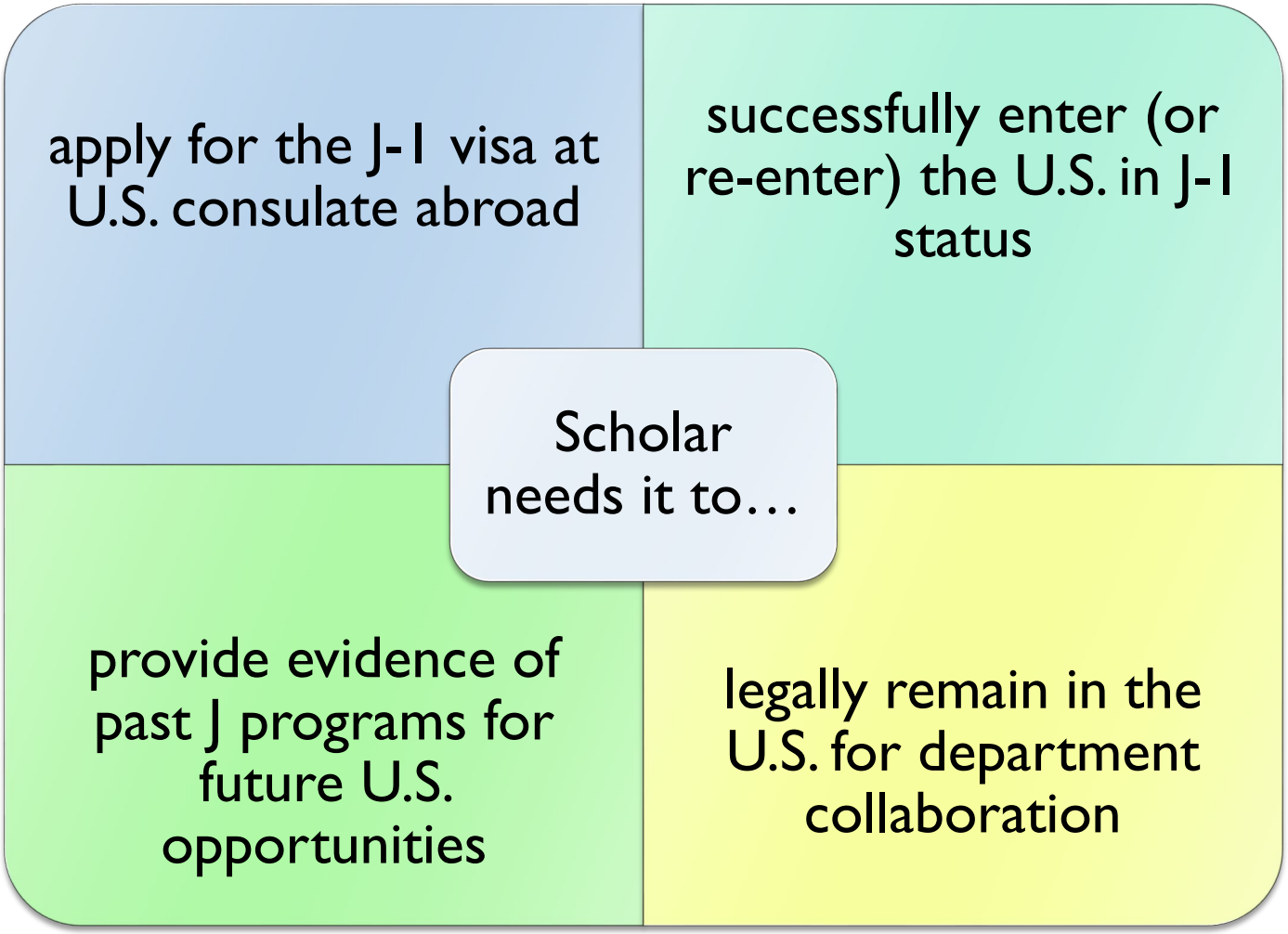
Date (mm-dd-yyyy)

DS-2019 (Formerly IAP-66)

Page 1 of 2

- This is where you find the program dates. Scholars are allowed and expected to participate in the program activities within these dates. Not before and not after.
- This section is for travel/reentry signatures. Scholars and their dependents must have a valid re-entry signature from ISSS if traveling outside the U.S. within the DS-2019 program dates.

Importance of an accurate DS-2019



J-1 Regulations/Policies

J-1 Program Regulations

- English Language Proficiency
- Engage in Defined Activities
- Authorized Employment only
- Health Insurance Requirements
- 2 Year Home Residency Requirement (2 Year Rule)
- 12 Month bar
- 24 Month bar
- Patient Contact

English Language Proficiency

- Past regulations
  - "The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program." - CFR 22 62.10 (a) (2)

- Effective Jan. 5, 2015
  - "sufficient proficiency in the English language, <u>as determined by an objective measurement of English language proficiency</u>, successfully to participate in his or her program <u>and to function on a day-to-day basis</u>."

