CHECKLIST
Prospective Scholars, DS-2019 / J-1 Visa
(Packet for Sponsoring Department)

_____ Cover Page

_____ The Exchange Visitor Program: J-1 Scholars

_____ Cover Sheet for DS-2019 Request

_____ Checklist for DS-2019 – J-1 Visa Exchange Visitor Program

_____ DS-2019 Request Form J-1 Exchange Visitor Program

_____ U.S. Immigration and Customs Enforcement

_____ Sample of J-1 Appointment Letter

_____ Checklist for Prospective Exchange Visitor Faculty

_____ Medical Insurance Attestation

_____ The Exchange Visitor Program Welcome Brochure
International Faculty visiting WPUNJ

William Paterson University welcomes faculty and staff through collaborative efforts with colleagues from universities abroad. If you are interested in such opportunities, you will need a formal invitation through an academic department here at William Paterson University of New Jersey. Please visit the university’s main page for a complete listing of academic departments, programs and colleges.

You will need to apply for a J-1 exchange visitor visa under one of the approved categories at WPUNJ (visiting scholar, short term scholar or researcher or non degree visiting student).

The sponsoring department at WPUNJ completes a request for a J-1 exchange visitor form (DS1019 form). This form requires the signatures of the sponsoring faculty, department, college dean and the Office of the Provost.

Under the law, you must show evidence of financial support for the entire period of your stay including all sources of funding before a DS109 form is issued. Sources of funding may include: (personal funds, WPU funding, funding from your own government, the US government, or an agency such as Fulbright, IREX and so forth). Generally if scholars are funded through an organization such as Fulbright, the DS2019 form is issued through them, not WPUNJ.

Upon all approvals on the DS2019 request form, WPUNJ’s Office of International Students and Scholars (OISS) issues a DS210 form to be presented at the US consulate or embassy abroad to obtain a J-1 exchange visitor visa.

All completed requests must be sent to OISS by the sponsoring academic department (not the prospective scholar) at least 90 days prior to the start of the visit. The duration of the stay may vary from a few days and up to 36 months (3 years), depending on the nature of the visit, the interests and needs of the sponsoring department and all approvals from the appropriate university officials.

The Office of International Students and Scholars will provide information and visa services to all scholars and their dependents throughout their stay in the US.
THE EXCHANGE VISITOR PROGRAM: J-1 SCHOLARS

WHAT IS THE EXCHANGE VISITOR PROGRAM (J-1 VISA)?

The Exchange Visitor Program is designated to bring scholars, researchers, professors, specialists and students to the United States for a variety of educational and cultural exchange purposes. These individuals are under the sponsorship of an agency or organization that has been designated as an exchange visitor sponsor by the U.S. government. William Paterson University has been granted this designation and, accordingly, is authorized to issue the DS-2019 used to obtain the J-1 visa, which is issued to individuals who come to the U.S. on the Exchange Visitor Program, is set apart from all other non-immigrant visa classes by its underlying philosophy of educational and cultural exchange.

HOW DOES A DEPARTMENT OR FACULTY MEMBER INVITE A VISITING SCHOLAR?

To invite a scholar on a J-1 visa, the host department or faculty member needs to prepare the DS-2019 REQUEST FORM. Please contact Immigration Services for a request form or download one here.

*DS-2019 REQUEST FORM

WHAT ARE THE STEPS IN BRINGING A VISITING SCHOLAR TO THE U.S.?

STEP 1: The department or faculty member fills out the DS-2019 REQUEST FORM and returns it and the necessary documentation to Cinzia Richardson, OISS, Raubinger Hall, Lower Level, Room 21, Wayne, NJ, 07470.

STEP 2: After OISS receives the request form, the DS-2019 form will be prepared and sent to the prospective visiting scholar according to the mailing instructions on the request form. The booklet, “Exchange Program J-1 Visa Information” will also be sent to the prospective visiting scholar.

STEP 3: The prospective visiting scholar uses the DS-2019 form to obtain a J-1 visa at a U.S. Consulate or Embassy.

STEP 4: The visiting scholar enters the U.S. using a valid passport, J-1 visa stamp and Form DS-2019. Newly arrived visiting scholars are required to make an appointment with Cinzia Richardson, who will review the scholar’s documents and discuss pertinent information concerning the University and the community.

