

AGREEMENT TO HOST J-1 EXCHANGE VISITOR & J-2 DEPENDENTS (DS-2019 Worksheet)

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There are mandatory US Department of State (DoS) compliance requirements that must be met for a J-1 exchange visitor to participate in the Exchange Visitor Program. Therefore, the SIU faculty sponsor hosting the J-1 scholar and any J-2 dependents must accept the following responsibilities in order for the Center for International Education (CIE) to issue the DS-2019 form(s) for the J-1 and J-2's:

1. Monitor the J-1's conduct to ensure s/he engages in activities appropriate for the Exchange Visitor category and makes reasonable progress toward the program objectives.
2. Ensure the J-1 and J-2's maintain the adequate Department of State mandated health insurance coverage at all times (see attached Mandatory Insurance Information for details).
3. Keep track of the J-1's DS-2019 start and end dates and **request any changes to dates**. Visitors may enter 30 days before the program starts and exit 30 days after program ends.
4. Notify CIE of J-1's departure date from the US-particularly if departure is earlier than the original expiration date.
5. Inform CIE of any changes to the J-1's program including:
 - a. Changes in local address, email or phone number
 - b. Changes in types or amounts of funding
 - c. Changes in program activities including date changes
 - d. Travel abroad and re-entry of both visitor and dependents
6. Provide assistance in securing housing.
7. Prepare Notice of Appointment paperwork to have SIU ID (Dawg Tag) issued
8. Ensure the J-1 and J-2 dependents comply with all DOS regulation and SIU policies and ensure that the J-1's and J-2's understand that they must comply with all regulations or risk termination of the SIU program and their valid legal status in the U.S.
9. Provide exchange visitors with cross-cultural experiences exposing them to American society and culture. Encourage and arrange opportunities for visitors to learn about life in the US and its people.
A written summary of cultural activities will be provided to CIE at the end of exchange visitor's stay.

For all J-1 requests, please attach the following along with the J-1 Information Form:

- Passport bio page (for J-1 and J-2 dependents)
- Copy of departmental invitation letter detailing program objectives
- Resume/CV (publications list not necessary)
- Copies of any previous DS-2019's
- Proof of funding (in English) which meets these minimum requirements:
 - a. \$1500 per month for the exchange visitor
 - b. \$ 500 per month for the J-2 spouse
 - c. \$ 350 per month for each J-2 child
- Proof of English proficiency by **one** of the following:
 - a. Recognized English language test (TOEFL Internet Based – 61, or Paper Based Test – 500, IELTS – 5.5)
 - b. Signed documentation from an academic institution or English language school that articulates the scores specified under option (a).
 - c. Documented interview conducted in person, by videoconference, or by telephone

J-1 Information Form

To be completed by SIU faculty/staff NOT foreign national

Purpose of this form:

- Begin New Program
- Transfer of Program to SIU from another US institution (attach copy of current DS-2019)
- Extend an on-going program

Biographical Information:

Name (as it appears on passport) _____
(Family/Last) (First) (Middle)

Male or Female Birth Date _____ City of Birth _____
(mm/dd/yy)

Country of Birth _____ Country of citizenship _____

Country of Permanent Residence _____ Email _____

Current Position in Home Country _____
(if Student or Teacher indicate level)

SIU Sponsoring Department _____

Category (check one) Student Professor Researcher Short Term Scholar
(Definitions listed on page 3) (3 weeks-5 year max) (3 weeks-5 year max) (6 month max)

Degree Sought/Description of Duties _____
(Position CANNOT be Tenure track—must be a TERM appointment)

List "start" and "end" dates as the actual dates they will be participating in their program at SIU. Visitors may enter the country 30 days prior to start date, and exit 30 days after end date.

Start Date _____ End Date _____
(mm/dd/yy) (mm/dd/yy)

If visitor has been to the US previously as a J-1, list dates of stay _____
(see 12 & 24 month bar regulations listed on page 3)

Source of Funding for dates of stay (must meet minimum requirements listed on Agreement to Host J-1 Exchange Visitor form)

Funding from SIU (source and dollar amount) _____

Non-SIU Funding (source and dollar amount) _____

Does visitor plan to bring spouse and/or children Yes No

(if YES, attach a sheet with the following information in addition to a scan of the passport bio page for each)

Name	Relationship to J-1(spouse/child)
Gender	Country of Birth
Birthdate	City of Birth
Country of Citizenship	Country of Permanent Residence

J-1 Category Definitions

Professor & Research Scholars: Professor & research scholars are 2 separate J-1 exchange visitor categories, but because they are related, the regulations governing them are contained in the same subsection.

A J-1 "Professor" is defined as an individual primarily teaching, lecturing, observing or consulting. A professor may also conduct research.

A J-1 "Research Scholar" is defined as an individual primarily conducting research observing, or consulting in connection with a research project. A research scholar may also teach or lecture.

Short-Term Scholar:

A Short-Term Scholar is defined as a professor, research scholar, specialist, or a person with similar education or accomplishments coming to the US on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institution. Examples include educators, scientists, research fellows, writers, and museum administrators. The short-term scholar may also engage in collaborative research.

