



International Students and Scholars Office
North Carolina Agricultural and Technical State University
221 Murphy Hall • 1601 East Market Street • Greensboro NC 27411
(336) 334-7551 • Fax (336) 334-7001 • Email: isso@ncat.edu

The J-1 Exchange Visitor Program at North Carolina A&T State University (Research Scholars and Professors)

Please read the following information before completing the attached Request for Form DS-2019. If after reading this you have any questions about how to complete the Request Form please contact the International Students and Scholars Office (ISSO).

The Exchange Visitor Program is a federal program administered by the Department of State which implements the Mutual Educational and Cultural Exchange Act of 1961. This Act promotes mutual understanding between the peoples of the United States and other countries by means of educational and cultural exchange.

The Department of State has approved North Carolina A&T State University (NCA&TSU) as a Program Sponsor, which allows the University to invite international research scholars and faculty to collaborate in ongoing research and teaching at NCA&TSU. The Exchange Visitor Program at is conducted by a Responsible Officer and Alternate Responsible Officers, who issue visa certificates (Form DS-2019) and assist the Exchange Visitors and the sponsoring University departments in understanding any applicable federal, state and university regulations or policies. As a J-1 Program Sponsor we are also required to provide Exchange Visitors with pre-arrival information, offer orientation, and monitor the activities of our program participants.

It is important to remember that the Exchange Visitor Program at NCA&TSU is not simply a means of employing foreign nationals, but is intended to further the educational and research interests of the University. The information contained herein is primarily to assist sponsoring departments who wish to bring in professors and research scholars in J-1 status on a temporary basis. While it is possible for a researcher in J-1 status to enroll part-time in coursework, full-time enrollment and candidacy for a degree call into question the legitimacy of the initial research program. Researchers who wish to study or enroll in courses full-time should consult an advisor at ISSO about a more appropriate nonimmigrant status.

Process:

- Complete the attached DS-2019 Request Form (**all signatures are required**)
- Return the completed request form to ISSO (if funding from other than NCA&TSU please attach documentation)
- ISSO reviews the request and if approved, request DS-2019 Form from Department of State
- ISSO contacts University Department to pick up DS-2019 form and attachments for delivery to Scholar
- University Department schedules appointment for J-1 Exchange Visitor to check in with ISSO upon arrival at NCA&TSU

At check in, an ISSO advisor will distribute important arrival and orientation information, Social Security Letter and copy all visa documents. The Exchange Visitor will also have the opportunity to review several medical insurance policies which meet the federal requirements specific to J-1 Exchange Visitors and will be asked to certify that he/she either has or will immediately purchase acceptable insurance for themselves and any dependents.

Department's Responsibilities and assistance to Exchange Visitors while in the US include: housing arrangements, office and lab needs, computer training, supervision, guidance in opening a bank account and obtaining a U.S. drivers license (plus car insurance, car registration and tags, discuss how to buy a used car, etc.), school information for children, etc. Prior to arrival, visitors must be advised that it may be 4-8 weeks before they obtain a paycheck (if on North Carolina payroll), and that they will probably need at least \$2,000 to begin life here. Usual start-up costs include housing (first and last month's rent plus security deposit), food, required health insurance, basic furniture and kitchen utensils, utility deposits, transportation, etc.

(Important Terms, Issues and Procedures continued on reverse side)

Important Terms, Issues and Procedures

Time Limits

Research Scholars and Professors: 3 week minimum; 3 year maximum

Short-term Scholars: no minimum stay; 6 month maximum; NO EXTENSIONS

Home Residency Requirement (HRR) (212(e))

Exchange Visitors who are financed by either the U.S. government or the government of their country of residence, or who have special skills which are needed in their country of residence, are not eligible for permanent residence or priority worker (H-1B) status in the U.S. until they have returned to their country of residence and lived there for a period of two years after their stay in the U.S. (as an Exchange Visitor). Neither is it possible for someone with the HRR to change to any other non-immigrant status within the U.S. Wages offered by the department to the Exchange Visitor that have their origin in federal grants or contracts generally awarded to the department or the University are not for this purpose considered government funding. To determine whether or not a particular country has a specific research or teaching area on their skills list, please contact the ISSO. A waiver application, if necessary and/or possible, is the responsibility of the J-1 Exchange Visitor. **ISSO does not provide assistance with the waiver application process.** No extensions or transfers can be granted to the J-1 Exchange Visitor if a waiver of the HRR has been recommended by the Department of State.

