



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

**Introduction:** The International Center, through its office of International Student and Scholar Services (ISSS) administrates 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 ISSS. In order to allow for internal administrative processing and in anticipation of visa application processes at American embassies/consulates, please submit your request 60 days prior to the anticipated arrival date of the visitor. ISSS will make every effort to accommodate situations that may require expedited processing, but does not guarantee such services.

**Purpose of the Exchange Visitor Program:** The MU has been a J-1 Program Sponsor for several decades and has hosted thousands of visiting 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 of the University's efforts to maintain prominence as an international academic and research institution. MU is authorized as a program sponsor through the U.S. Department of State. More about the history of the J-1 Program can be explored at: [www.exchanges.state.gov/education/jexchanges/](http://www.exchanges.state.gov/education/jexchanges/)

**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**, 3) **Short-term Scholar** and 4) **Specialist**. 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 three 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 MU sponsored conferences, short courses, seminars and colloquia.

**Limitations/Prohibitions:** Individuals whose primary purpose is to study at MU 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 ISSS for consultation.*

**Required Supporting Documentation** To issue the Form DS-2019, ISSS 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 and 3) a copy of the scholar's C.V. or résumé.

*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 MU host department, external agencies, the scholar's government or home institution, or entirely by the scholar's personal resources. Nevertheless, ISSS must verify the visiting scholar's funding prior to issuance of the DS-2019.

Therefore, MU host departments and/or visiting scholars must submit proof of adequate funding for the program period. Scholars should demonstrate a minimum of \$1,000 per month for the program duration. MU departments may indicate support 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 demonstrate \$700 per month for a spouse and \$400 per month for each additional dependent.

**Medical Insurance** All exchange visitors (J-1) are required to have and maintain adequate health insurance, 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, MU requires that all persons in J status to document their insurance coverage. For those not employed in a benefits eligible position at UMC there is a policy that is available for purchase through the International Center. A copy of the policy and the application form will be included in the materials to be forwarded to the exchange visitor. All UMC benefits eligible exchange visitor employees (.75 FTE+) must purchase additional insurance for repatriation and medical evacuation coverage. This add-on policy is also available through the international center and will be forwarded to the scholar.

**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 utilized 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 and sent it to ISSS, an ISSS advisor will review the request, determine the eligibility of the visitor for J-1 status, and prepare the DS-2019.
- After ISSS completes the request and issues the DS2019 the department will be notified. The documents will then be sent back to or picked up by the requesting department. The department will then send the documents to the scholar.
- The scholar then makes an appointment at a U.S. consul or 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 Custom and Border Protection officer (CBP). The scholar's Form DS-2019 will be processed with an entry stamp along with the Arrival/Departure Record (Form I-94) indicating the entry-date, port-of-entry, nonimmigrant status and a designation of "D/S," which means "duration of status." Once the scholar arrives on campus, he/she will need to check-in with ISSS to establish an active J-1 Exchange Visitor Scholar Record and make photocopies of all immigration related documents. Under new USCIS regulations (codified 12/12/02) J-1 scholars will be considered out of status (illegally present) if the 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 International Center, N52 Memorial Union 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 an ISSS advisor when entry is delayed.

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## DEPT. MAILING INSTRUCTIONS FOR International Student & Scholar Services:

- Send the DS-2019 through campus mail to the department to be forwarded to the prospective scholar.
- Call the department to pick up the DS-2019 (*This is recommended if time is a consideration.*)

**Return the completed J-1 Visiting Scholar Request Form to:**  
ISSS Scholar Coordinator  
International Student & Scholar Services  
The International Center – N52 Memorial Union  
(573) 882-6007



**14. Accompanying Family Members** - If the exchange visitor's spouse and/or children will accompany him/her to MU, the ISSS 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)	
<b>Relationship:</b>	Spouse, daughter, son	<b>Date of birth:</b>	month/day/year	<b>Place of birth:</b>	City & Country
<b>Country of Citizenship</b>		<b>Country of Permanent Residence</b>			

**Dependent #2**

(Last or family name)		(First name)		(Middle name)	
<b>Relationship:</b>	Spouse, daughter, son	<b>Date of birth:</b>	month/day/year	<b>Place of birth:</b>	City & Country
<b>Country of Citizenship</b>		<b>Country of Permanent Residence</b>			

**Dependent #3**

(Last or family name)		(First name)		(Middle name)	
<b>Relationship:</b>	Spouse, daughter, son	<b>Date of birth:</b>	month/day/year	<b>Place of birth:</b>	City & Country
<b>Country of Citizenship</b>		<b>Country of Permanent Residence</b>			

**Dependent #4**

(Last or family name)		(First name)		(Middle name)	
<b>Relationship:</b>	Spouse, daughter, son	<b>Date of birth:</b>	month/day/year	<b>Place of birth:</b>	City & Country
<b>Country of Citizenship</b>		<b>Country of Permanent Residence</b>			

**Dependent #5**

(Last or family name)		(First name)		(Middle name)	
<b>Relationship:</b>	Spouse, daughter, son	<b>Date of birth:</b>	month/day/year	<b>Place of birth:</b>	City & Country
<b>Country of Citizenship</b>		<b>Country of Permanent Residence</b>			

*Note: 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. Also, be sure to write the birth date in the order of Month/Day/Year.*

**15. Medical Insurance Coverage** – indicate health insurance coverage plan for the visiting scholar.

- ▶  Coverage through full (.75 FTE+) MU appointment for six months or more.
- ▶  Coverage through personal, employer, or government-provided insurance policy.
  - Specify insurance carrier:
- ▶  Coverage through MU-sponsored policy

**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 MU’s exchange visitor program. The Exchange visitor may pay directly for the MU-sponsored insurance policy. A brochure will be enclosed in the materials sent to the department and forwarded to the scholar. Exchange visitors employed by UMC (.75 FTE+) will be required to purchase an add-on policy to cover medical evacuation and repatriation. UMC employee insurance does not provide this required coverage for J-1 scholars.

**16. Please list scholar’s primary place of employment in US.**

**Address (Primary Site of Activity):**

**17. Information on MU Department Contact responsible for hosting the Visiting Scholar:**

<b>Name:</b>		<b>Title:</b>	
<b>Dept Name and Address:</b>		<b>Phone#:</b>	<b>E-mail address:</b>
<b>Alternate dept. contact</b> who may be of assistance in your absence:		<b>Phone#:</b>	<b>E-mail address:</b>
<b>Signature:</b>		<b>Date:</b>	