HOW DO J-1 VISITING SCHOLARS EXTEND THEIR STAY?

To extend the J-1 Visiting Scholar’s stay, the inviting department or faculty member must request a program extension at least 45 days before the current DS-2019 expires. Please contact: OISS for an extension form

*EXTENSION FORM FOR SCHOLAR
(Other documentation such as a bank statement may be needed. Contact: OISS for information)
HOW DO VISITING SCHOLARS CHANGE THEIR STATUS OR CATEGORY?

Individuals in J-1 status who are subject to the two-year home country residence requirement (stamped on the U.S. visa and noted at the bottom of the Form DS-2019) may not change to any other non-immigration status without first applying for and receiving a waiver. Moreover, exchange visitors who enter the U.S. in one exchange category, such as “research scholar,” are rarely permitted to change to another category, such as “student”.

HOW DO VISITING SCHOLARS TRANSFER TO ANOTHER PROGRAM?

A J-1 Visiting Scholar who wishes to transfer to another institution must have his/her current program sponsor’s permission. Permission to transfer is granted only if the transfer is in the same filed or category as the Visiting Scholar’s original purpose in coming to the U.S. Application for permission to transfer is made with the Form DS-2019 from the new sponsor. J-1 Visiting Scholars who intend to transfer another program should check with Immigration Services for further information.

WHAT ABOUT INCIDENTAL EMPLOYMENT FOR J-1 VISITING SCHOLARS?

Researchers and scholars in J-1 status can be authorized to accept employment away from their program sponsor, but only if that employment is directly related to their program objectives. Such employment must be approved by Immigration Service before the work takes place. This is known as “Incidental Employment” and cannot be full-time employment.

CAN VISITING SCHOLARS BRING THEIR DEPENDENTS?

A J-1 Exchange Visitor’s spouse or child will need a J-2 DS-2019 to enter the U.S. in J-2 status and may stay as long as the J-1 Exchange Visitor is authorized to remain in the U.S. Other family members are not J-2 dependents and must come as visitors on a visitor visa.

CAN J-2 DEPENDENTS WORK?

An individual in J-2 status may apply to the United States Citizenship & Immigration Services (Vermont Service Center) for permission to accept employment. Permission will be granted only if the employment is designed to support the J-1’s spouse and child/children, and not the J-1 Visiting Scholar. The processing time for work authorization at the Vermont Service Center is approximately 4-12 weeks. A J-2 cannot begin working until she/he has received the Employment Authorization Document (EAD Card) from the USCIS. For further information and an application packet, please contact Immigration Services.
COVER SHEET FOR DS-2019 REQUEST

TO: Office of International Students & Scholar/NSE Program
Raubinger Hall, 2nd Floor, Room 207B
Wayne, New Jersey 07470-2103

FROM: Name:________________________________________________________

Department:________________________________________________________

Title:_______________________________________________________________

DATE: ________________________________

ADDRESS: __________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

PHONE: ________________________________

FAX: ________________________________

E-MAIL: ________________________________
CHECKLIST FOR DS-2019 – J-1 VISA EXCHANGE VISITOR PROGRAM

You must submit a completed DS-2019 Request Form with:

_____ Cover sheet for DS-2019 request

_____ Financial documentation if not supported by WPUNJ appointment

_____ Copy of CV or resume

_____ Brief statement from the sponsoring faculty/department describing the research or teaching program the scholar will undertake, including:

- Name of scholar’s immediate supervisor or department mentor
- Professional obligations
- Description of the facilities and equipment that will be provided to the scholar (e.g. office/lab space, phone)

_____ Signed copy of Medical Insurance Attestation (Submitted by Prospective Scholar)

_____ Copy of current DS-2019 and I-94, if currently in the U.S. (Submitted by Prospective Scholar)

_____ Copy of passport biographic page (Submitted by Prospective Scholar)

_____ Copy of pertinent provisions of Exchange Agreement, if applicable
DS-2019 REQUEST FORM
J-1 EXCHANGE VISITOR PROGRAM
(Document must be filled out by the inviting faculty member, not the scholar)

Please type or print clearly. Submit completed form and all other required documentation to Office of International Students & Scholar (OISS)