Engage in Defined Activities

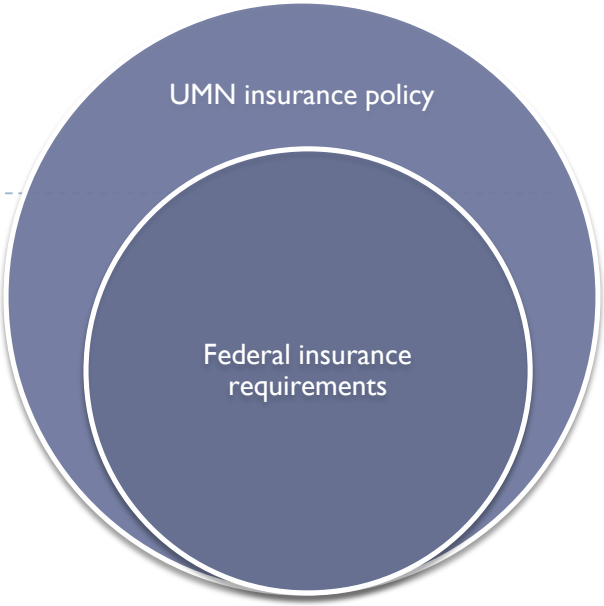
- Scholars, professors, and short-term scholars are here to teach, perform research, consult, or observe and can not enroll in courses unless they are incidental.

- A change of category from scholar to student or vice versa requires the individual to leave the U.S. and re-enter on a new DS-2019 that reflects the correct category.

Be Employed only with Authorization

- J-1 Scholars can be paid for occasional lectures or consultations off-campus. Written authorization must be obtained in advance from an ISSS J adviser.

Health Insurance



- J-1 visitors and their dependents are required by law to carry health insurance that meet specific U.S. Federal regulations.
- The University of Minnesota requires all J-1 scholars and their dependents to purchase the University's insurance.
- This is stated on the Statement of Responsibilities, which is part of the ISSS application and signed by the scholar prior to ISSS issuing a DS-2019. The information also accompanies the DS-2019 issued by ISSS.

UMN Health Insurance Policy

- Scholars visiting the University for 31 days or less may choose to purchase the Student Health Benefit Plan (SHBP) , but are not required to do so.

- Scholars who are exempt from the University sponsored SHBP are required to carry other health insurance for the duration of their visit to the University. A scholar's insurance plan must meet J-1 U.S. federal regulation requirements:
  - http://j1visa.state.gov/sponsors/how-to-administer-a-program/

UMN Health Insurance Policy

- If the J-1 Scholar does not purchase the UMN's insurance for themselves and their dependent(s), the scholar will <u>not</u> be eligible for ISSS benefits. Including:
  - Travel/Reentry Signature
  - DS-2019 Extension
  - Dependent DS-2019 Request
  - Financial Update
  - Occasional Lecture and Short-Term Consultation Authorization

    - http://isss.umn.edu/J/insurance.html

UMN Health Insurance Policy

- If a scholar's program with you is extended, s/he must also extend their health insurance coverage by contacting Office of Student Health Benefits or Human Resources

UMN Health Ins. Requirements

J federal insurance requirements or ISSS benefits, contact:

- ISSS

UMN insurance, exceptions/waivers, contact:

- Office of Student Health Benefits (for non-employed scholars) http://www.shb.umn.edu and/or
- Human Resources (for scholars eligible for employee benefits)

Two Year Home Residency Requirement (a.k.a: “2 year rule” “212e”)

- If subject: Exchange Visitors (and dependents) are expected to return to their "home" countries and be physically present there for a total of two years before being eligible to return to the United States in immigrant (permanent residence/green card) status, H status (temporary workers and dependents), or L status (intra-company transferees and dependents).

- The exchange visitor who currently holds J–1 or J-2 Status and is subject to the 2–year rule is also not eligible for change of status to another visa status without leaving the United States.

