

J-1 EXCHANGE VISITOR SCHOLAR REQUEST

INSTRUCTIONS FOR DEPARTMENTS

INTRODUCTION

The International Center, through international student and scholar services, administers the University of Missouri's exchange visitor program. Departments seeking to host a foreign scholar should complete the following form, along with the requested supporting documentation, and submit it to the International Center. 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 start date** of the visitor. The International Center will make every effort to accommodate situations that may require expedited processing, but does not guarantee such services.

PURPOSE OF THE EXCHANGE VISITOR PROGRAM

MU has been a J-1 program sponsor for several decades and has hosted thousands of visiting students and scholars for the purposes 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 Form DS-2019 to apply at the American embassy or consulate for a **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. For more information about the J-1 program, go to j1visa.state.gov/programs.

EXCHANGE VISITOR CATEGORIES

This request form is only for the purpose of requesting the following classifications or categories of visitors under the J-1 exchange visitor program: professor, research scholar or short-term scholar. Proper categorization of the exchange visitor on Form DS-2019 is critical because the program does not permit exchange visitors to change categories or program objectives after arriving in the United States. The only exception to this rule is an allowance to change from professor to research scholar, or vice versa, in the event that the principle activities of the participant so dictate.

- **Professor:** Individual primarily teaching, lecturing, observing or consulting. A professor may also conduct research, unless disallowed by the sponsor. Maximum stay is five years.
- **Research scholar:** Individual primarily conducting research, observing or consulting in connection with a research project. A research scholar may also teach or lecture, unless disallowed by the sponsor. Maximum stay is five years.
- **Short-term scholar:** Professor, research scholar, specialist or 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. Extensions are not permitted beyond the six-month maximum. Because short-term scholar exchange visitors may be employed to receive honoraria or reimbursed for expenses, this category is convenient for use by speakers or other participants at MU-sponsored conferences, short courses, seminars or colloquia.

ENGLISH LANGUAGE PROFICIENCY

The new J-1 subpart A rule published Oct. 6, 2014, now requires "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in their program and to function on a day-to-day basis." [22 C.F.R. § 62.11(a)(2)] Please provide documentation showing compliance with the English language proficiency requirement.



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. If an individual has been in the U.S. for six 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, they will be “barred” from beginning a new program for a full 12 months from the end date of the previous program. Some exceptions apply; please contact the International Center for consultation.

REQUIRED SUPPORTING DOCUMENTATION

To issue the Form DS-2019, the International Center must receive the following supporting documents with the completed and signed J-1 Exchange Visitor (Scholar) Request form:

- Letter of invitation, offer or acknowledgment (whichever is appropriate)
- Proof of adequate funding, if it comes from a source other than the department
- Copy of scholar’s curriculum vitae or résumé
- Completed International Scholar Fee Form, payable with departmental MoCode
- Copy of the applicant’s passport biographical page (also required for any dependents who intend to accompany the scholar to the U.S., include birth date, city and country of birth and relationship to scholar)

FUNDING AND ESTIMATED EXPENSES

Visiting scholars may be financially supported by the MU host department, external agency, scholar’s home government or institution, or entirely by the scholar’s personal resources. The International Center must verify the visiting scholar’s funding prior to issuance of the DS-2019. MU host departments or visiting scholars must submit proof of adequate funding for the program period — a minimum of \$1,200 per month. MU departments may indicate support commitments on the request form. If a scholar is funded externally or by personal resources, documentation (e.g., letters of support or personal bank statements) is required. If applicable, visiting scholars with accompanying dependents 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 medical insurance that includes coverage for repatriation and medical evacuation for themselves and any accompanying dependents (J-2) as a condition of their legal status in the United States. To comply with this federal regulation, MU requires that all individuals in J status document their insurance coverage. For those not employed in a benefits-eligible position at MU, there is a policy 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 MU benefits-eligible exchange visitor employees (.75 FTE+) must purchase additional coverage for repatriation and medical evacuation. This add-on policy is available through the International Center and will be forwarded to the scholar. For more information about insurance requirements, go to international.missouri.edu/j1-insurance.