Check all that apply:

_____ New J-1 scholar at WPU

_____ Previously at WPU as a J-1 Scholar

_____ Previously in U.S. as a J-1 Scholar

_____ Transfer from another U.S. Institution

Scholar’s Name________________________________________________________

Last/Family First Middle

Male____ Female____ Date of Birth________________________ Month/Day/Year

City or Province of Birth____ Country of Birth________________________

(must be completed) (must be completed)

Country of Citizenship________________________

(must be completed)

Country of Legal Permanent Residence________________________

(must be completed)

E-mail address________________________ Person #________________________

(if applicable)

Is the scholar participating on a WPU Exchange Program? ____ Yes ____ No

If so, which one?________________________________________________________

If scholar is currently in the U.S. as a J-1 scholar at another institution:*

Name of current program sponsor (e.g. Univ. of Iowa)________________________

Program Number________________________

Date of scholar’s initial entry in J-1 visa status________________________

*Please attach a copy of the scholar’s current DS-2019, and front and back of his/her I-94 card.
Scholar’s Address Abroad

____________________________________________________

Current Occupation / Position (Title and Place of Employment in Country of Permanent Residence)

____________________________________________________

Field of Specialization (e.g. area of chemistry: electronanalytical)

____________________________________________________

At WPU, the scholar’s primary activity will be: _____Professor
_____Research Scholar
_____Short-term Scholar
_____Specialist
_____Student/Non Degree

WPU Department (e.g. Department of Chemistry)

____________________________________________________

Department Address at WPU

____________________________________________________

Time Period for which the DS-2019 is Requested*

Beginning Date**___________________ Ending Date___________________
Month/Day/Year Month/Day/Year

*While a Research Scholar/Professor may hold J-1 visa status for up to five years, it is recommended that a DS-2019 be requested for only one year at a time to provide for annual verification of funding.

**The scholar may enter the U.S. thirty days before the start date or anytime within 30 days after the start date on the DS-2019. If not validated in the SEVIS system within 30 days after the start date, the scholar’s SEVIS record will become invalid.
Scholar’s Funding Source(s) and Amount(s) (complete all that apply)

_____ WPUNJ Appointment* $__________

_____ Other Sponsor *(Official documentation of support in U.S. dollars must accompany this request form)* $__________

_____ Scholar’s Government *(Example: letter on official letterhead identifying a U.S. dollar amount and the duration of the support)* $__________

_____ Other Organizations Providing Support $__________

Specify

_____ Personal Funds *(Example: scholar’s personal bank statement showing account balance in U.S. dollars)* $__________

_____ Other $__________

Specify

Total amount of funding $__________

* If the scholar will hold a University appointment, refer to salary schedules provided by the appropriate Human Services office for required salary minimums and maximums.

* If the scholar hold a University appointment, evidence of funding from each sponsoring source must be provided, documented plus $4,500 additional for the spouse and $3,500 for each accompanying child.

Source of Mandatory Health Insurance

Pursuant to the Exchange Visitor Program (the “Program”), you, as a J-1 nonimmigrant, are required to obtain and maintain insurance coverage for you and your family members for sickness and/or accident(s) during the period of time that you spend in the U.S. in the Program. Please refer to our J-1 Brochure for information relating to the minimum insurance coverage.

_____ Benefit of University appointment

_____ Scholar will purchase in home country *(Scholar must present an English translation of the policy for evaluation upon arrival)*

_____ Scholar will purchase in the US upon arrival and no later than 5 business days of program start date

Accompanying Immediate Family Members (Spouse and/or Children)

NAME:
Last/Family, First/Given_____________________________________________________

Relationship to Scholar_____________________________________________________

Date of Birth (Month/Day/Year)_______________________________________________

City and Country of Birth/Citizenship__________________________________________
NAME:
Last/Family, First/Give_____________________________________________________
Relationship to Scholar__________________________________________________________________________
Date of Birth (Month/Day/Year)______________________________________________________________________
City and Country of Birth/Citizenship__________________________________________________________________

NAME:
Last/Family, First/Give_____________________________________________________
Relationship to Scholar__________________________________________________________________________
Date of Birth (Month/Day/Year)______________________________________________________________________
City and Country of Birth/Citizenship__________________________________________________________________