  - http://www.isss.umn.edu/Departments/JReg.html

12 Month Bar

- The visitor is not eligible for program participation as a J-1 Research Scholar or Professor if s/he has been physically present in the U.S. in J-1 or J-2 status for 6 months or more in the 12-month period immediately preceding the proposed DS-2019 start date, unless the participant is transferring to the University of Minnesota, or the participant's presence in the U.S. was as a J-1 Short-Term Scholar.
  - http://www.isss.umn.edu/Departments/JReg.html

24 Month Bar

- Any exchange visitor who comes to the U.S. for any length of time in the Professor or Research Scholar categories will not be able to come back to the U.S. in the Professor or Research Scholar categories for a period of 24 months, once his/her J-1 program has ended.
  - http://www.isss.umn.edu/Departments/JReg.html

2 Year Rule

Could apply to any J visa holder, regardless of category

Prohibits immigrant or employment-based visa status until 2 years have been fulfilled in home country*

In other words: Individual could still return to the U.S. as tourist, J-1, F-1…but not in H-1B status.

A wavier process with the DoS exists

24 Month Bar

Applies only to participants and dependents in J Research Scholar or Professor programs

Prohibits a new J-1 Research Scholar or Professor program until 24 months have passed

In other words: Individual could still return as tourist, F-1, H-1B, J-1 Short Term Scholar (or any other J category that isn't RS or Prof)

No waiver exists.

Clinical Patient Contact

- If the exchange visitor's primary purpose is of a clinical nature, the exchange visitor may not come on the U of MN J program. The exchange visitor must come in the Alien Physician category offered by the ECFMG program sponsor.

- ECFMG: Educational Commission for Foreign Medical Graduates
  - http://www.med.umn.edu/gme/international/home.html

No patient contact

- The physician, veterinarian, or dentist will at most attend or give lectures, go into patient areas as an observer or consultant, or work on research tissue and specimens that have no direct bearing on patient care.
- ISSS will provide a letter in support of this attached to initial DS-2019 given to hosting department

Incidental patient contact

- The physician, veterinarian, or dentist in a program of observation, consultation, teaching or research may need to have limited patient contact in order to carry out their program objectives. The limited patient contact must be "incidental" to the programs objectives. NO element of patient care is involved in the program and/or NO hands-on assistance during any clinical procedure.
- Letter from U of MN Medical School (physicians) or Department Head (vets, dentists)

How does a department invite a J-1 scholar to join them?

Step 1

- Department completes and submits Prospective J-1 Scholar Application to ISSS (aka. ISSS application)

Step 2

- ISSS produces the DS-2019 and provides it to hosting department

Step 3

- Department sends the DS-2019 with attached information to scholar

Step 4

- Scholar receives DS-2019 and applies for the J-1 visa at local U.S consulate/embassy

Step 5

- Scholar obtains J-1 visa and travels to the U.S. no later than 25 days after the start date on DS-2019. Reports to ISSS immediately.

Refer to online Information For Departments

- http://isss.umn.edu/Departments/Jvisa.html

ISSS | International Student and Scholar Services
An inclusive and engaged international learning community

Information for Departments

Information for Departments

- Glossary
- ISSS Intercultural Workshops
- Information Sessions
- H-1B Employment & Permanent Residence
- J-1 Exchange Visitor
- Academic Advisers
- Resources
- Innovative Community Building Grants
- Global Scholar Profiles

J-1 Exchange Visitor

U of MN is authorized to offer **three J-1 categories** in addition to the J-1 student category:

Professor – Primarily teaching, lecturing, observing and may conduct research. Minimum stay in U.S. is 3 weeks, maximum is 5 years. Repeat participation in this category is permitted, as long as the 24-Month Bar Rule has been observed.

Research Scholar – Primarily conducting research, observing and may also teach or lecture. Minimum stay in U.S. is 3 weeks, maximum is 5 years. Repeat participation in this category is permitted, as long as the 24-Month Bar Rule has been observed.

Short-term Scholar – Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc. No minimum stay required. Maximum stay in U.S. is 6 months. Repeat participation in this category is permitted, as long as each new program of participation is different in focus and/or breadth from the previous one. The 24-Month Bar does not apply.

- Regulations unique to the J status
- Minimum education must be a Bachelor's degree or the international equivalent.
- Scholars in the above 3 categories are eligible to have a paid position in the hosting department for the activities above (tenure-track and student appointments not permitted).

Getting Started	Pre-Arrival	Arrival	Post-Arrival
Step 1	Steps 2 - 6	Steps 6 - 8	FAQ
Transfer	New Scholars	ISSS Scholar Check-In	Current Scholars
Change of Status to J-1		J Health Insurance	
Change of Category		Scholar Orientation	
Department of State Codes			
J Health Insurance			
Health Insurance Forms			
Fees and FAQs			
J-2 Dependents			
English Proficiency			

J-1 Forms: Request a DS-2019 from ISSS

http://isss.umn.edu/forms/j1forms.html

Step 1

International Student and Scholar Services
An inclusive and engaged international learning community

J-1 SEVIS Forms and Instruction

Forms

- F-1 Forms
- J-1 Forms
- J-2 Work Permission
- H-1B Forms
- Faculty/Scholar Administrative Fee Form
- Payment for B/WB (Visa) Status
- Financial aid application forms
- Other Forms

J-1 Forms

More info.