EXTENSION OF PROGRAM

This form may also be used to request an extension of a current visiting scholar’s program, provided the scholar has not utilized the maximum period for their program category. Adequate funding for the extension period, proof that health insurance coverage is being maintained and the International Scholar Fee Form must be submitted with extension requests.

INTERNATIONAL SCHOLAR SERVICES FEE

MU departments/units hosting J-1 visiting scholars will be charged the international scholar services fee of \$200. The DS-2019 will not be provided to the visitor until the scholar fee form has been submitted by the host department. This form is available online at international.missouri.edu/scholar-fee.



NEXT STEPS

- After the department has completed the attached form and sent it to the International Center, an international scholar adviser will receive the request, determine the eligibility of the visitor for J-1 status and prepare the DS-2019.
- After the International Center completes the request and issues the DS-2019, 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 makes an appointment at the nearest U.S. embassy/consulate. They will be required to show financial proof, citizenship (valid passport) and give a statement regarding the purpose of the visa. If dependents are accompanying the scholar, they will also need to attend this appointment.
- The scholar will be granted the J-1 visa, asked for more information or denied the visa. Denial of a visa is difficult to overcome. This is why departments should ensure all information submitted for the DS-2019 is accurate, including spelling of name, city of birth, etc.
- When the scholar physically enters the U.S., they will again be inspected, this time by U.S. Customs and Border Protection. The scholar's Form DS-2019 will be processed with an entry stamp, indicating the entry date, port of entry, nonimmigrant status and a designation of D/S (duration of status). They will also be issued an I-94 record, which is available online at cbp.gov/I94.
- Once the scholar arrives on campus, they will need to check in with the International Center to establish an active J-1 exchange visitor record and have photocopies made of all immigration-related documents. Under USCIS regulations (codified Dec. 12, 2002), J-1 scholars will be considered out of status (illegally present) if USCIS is not notified of their arrival by the sponsoring institution within 30 days of their program start date (as listed on the DS-2019). Please make sure all new exchange visitors check in at the International Center (N52 Memorial Union) as soon as they arrive. If the scholar's entry into the U.S. is delayed, it may be necessary to issue a new document with a new start date. Please contact the International Center if entry is delayed.

SUBMIT COMPLETED REQUEST

The completed request form and all required supporting documents should be submitted to:

J-1 scholar adviser
MU International Center
N52 Memorial Union



International Center
University of Missouri

N52 Memorial Union
Columbia, MO 65211
international.missouri.edu

Purpose of request: New program – scholar coming from abroad
 New program – scholar transferring within the U.S.
 Extension – scholar continuing on same program at MU

Exchange visitor's name: _____
last/family first/given middle

Email address: _____

Sex: Male Female **Date of birth:** _____
(month/day/year)

Place of birth: _____ **Country of citizenship:** _____
city, country

Country of legal permanent residence: _____
Note: This may not necessarily be the same as citizenship.

Present or former position in country of permanent residence: _____
(E.g., professor, researcher, graduate student, government employee/administrator, in the private sector, etc. Please include precise description)

Has been a J-1 scholar or student in the U.S. previously? No
 Yes (end date of most recent J-1 program: _____)

Proposed dates of stay: from _____ to _____
(month/day/year) (month/day/year)

List the total period of time, up to a maximum of five years, for which the activities have been **mutually agreed to and for which funding has been projected**. If you have any questions about this, contact the International Center at 573-882-6007.

When proposed stay is less than six months: Department/scholar might request extension
 Department scholar will not request extension

Title of proposed position: _____

Brief, concise, non-technical description of activities of exchange visitor at MU (and work site address, if not at MU):

(E.g., research in the field of veterinary medicine, pathobiology, research in mathematics, etc.)

SOURCE AND AMOUNT OF FINANCIAL SUPPORT: Please note that this must be documented in the form of an offer letter or, if the support is coming from the home institution or agency, documentation **must be attached to the application before the International Center can prepare the exchange visitor's documents**.

- University of Missouri \$ _____ Source: _____
- Exchange visitor's government \$ _____ Source: _____
- Other organizations (please list) \$ _____ Source: _____
- Personal funds \$ _____ Source: _____
(Please attach proof of personal funds – e.g., bank statements.)

ENGLISH LANGUAGE PROFICIENCY: Objective measurements of English language proficiency required. Please mark one of the following options and attach supporting documentation.