NAME:
Last/Family, First/Give_____________________________________________________
Relationship to Scholar__________________________________________________________________________
Date of Birth (Month/Day/Year)______________________________________________________________________
City and Country of Birth/Citizenship__________________________________________________________________

This DS-2019 Request Form MUST BE accompanied by:

- A photocopy of the scholar’s CV
- A statement describing the research or teaching program the scholar will undertake, including the name of the scholar’s immediate supervisor or departmental mentor and professional obligations, and a description of the facilities and equipment (e.g. office/lab space, telephone, etc.) that will be made available to the scholar.
- A copy of the scholar’s current DS-2019, and front and back of his/her I-94 card if the scholar is currently in the U.S. as a J-1 scholar at another institution

Signatures of BOTH FACULTY AND CHAIR and DEAN are required.

Faculty Member Requesting DS-2019 Form

Name________________________________ Title____________________________________________
Dept. Address_________________________ Phone______________________________
Signature______________________________ E-mail______________________________
Approval from Department Chair

Name______________________________ Title______________________________

Dept. Address_______________________ Phone______________________________

Signature___________________________ E-mail______________________________

Date____________________

Approval from College Dean

Name______________________________ Title______________________________

Dept. Address_______________________ Phone______________________________

Signature___________________________ E-mail______________________________

Date____________________

Approval from the Provost Office (Appointment or letter of invitation must be included).

Name______________________________ Title______________________________

Signature___________________________ Date_________________________________

If you have any questions, please call Cinzia Richardson, Office of International Students & Scholars/NSE Program at 973-720-2976 or email richardsone@wpunj.edu.
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

FACT SHEET

I-901 SEVIS Fee for F, M, and J Nonimmigrant Students and Exchange Visitors

Beginning October 27, 2008, the Department of Homeland Security (DHS) will increase the congressionally mandated fee that is charged to cover the costs of the Student and Exchange Visitor Program (SEVP).

Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools.

Some schools charge a fee by the year or the semester to support their foreign student/exchange visitor offices and automated systems. These fees are neither mandated nor collected by the U.S. Government.

Payment of the I-901 fee will be recorded and tracked in SEVIS, the web-based system for collecting, maintaining, and managing information about nonimmigrant students and exchange visitors in the United States.

Who pays the new fee?

Those who wish to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after October 27, 2008.
How much is the new fee?

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>For students (F-1, F-3, M-1, or M-3)</td>
<td>$200</td>
</tr>
<tr>
<td>For exchange visitors (J-1) except those listed separately below:</td>
<td>$180</td>
</tr>
<tr>
<td>For spouses and dependent children (F-2 or J-2) of students or exchange visitors</td>
<td>None</td>
</tr>
</tbody>
</table>

When do prospective students or exchange visitors pay the SEVIS fee?

- Applicants who require a visa to enter the United States must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interviews.
- Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for F-1, F-3, M-1, M-3, or J-1 status at a Port of Entry into the United States must pay the SEVIS fee before appearing at the Port of Entry.
- Nonimmigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

How is the fee paid?

- Through the Internet at www.FMJfee.com by using a credit or debit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrants); or
- Through the mail by submitting a completed Form I-901 and a check or money order drawn on a U.S. bank and payable in U.S. currency; or
- By a third party such as a school or sponsor; or
- By selected sponsors of an exchange program submitting a bulk or group payment.

When must the fee be paid?

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow for adequate processing time the fee must be paid:

- At least three business days prior to the visa interview date if paying electronically.
- At least 15 business days prior to the scheduled visa interview if submitting payment through regular mail. (This time frame allows adequate time for the fee payment to be received at the DHS address listed on the Form I-901, deposited, and recorded in SEVIS.)
- Be sure to add local mail processing time to this processing estimate for accuracy.
How will the payment be verified?

The payment will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals who are paying by mail, may request Express delivery service for the I-797 receipt at an additional cost of $35.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

When must continuing students (F-1, F-3, M-1, or M-3 nonimmigrants who have begun but not finished a program) pay the SEVIS fee?

Continuing students must pay the SEVIS fee:

- Before filing an application for reinstatement when they have been out of status for more than five months; or
- When applying for a new visa and returning to the United States after an absence of more than five months that did not involve authorized overseas study; or
- When filing an application for a change of status to an F, M, or J classification except for changes between F-1 and F-3 or between M-1 and M-3.