To view and print the PDF forms, you will need to download and install Acrobat Reader®.

DS-2019 Processing Times:

1. Three to four weeks needed for newly coming J-1 scholar documents.
2. One to two weeks needed for continuing J student and scholar documents.

UMN has a mandatory insurance requirement for all J-1s and J-2s

J-1 Scholars | J-1 Students

Forms for J-1 Scholars

(visiting professors, research scholars or short-term scholars)

A. Forms and Resources for Departments Inviting J–1 Scholars (Step 1)

1. Prospective J-1 Scholar Application (DS-2019 request)	PDF
2. Invitation / Offer Letter Guidelines	PDF
3. Incidental Patient Contact Letter for Foreign Physicians	PDF
4. Incidental Patient Contact Letter for Foreign Dentists and Veterinarians	PDF
5. Insurance Forms	PDF
6. Amendment Form (for updating the DS-2019 start date and other data for incoming scholars)	Google Form
7. English Proficiency Requirement Form (NEW effective 5 Jan. 2015)	PDF
8. Instructions for the Prospective J-1 Scholar Application	
9. HRMS Instructions for Creating J-1/J-2 PeopleSoft IDs	
10. Faculty Mentor Responsibilities	

The ISSS Application – UMN record

- PeopleSoft ID / EMPLID required to be created by hosting department for all prospective J-1 visitors regardless of appointment.
  - Consider how your department will provide the scholar access to U privileges (ie. Ucard, library access, etc.)
  - ISSS J-1 Forms page:

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10. Faculty Mentor Responsibilities	

The ISSS Application: Names, Passports, Spellings – Oh My!

- Spellings should match bottom, machine-readable spelling of passport.
- Ex: Ø = OE

The ISSS Application

- If the applicant is a Chinese or Taiwanese citizen, the department is required to complete the China/Taiwan J-1 Visitor Information Sheet (only the TC campus).

http://z.umn.edu/1cps

- This information is shared with the UMN China Center so that they can offer support services and share opportunities with this group of scholars. (http://www.chinacenter.umn.edu/).

The ISSS Application - Codes

- **Home Country Code** = what occupation the person was doing last in their home country

- **Subject Field Code** = what subject/field the person <u>will be participating in at the UMN</u>
  - http://www.isss.umn.edu/j/jFieldCode/
  - Explanations of codes: National Center for Education Statistics CIP Code website - http://nces.ed.gov/ipeds/cipcode/

The ISSS Application

- If the applicant is a physician, veterinarian, or dentist and will have some patient contact, the department is required to include:
  - Incidental Patient Contact letter from the Medical School Graduate and Faculty Affairs Office (MD physicians) or from the Department Head (veterinarian or dentist)
- (If applicable, ISSS will include a No Patient Contact letter with DS-2019)

The ISSS Application - Sites

- If a scholar will be engaging in J program activities regularly at a location other than the hosting department/UMN, an additional Site of Activity must be entered into SEVIS

The ISSS Application - Dates

- The length of the DS-2019 is based on the length of the appointment/program **and** the funding available to the J-1 scholar.
- Start date should be <u>no sooner than 2 months in the future</u> to allow for ISSS and consular processing.
- The scholar could inquire about visa processing timelines at the U.S. consulate where she or he will apply for an entry visa (these timelines vary by consulate).
  - **Scholars MUST be able to arrive in U.S. no later than 25 days after the start date chosen! If delay, contact ISSS to amend dates.**

The ISSS Application – Funds & Fee

- Proof of funding attached. (ex: offer letter, bank statement, scholarship or grant letter, etc.). Proof of funding must be dated within 30 days from the submission of the application and in English.

- Fee Form. ISSS charges the UMN hosting department a document processing fee, using the UMN EFS system. Currently, the fee is: $310.