12 & 24 month bar definitions

12 month bar: Foreign national cannot have participated in a J program (as J-1 or J-2) for all or part of the 12 month period immediately preceding the start date on the Form DS-2019, unless s/he is transferring to SIU's program, prior physical presence in J status in the US was less than 6 months, or was a Short-Term Scholar.

24 month bar: Foreign national cannot have participated in a J program as a J-1 or J-2 Research Scholar or Professor within the 24 months preceding the start date of the new J-1 Research Scholar or Professor program. Foreign national will be ineligible to participate as a J-1 Research Scholar or Professor for two years following the end date of this program.

SIGNATURE OF SPONSORING DEPARTMENT

I understand and accept the above responsibilities with respect to the above-named J-1 exchange visitor and J-2 dependents. I acknowledge that the J-1 exchange visitor's or J-2 dependent's failure to comply with the DOS regulations may result in the termination of the J-1's program in order to maintain the integrity of and SIU's ability to continue participating in the DOS Exchange Visitor Program.

(Printed name of invited exchange visitor)

(Printed name of sponsoring faculty member)

(Signature)

(Email)

(Date)

(Printed name of Department Chairperson/Dean)

(Signature)

(Email)

(Date)

MANDATORY INSURANCE INFORMATION

Please note that J-1 exchange visitors (and their J-2 family members) are required, as a condition of their visa status, to carry health insurance. Minimum coverage must provide the following:

1. Medical benefits of at least of \$100,000 per accident/illness
2. A deductible not to exceed \$500 per accident/illness
3. Expenses associated with the medical evacuation to the home country (\$50,000)
4. Repatriation of remains (\$25,000)
5. Any policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, and Insurance Solvency International, Ltd. (ISI) rating of "A-" or above, a Standard & Poor's Claims-paying Ability rating of "A" or above, a Weiss Research, Inc. rating of "B+" or above, OR backed by the full faith & credit of the government of the exchange visitor's home country.
6. An insurance policy secured to fulfill these requirements:
 - May require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards;
 - May include a provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefits per accident or illness; and
 - Shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Please note that the SIU insurance plan does NOT cover items 3 & 4 (medical evacuation and repatriation). If the exchange visitor will have SIU health insurance, s/he must purchase a separate policy that covers these 2 items. This type of insurance may be purchased from a variety of companies on-line. One example can be found at: <http://www.hginsurance.com/medevac.asp> (the Harbour Group).

If not otherwise insured, visitors should plan on purchasing health insurance prior to or immediately upon arrival in Carbondale. If s/he plans on purchasing insurance after arriving in the US, s/he may want to purchase a short-term travel policy that will provide coverage during the journey from the home country. In the U.S. certain kinds of elective medical care, such as eyeglasses or dentistry, are not ordinarily covered by insurance and can be quite costly. If at all possible, these needs should be taken care of prior to the trip to the US.

J-1 visitors and their dependents must maintain health insurance coverage for the entire duration of stay in the US. If the stay is extended beyond the initial time period, visitors will be responsible for renewing and extending health insurance coverage. Please understand that failure to comply with this mandated health insurance requirement will result in the termination of the visitor's participation in this J-1 Exchange Visitor program. CIE must have a current and updated copy of the visitor's health insurance policy at all times. Visit the Department of State website for more detailed information on the health insurance requirement.

<http://j1visa.state.gov/sponsors/how-to-administer-a-program/>

As insurance rates may vary based upon the company chosen, as well as the health-status, age, etc. of the insured, it is recommended that visitors get estimates from at least 3 different agencies to make certain that the best choice is made.

However, we do recommend that visitors call the following agency to get one estimate. Many international students and exchange visitors have purchased their insurance from the Diederich Agency and have reported both good service and fair rates.

Diederich Insurance Agency
506 W. Main Street
Carbondale, IL 62901
Phone: 618-457-6721

Other reputable insurance companies that provide J-1 compliant policies include but are not limited to:

Gateway USA
ISO COMPASS (Gold or Silver plans)
International SOS
Patriot International

IMPORTANT INFORMATION REGARDING THE ISSUANCE OF TEMPORARY SIU ID'S

PER THE OFFICE OF THE ASSOCIATE PROVOST FOR ACADEMIC ADMINISTRATION--12/3/08

All individuals on the campus and using campus resources must have an SIU ID (Dawg Tag). Eligibility for an SIU ID is granted based on a Notice of Appointment at SIU. Therefore, when you have international scholars who will be visiting the campus for these purposes, you must create a Notice of Appointment with a zero dollar/zero time Notice of Appointment form and have that processed through Human Resources. This will trigger the eligibility for the individual to obtain an SIU ID.

Please also be reminded that before this Notice of Appointment can be approved, you must obtain hiring permission. To obtain hiring permission, please submit a Search Waiver Request showing that this person will hold a zero time and zero salary position at SIU. This will be accomplished within the department according to Human Resources procedures for hiring.

Finally, please be aware that Legal Counsel has advised us that a Notice of Appointment can only be issued to foreign nationals who have permission to work in the United States-even if the Notice of Appointment is for zero time and zero dollars. We will be able to issue zero dollar/zero time Notices of Appointment to foreign nationals holding J-1 visa status. For individuals holding J-2 visa status, we will be able to issue a Notice of Appointment only if they also hold an Employment Authorization Document.