When must continuing exchange visitors (J-1 nonimmigrants who have begun, but not finished a program) pay the SEVIS fee?

Continuing exchange visitors must pay the SEVIS fee before:

- Filing a reinstatement application after a substantive violation; or
- Filing a reinstatement application after they have been out of status between 121 and 269 days; or
- Applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, G-3, or G-7).

# ICE #

U.S. Immigration and Customs Enforcement (ICE) is the largest investigative arm of the Department of Homeland Security (DHS). ICE seeks to prevent acts of terrorism by targeting the people, money and materials that support terror and criminal networks.

Last Modified: Monday, January 5, 2009
May 2, 2007

Dear Professor of Research Scholar,

I am pleased to inform you that you have been recommended for the one-year-only position of three-quarter-time assistant professor in the Department of [Redacted] at The William Paterson University of New Jersey, effective September 1, 2007-June 30, 2008. The salary for this position is [Redacted], which corresponds to Step 4 of Classification U22 of the State/AFT Agreement.

Following approval of this offer by the President of the University and action by the Board of Trustees at its next public meeting, you will receive a formal contract of employment from the President. As indicated in the language of the contract, all appointments are subject to certification of the availability of funds by the Division of Budget and Accounting of the State of New Jersey.

I am pleased that you will be rejoining the faculty of the Department of History, and I look forward to working with you. Please sign and date a copy of this letter and return it to me within ten days to indicate your acceptance of this offer.

Sincerely,

I accept and agree to the terms of this offer.

Signature

Date

c: Edward Weil
Stephen Hahn
Allison Boucher
CHECKLIST
Prospective Exchange Visitor Faculty
(Professor/ Research Scholar/Short Term Scholar/ Specialist /Student)

____ Medical Insurance Attestation

____ List of Health Insurance and Services Plans

____ The SEVIS Fee Requirements: What J-1 Exchange Visitors Need to Know
MEDICAL INSURANCE ATTESTATION

Both the U.S. Department of State and William Paterson University require J-1 Exchange Visitors (and their dependents) to obtain and maintain medical insurance coverage during their stay in the U.S. as J-1 Exchange Visitors. (Please refer to the J-1 brochure)

Please indicate below how you expect to meet this medical insurance requirement:

_____ I will have medical insurance coverage as a benefit of my William Paterson University Employment. (Only applies to Faculty)

_____ I will purchase health insurance from an Insurance provider (Recommend list attached).

_____ I will purchase health insurance in my home country prior to coming to the US.

By signing below, I hereby confirm my understanding, and accept my obligations, under the Exchange Visitor Program and William Paterson University requirements for J-1 Exchange Visitors. I also acknowledge that willful noncompliance with the insurance provisions may result in the termination of my participation in the Exchange Visitor Program.

_________________________________________  ____________________________
VISITOR’S SIGNATURE                  DATE
List of Health Insurance and Services Plans

1. HTH Worldwide Insurance Services
   One Radnor Corporate Center, Suite 100
   Radnor, PA 19087, USA
   Visit: hthstudents.com
   Email: customerservice@hthworldwide.com
   Call: 1-888-243-2358 or 1-610-254-8769 outside the U.S.
   Fax: 1-610-254-8797

2. BETINES K & K Consulting Services, Inc.
   PO Box 110998
   Tacoma, WA 98411-0998
   Visit: www.betins.com
   Email: webmaster@betins.com
   Call: 253-238-6374 or 1-866-552-8834
   Fax: 253-238-6385

3. VISIT® Travel & Medical Insurance Program
   PO Box 210
   Mount Vernon, VA 22121
   Visit: www.visitinsurance.com
   Email: info@visitinsurance.com
   Call: 1-800-247-5575 or 1-703-660-9062
   Fax: 1-703-991-9164

4. CISI (Cultural Insurance Services International)
   River Plaza, 9 West Broad Street
   Stamford, CT 06902-3788
   Visit: www.culturalinsurance.com
   Email: zkovicz@culturalinsurance.com
   Call: 1-800-303-8120 or 1-203-399-5181
   Fax: 1-203-399-5596