The ISSS Application - Signatures

- Both the faculty mentor and the department head must sign the application. By signing, the faculty mentor agrees to be responsible for ensuring that:
  - They meet regularly with the scholar to review activities and progress
  - the scholar follows the steps to maintain his/her legal status
- Statement of Responsibilities
  - Must be signed by scholar (scan is okay)

Faculty Mentor Responsibilities

- Departments are to ensure that their incoming scholars report their arrival within the time required (25 days from the start date shown on their DS-2019).
- If you aren't sure, please ask us! Serious repercussions occur if scholar's arrival has not been reported

Faculty Mentor Responsibilities

- Extensions of stay cannot be granted if a scholar has applied for and has been granted a waiver of the 2 Year Rule
- Scholars need to request extensions within 60 days before their current DS-2019 expires
- When scholars end their J program early and depart the University (or when they change their immigration status), they need to inform ISSS
- Occasional Lecture or Consultation Authorization: http://www.isss.umn.edu/jscholar/JSReimbursement.html

Faculty Mentor Responsibilities

- When a scholar plans to travel abroad, please make sure they visit the "Travel Information" section on our website or contact a J advisor about their intentions.
  - http://isss.umn.edu/j/Jtravel.html

Submission Options for All Campuses

- Submit all scanned materials in *one* email to ISSS
  - isssjdoc@umn.edu
  - Subject: "Application for [name of scholar]"

  or

- Submit all materials as either hard copy to ISSS

Send DS-2019 to Scholar

Step 2

- ISSS processes the DS-2019 within 2 to 3 weeks from the receipt of a complete application and notifies the department that it is ready.

Step 3

- The department mails the original DS-2019 to the scholar.
- Fed-Ex (or other private carriers) help ensure timely delivery.

J-1 Consular and Arrival Process

Step 4

- The scholar makes an appointment and goes to the U.S. Consulate/Embassy in their home country to apply for the J-1 entry visa. They need to bring:

  - DS-2019 (Original! Not a copy)
  - Letter of Invitation / offer letter from hosting department
  - Passport
  - Proof of funding / support
  - SEVIS Fee Receipt

U.S. Government Administrative Processing

- It's an extensive background check
- Done after visa interview and can take several months
- Based on field and/or country of citizenship
- Does not substitute for the U of M background check

Continuing Changes & Uncertainty

- Political Environment
  - Things feel like they are constantly changing. If you have questions or concerns, please contact ISSS.

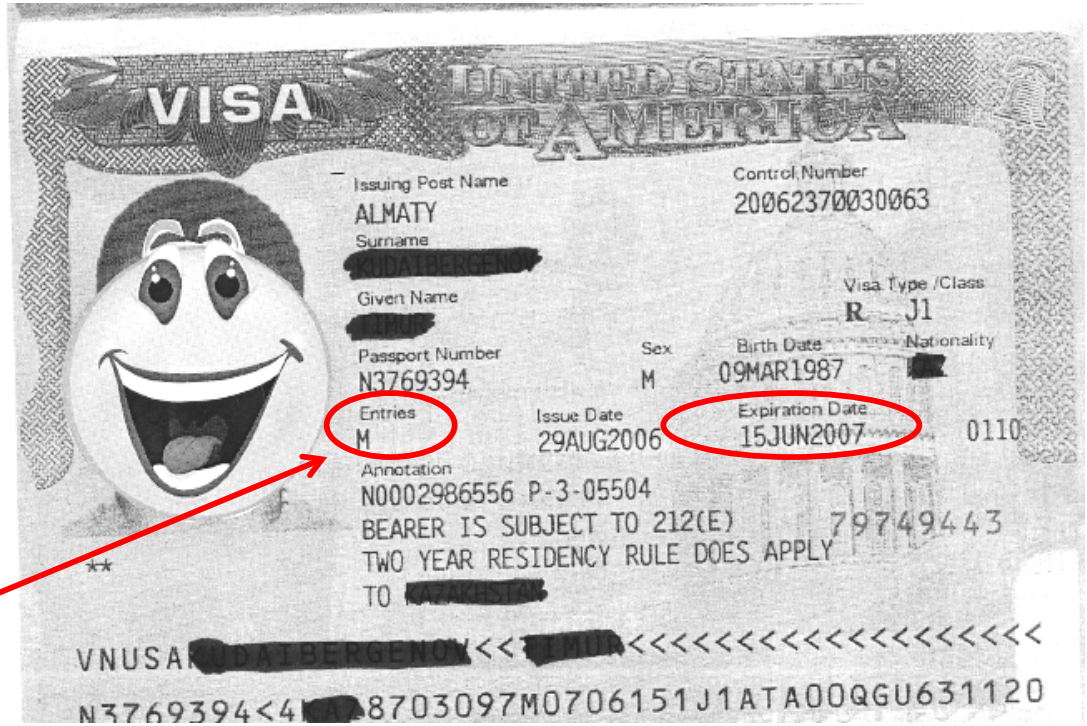
- Immigration Response Team (IRT)
  - http://immigration.umn.edu/
  - The IRT is a great resource. You can request to be on their email list for ongoing updates.