- Recognized English language test** (include copy of test score)

Test name: _____

Score: _____ Date of testing: _____

- Signed documentation from an academic institution or English language school** (include copy)

Name of institution: _____

Name of official signing documentation: _____

Title of official signing documentation: _____

Type of documentation: _____

- Documented interview conducted by sponsor either in person or by videoconference**, or by phone if videoconference is not a viable option (complete section below to verify)

Date of interview: _____

Name of individual(s) conducting interview: _____

Method of interview: In person Videoconference Phone

Proficiency checklist:

	Sufficient proficiency	Limited proficiency	Insufficient proficiency
▪ The scholar demonstrated understanding of the questions asked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ The scholar spoke clearly and fluently (without unnatural pauses) about everyday and academic topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ The scholar developed answers at least two or three minutes long in response to multiple, open-ended questions and behavioral questions about academic topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ The scholar demonstrated sufficient proficiency in research-oriented writing to function as independently on writing projects as would be expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ The scholars demonstrated sufficient proficiency in reading materials related to planned responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ The scholar demonstrated appropriate communication strategies for resolving misunderstandings as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the program suitable to the exchange visitor's background, needs and experience?			<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Has the applicant published work or presented at a professional conference in English?			<input type="checkbox"/> Yes <input type="checkbox"/> No

ACCOMPANYING FAMILY MEMBERS: If the exchange visitor's spouse and/or children will be accompanying them to MU, the International Center will issue a separate DS-2019 for each dependent (as a J-2). The regulatory definition of dependent is "the spouse and unmarried children (under 21 years of age) of the exchange visitor" (22 CFR § 62.2).

Dependent 1: _____
last/family name first/given name middle name

Relationship to exchange visitor: _____
spouse/child

Date of birth: _____ **Place of birth:** _____
month/day/year city, country

Country of citizenship: _____ **Country of permanent residence:** _____
city, country city, country

Email address: _____

Dependent 2: _____
last/family name first/given name middle name

Relationship to exchange visitor: _____
spouse/child

Date of birth: _____ **Place of birth:** _____
month/day/year city, country

Country of citizenship: _____ **Country of permanent residence:** _____
city, country city, country

Email address: _____

Dependent 3: _____
last/family name first/given name middle name

Relationship to exchange visitor: _____
spouse/child

Date of birth: _____ **Place of birth:** _____
month/day/year city, country

Country of citizenship: _____ **Country of permanent residence:** _____
city, country city, country

Email address: _____

Dependent 4: _____
last/family name first/given name middle name

Relationship to exchange visitor: _____
spouse/child

Date of birth: _____ **Place of birth:** _____
month/day/year city, country

Country of citizenship: _____ **Country of permanent residence:** _____
city, country city, country

Email address: _____

Note: If more space is needed, please attach an extra sheet of paper. Be sure all names are spelled correctly and exactly as they appear on the individual's passport, and birth date is written in the order of month/day/year. A misspelling of a name can lead to a visa denial.

MEDICAL INSURANCE COVERAGE: Indicate health insurance coverage plan for the exchange visitor.

- Coverage through full-time (.75 FTE+) MU appointment that is benefits eligible
 - Appointment title: _____
- Coverage through a home country government-provided insurance
 - Specify insurance carrier: _____
- Coverage through MU-facilitated policy (currently through Aetna)

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 the time they are participating in MU's exchange visitor program. A brochure will be enclosed in the materials sent to the department to be forwarded to the scholar. Exchange visitors employed by MU (.75 FTE+) will be required to purchase an add-on policy to cover medical evacuation and repatriation, as MU employee insurance does not provide this required coverage.

Exchange visitor's primary place of employment in the U.S.: _____

Address (primary site of activity): _____

INFORMATION OF MU DEPARTMENT CONTACT RESPONSIBLE FOR HOSTING EXCHANGE VISITOR:

Name: _____

Title: _____ **Campus address:** _____

Email: _____ **Phone:** _____

Alternate dept. contact/phone number: _____
(someone who may be of assistance in your absence)

Signature: _____ **Date:** _____

MAILING INSTRUCTIONS REGARDING DS-2019 PACKET: Please indicate on which mailing option you would like.

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