

## J-1 EXCHANGE VISITOR REQUEST PACKET

**Return to The Center for International Education**

**Email: [jvisas@siu.edu](mailto:jvisas@siu.edu)**

The U.S. Department of State (DoS) has mandatory requirements that must be met for foreign nationals to participate in the Exchange Visitor Program (J-1 Visa). Therefore, the **SIU faculty sponsor hosting** the Exchange Visitor (EV) and any dependents (J-2 Visa) **must agree to the following responsibilities** in order for the Center for International Education (CIE) to issue the DS-2019 immigration document (s) for an EV and any dependents:

*(Please check each to accept)*

- Monitor the Exchange Visitor's (EV) conduct to ensure s/he engages in activities appropriate for the EV category and makes reasonable progress toward the program objectives.
- Ensure EV and all dependents maintain the adequate DoS mandated health insurance coverage for the entire program duration (see [Mandatory Insurance Information](#) for details).
- Understand significance of program start and end dates and report all changes to CIE.
- Notify CIE of EV's departure date from the US, particularly if it is earlier than the original end date.
- Inform CIE of any changes to the EV's program including:
  - Changes in local address, email, or phone number.
  - Changes in types or amounts of funding.
  - Changes in program activities including date changes or changes in objectives.
- Keep track of travel abroad and re-entry of both EV and dependents.
- Aid in securing housing (email [jvisas@siu.edu](mailto:jvisas@siu.edu) for suggestions).
- Prepare 'Notice of Appointment' paperwork to have SIU ID (Dawg Tag/Network ID) issued.
- Ensure the EV and dependents comply with all DoS regulations and SIU policies.
- Provide EVs with cross-cultural experiences exposing them to American society and culture. Encourage and arrange opportunities for EV to learn about life in the US and its people. Provide a written summary of cultural activities to CIE at the end of EV's stay.

### **Agreement of Sponsoring Host Department**

I understand and accept the above responsibilities with respect to inviting the below named foreign national to SIU as a J-1 Exchange Visitor in order to comply with the Department of State's immigration regulations. I acknowledge that the EV or dependent's failure to comply with the DoS regulations may result in the termination of the EV's program and lawful status in the U.S. Failure to comply may also jeopardize the integrity of SIU's program and the ability to participate in the DoS Exchange Visitor Program.

\_\_\_\_\_  
(Printed name of invited exchange visitor)

\_\_\_\_\_  
(Printed name of sponsoring faculty host)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name of director/dean)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

**To request to host Exchange Visitors (EV) and dependents please submit the following:**

- This form - completed and signed
- Scan of Passport bio page (for invited EV and dependents)
- Copy of departmental invitation letter which must cover the following at a minimum:
  - Program start and end dates
  - Program objectives for example: major activities, research topic/goals, duties, job description
  - Site of activity: where EV will work (office, lab, etc)
  - Letter should be from sponsoring faculty host and endorsed by department chair/dean
- Resume/CV (publications list not necessary)
- Copies of any DS-2019 immigration forms previously issued to EV
- Proof of funding (in English) which meets these minimum requirements:
  - a. \$1500 per month for the EV
  - b. \$500 per month for accompanying spouse
  - c. \$350 per month for each accompanying child
- Demonstrated 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 (email CIE for information about using this option)

**Information and Definitions to Consider When Extending an Invitation**

Program start and end dates are important because they have many ramifications.

- EVs have 30 days BEFORE the program start date in which to arrive and settle in
- EVs have 30 days AFTER the program end date to exit the country
- Dates given will be the days you actually expect the EV to be at the site working with you
- These dates can impact future participation in the J-1 EV Program as well as program extensions
- If the EV will arrive late, leave early, or cancel their program - CIE MUST BE NOTIFIED

Therefore, selecting the category and understanding the bars on participation are important in deciding when to bring an EV.

**Exchange Visitor (J-1 visa) Category Definitions**

A “Short-Term Scholar” is defined as 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, collaborative research, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institution. This category should be chosen if the EV’s program will be shorter than 6 months, extensions past 6 months are not possible.

A “Professor” is defined as an individual primarily teaching, lecturing, observing or consulting and may also conduct research. Select if EV’s program will be longer than 6 months, and “Professor” applies. Extensions are possible but the program cannot exceed 5 years.

A “Research Scholar” is defined as an individual primarily conducting research observing, or consulting in connection with a research project and may also teach or lecture. Select if EV’s program will be longer than 6 months and “Research Scholar” applies. Extensions are possible but the program cannot exceed 5 years.

### **12 & 24 Month Bar on Repeat Participation Definitions**

In order to prevent the abuse of the J-1 Exchange Visitor Program, the DoS has “Bars on Participation” in place. The following bars should be taken into consideration when inviting an EV, as they will affect any anticipated future participation in the J-1 EV program.

12 month bar: An individual cannot have participated in a J program (as J-1 or J-2) for any of the 12 month period immediately preceding the new start date being requested, unless s/he is transferring to SIU’s program, prior physical presence in J status in the US was less than 6 months (except as a Research Scholar/Professor), or was a Short-Term Scholar.

24 month bar: An individual 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. Individual will be ineligible to participate as a J-1 Research Scholar or Professor for two years following the end date of the program unless s/he is transferring to SIU’s program, or was a Short-Term Scholar.

## J-1 Exchange Visitor (EV) 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 U.S. institution (attach copy of current DS-2019 immigration doc)

### **Biographical Information:**

Name (exactly as it appears on passport) \_\_\_\_\_  
(Family/Last) (First) (Middle)

Male or  Female Birth Date \_\_\_\_\_ City of Birth \_\_\_\_\_  
(mm/dd/yyyy)

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of Permanent Residence \_\_\_\_\_ Email \_\_\_\_\_

Current Position in Home Country \_\_\_\_\_  
(if student or teacher indicate level: bachelor, master, etc)

SIU Sponsoring Host Department \_\_\_\_\_

Category (check one)  Student  Professor  Researcher  Short Term Scholar  
(Definitions listed on page 2) (3 week-5 year max) (3 week-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 the person will be participating in their program at SIU. EV may enter the country 30 days prior to start date, and exit 30 days after end date.

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

If the person has been to the US previously as a J-1, list dates of stay \_\_\_\_\_  
(see 12 & 24 month bar regulations listed on page 2)

Funding (must meet minimum requirements listed on page 2)

Paid by SIU (source & dollar amount) \_\_\_\_\_

Not paid by SIU (source & dollar amount) \_\_\_\_\_

Does s/he person 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 EV (spouse/child)
Gender	Country of Birth
Birthdate	City of Birth
Country of Citizenship	Country of Permanent Residence