SEVIS Fee

- Required by Dept. Homeland Security
- All new scholars seeking J-1 status must pay it
- **$220** fee paid online at: https://www.fmjfee.com
  - Hosting department can pay the fee for the scholar, but is not required to.
- This fee only needs to be paid once during the course of any one program.
- J-2 dependents are not required to pay the fee.

Visa Stamp

- Can expire while in the U.S. without affecting legal status
- Must be valid when entering the U.S. from overseas
- "Entries: M" = multiple entries allowed with this visa



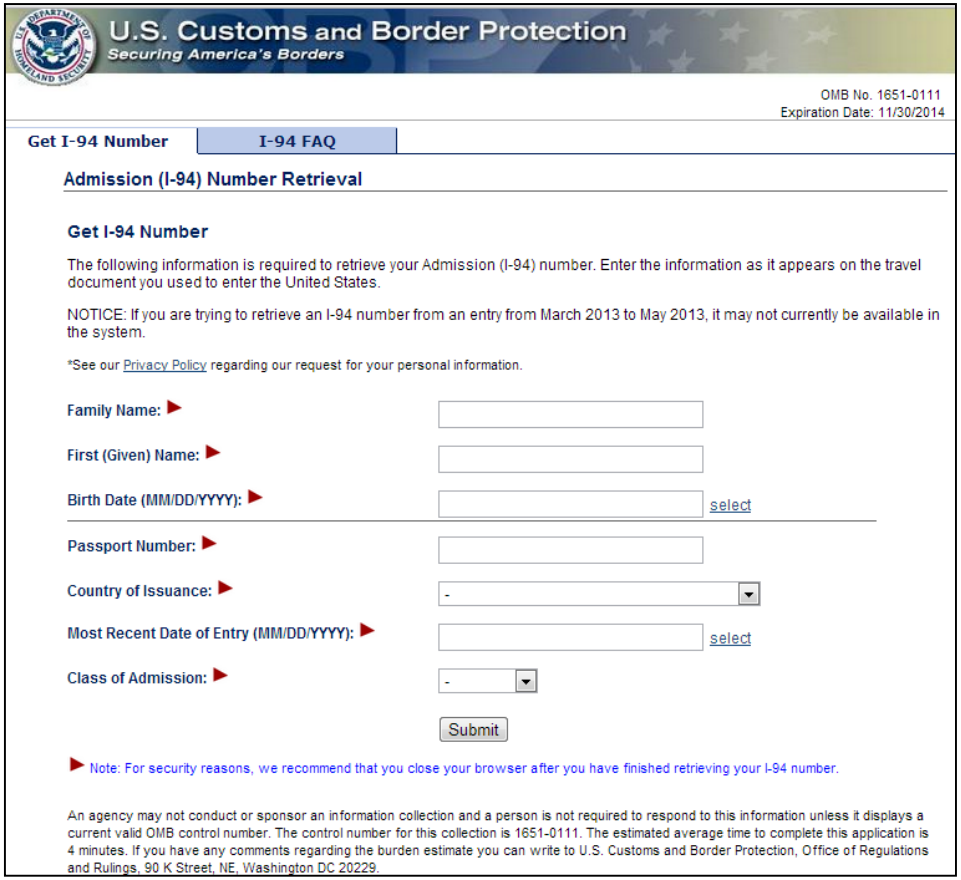
Entry into the U.S.

Step 5

- Once the J-1 visa has been issued, the scholar may enter the U.S. up to 30 days before and up to 25 days after the Begin Date shown on the DS-2019.
- At the U.S. border, the scholar needs to show the customs officer:
  - Passport with J-1 entry visa
  - Letter of Invitation / Offer Letter
  - DS-2019
  - Proof of funding/support

I-94 Number (Arrival and Departure Record)

- Proof of lawful admission into U.S.
- D/S = Duration of Status, no specific end date
- Grace period after program completion (30 days)
  - www.cbp.gov/i94



U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Number | I-94 FAQ

Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

NOTICE: If you are trying to retrieve an I-94 number from an entry from March 2013 to May 2013, it may not currently be available in the system.

*See our Privacy Policy regarding our request for your personal information.

Family Name:

First (Given) Name:

Birth Date (MM/DD/YYYY): select

Passport Number:

Country of Issuance: -

Most Recent Date of Entry (MM/DD/YYYY): select

Class of Admission: -

Submit

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20229.

Transfers of J Scholars

Process: http://isss.umn.edu/Departments/Jtransfer.html

Eligibility:

- The scholar must be in the U.S. as a J-1 scholar
- Their category must remain the same (i.e. Research Scholar, Professor, or Short-term Scholar).
- Their J-1 activities have to be a continuation of the original purpose (they must continue the work/research that they were doing at the previous institution.

Arrival Grace Period (55 days)

- Scholar Check-In: Scholars are to report arrival with ISSS no later than 25 days after the start date

- When arrival into the U.S. will be delayed for more than 25 days beyond the start date, the department or scholar <u>must</u> request an amended start date on the DS-2019.

Amendment Form

ISSS | International Student and Scholar Services
An inclusive and engaged international learning community

J-1 SEVIS Forms and Instructions

Forms

- F-1 Forms
- J-1 Forms
- J-2 Work Permission
- H-1B Forms
- Faculty/Scholar Administrative Fee Form
- **Payment for B/WB (Visa) Status**
- Financial aid application forms
- Other Forms

J-1 Forms

DS-2019 Processing Times:

1. Three to four weeks needed for newly coming J-1 scholar documents.
2. One to two weeks needed for continuing J student and scholar documents.

UMN has a mandatory insurance requirement for all J-1s and J-2s

More info.

To view and print the PDF forms, you will need to download and install Acrobat Reader®.

J-1 Scholars | J-1 Students

Forms for J-1 Scholars

(visiting professors, research scholars or short-term scholars)

A. Forms and Resources for Departments Inviting J-1 Scholars (Step 1)

1. Prospective J-1 Scholar Application (DS-2019 request)	PDF
2. Invitation / Offer Letter Guidelines	PDF
3. Incidental Patient Contact Letter for Foreign Physicians	PDF
4. Incidental Patient Contact Letter for Foreign Dentists and Veterinarians	PDF
5. Insurance Forms	PDF
6. Amendment Form (for updating the DS-2019 start date and other data for incoming scholars)	Google Form
7. English Proficiency Requirement Form (NEW effective 5 Jan. 2015)	PDF
8. Instructions for the Prospective J-1 Scholar Application	
9. HRMS Instructions for Creating J-1/J-2 PeopleSoft IDs	
10. Faculty Mentor Responsibilities	

http://isss.umn.edu/forms/j1forms.html

Scholar Check-In

- ***Scholar Check-In*** (within 25 days of the start date).
- ***Scholars may not engage in activities until the start date on their DS-2019.***
- If paid by the UMN, the scholar needs to:
  - Visit the Social Security office to apply for SSN (if applicable)
  - Report to UMN payroll
- Scholars who enter the U.S., but do not have their program validated by ISSS within 30 days of the start date, will be considered illegally present in the U.S.

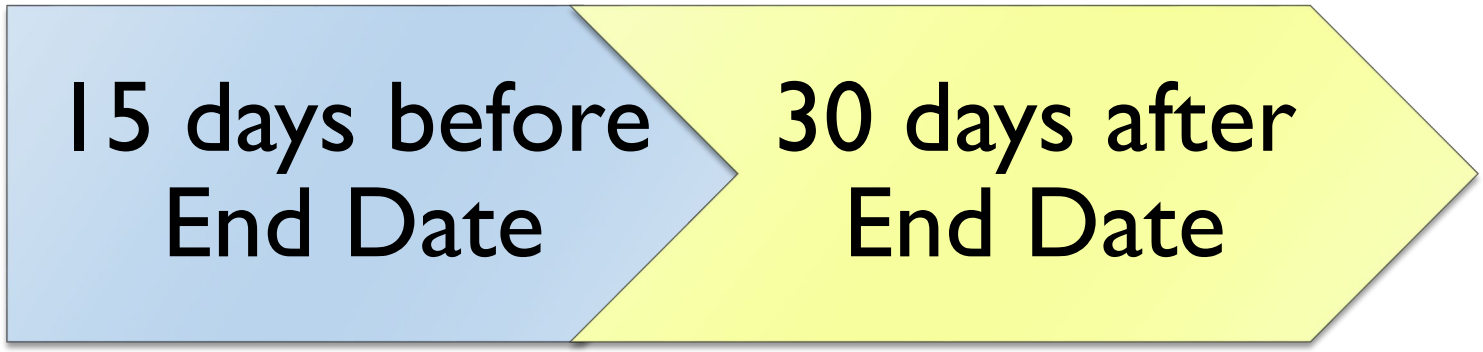
Departure Period

- Scholars should submit the **Departure Form** (*new*)
  - http://isss.umn.edu/forms/j1forms.html

- A **Shortened Program DS-2019** (*new*) must be issued if scholar's program ends more than 15 days before the end date on their DS-2019.

- Scholars have a 30-day grace period after the end date on their DS-2019 in which to depart or to travel within the U.S. They are not allowed to be involved in any J-1 activities during the grace period even without pay.

- If the scholar will not be able to complete their program before the DS-2019 end date, they need to request a DS-2019 extension before the current DS-2019 expires.



Report Address Changes

- J-1 Scholars are required to report address changes within 10 days of moving.
- Scholars will notify SEVIS by going into MyU (if possible) and updating their personal information. ISSS will receive a notification when this has been done and will send the new information to SEVIS.
- If the scholar does not have access to MyU, they will have to request the hosting department to update the information on their behalf.

J-2 Dependents

- May apply for work authorization from USCIS
- Are subject to the 2 Year Rule if the J-1 is subject.
- Are subject to the 24 month bar if the J-1 is subject.
- Cannot remain in the U.S. after the J-1 completes their program or for long periods of time without the J-1 being present.
- May study full- or part-time.
- Must carry health insurance.

Additional Issues

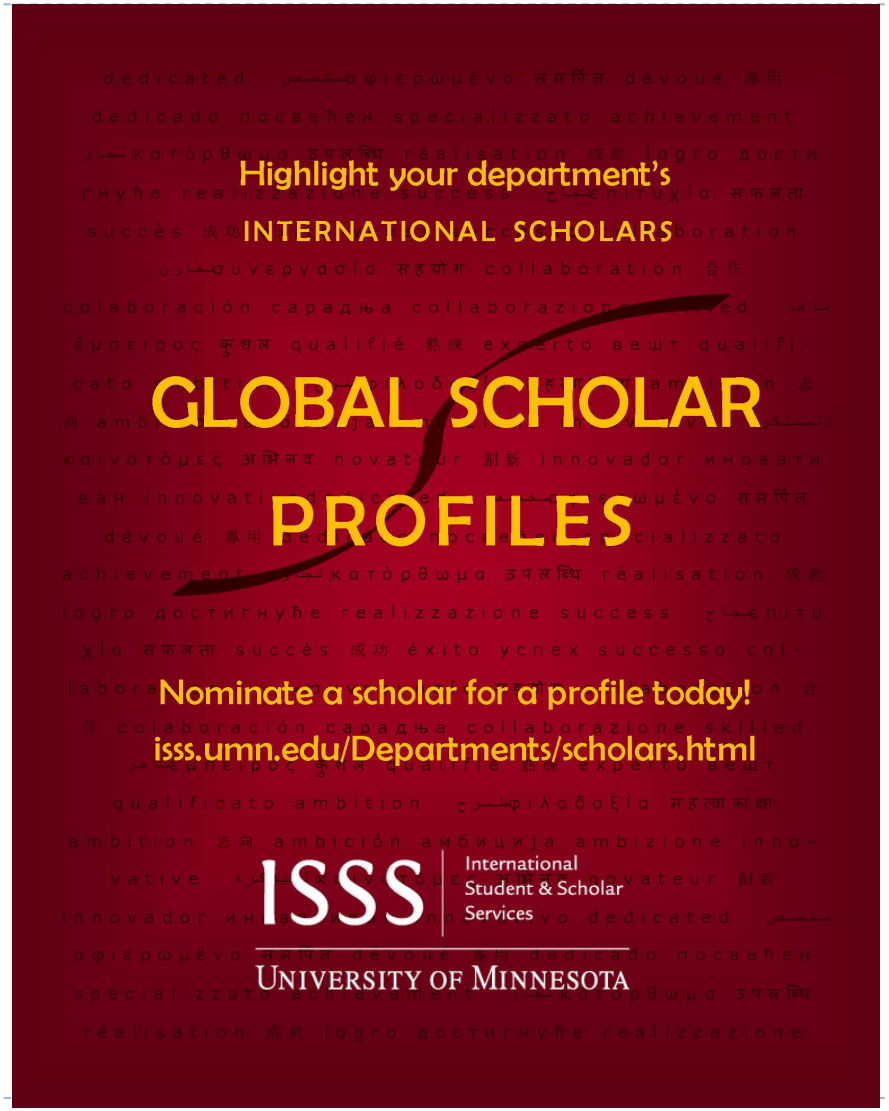
- Questions related to:
  - % of Appointment
  - Title/Position (for immigration purposes, any position is fine EXCEPT Student or tenure-track classifications) contact your HR Administrator

- Questions related to:
  - Tax Treaties
  - Tax Deductions
  - Tax issues related to payment of Honoraria vs. Reimbursements contact the Payroll Office

Helpful Links

- ISSS Department info - http://isss.umn.edu/Departments/Jvisa.html
- J Travel info - http://isss.umn.edu/j/Jtravel.html
- For Incoming/New J Scholars - http://isss.umn.edu/jscholarnew/default.html

http://isss.umn.edu/Departments/scholars.html



Main ISSS Contacts

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Time for Questions?