Dependents (J-2)

A DS-2019 may be issued for spouse/or children (children under 21) to accompany the Exchange Visitor or to arrive later. Proof in the form of marriage or birth certificate may be required when applying for the J-2 visa. Please contact the ISSO for detailed information and request forms. Processing time and fees may vary.

Health and Medical Insurance

J-1 Exchange Visitor's and all accompanying J-2 dependents are required by federal regulation to have health and medical insurance which meets the minimum requirements: \$50,000 minimum per accident/illness, \$500 maximum deductible per accident/illness; \$7,500 maximum repatriation of remains coverage and \$10,000 provision for medical evacuation. Standard university or state employee health plans do not cover medical evacuation and repatriation cost so J-1 scholars who have university benefits will need to purchase supplemental coverage. Contact ISSO for information regarding supplemental coverage.

Extensions and Transfers

EXTENSIONS: If an extension or amendment to your original J-1 program is needed, please contact an ISSO advisor prior to the expiry date. All extensions must be completed before the end date on your current DS-2019. The department must complete and submit another Request for Form DS-2019 at least 45 days before the expiry date as indicated in item 3 of the DS-2019. J-1 scholars are allowed a 30-day grace period after expiry date, as stated on the DS-2019, to depart the U.S. or apply for a change of status. No extensions or transfers can be granted if a waiver of the Home Residency Requirement has been recommended by the Department of State and/or within the 30-day grace period. **TRANSFERS:** If a NCA&TSU department wishes to sponsor an Exchange Visitor currently in the U.S. who is here under another J-1 Program Sponsor at another university, the department must complete a Request for Form DS-2019 and submit (along with a written explanation by the supervisor that the research to be conducted at NCA&TSU is directly related to and a continuation of the previous research). Also including photocopies of all DS-2019 Forms issued to the Exchange Visitor (current and previous). A new form will be mailed to the previous Program Sponsor for release of sponsorship. *The time spent at the previous Program Sponsor(s) counts toward the three (3) year maximum and extensions beyond the 3 years are unlikely.* All transfers must be completed by the end date indicated on the DS-2019. **If a J-1 Exchange Visitor is currently at NCA&TSU and transfers to another J-1 program at another University then all employment/work at NCA&TSU must cease once the official transfer process has been completed.**

'No-Shows', Delays and Early Terminations

If a scholar is unable to participate in a program at NCA&TSU it is the Department's responsibility to request the DS-2019 form from the scholar and return it to the ISSO. If there is a significant delay from entering the US for more than one month after the original start date on the DS-2019 please contact the ISSO. It may be necessary to issue you a new DS-2019 form. **Under no circumstances should you try to enter the US after your DS-2019 form has expired, even if you have a valid J-1 visa in your passport.** Likewise, if there is very little time remaining on your DS-2019 please notify ISSO. We may need to issue you another one. Exchange Visitors can generally arrive up to 30 days before the stated beginning date of their program with no difficulty, but if they are to be paid by the University no employment can begin prior to the DS-2019 start date. If a scholar terminates the J-1 program more than 1 month earlier than the end date specified on his/her DS-2019, immediately notify the ISSO.

Employment, Payroll and Taxes

A scholar is required to show proof of adequate funding for the entire period of stay to support him or herself and any accompanying dependents. This financial support may be from the U.S. or foreign government, an overseas institution (such as a foundation or scholar's employer), personal funds or earnings from NCA&TSU for research or teaching at the University. Any and all employment for Exchange Visitors sponsored by NCA&TSU must be authorized in advance by ISSO. This is ordinarily authorized directly on the DS-2019. **Incidental, new and additional employment must be authorized by ISSO before assuring any such payment to the Exchange Visitor.** (Incidental employment is considered as participation by scholar for occasional lectures and/or short-term consultations as related to the Exchange Visitor's primary program activities.) **PAYROLL/TAXES:** The Exchange Visitor and the University department are responsible for completing the appropriate employment and tax forms. Please direct all questions concerning employment forms and tax treaties to Human Resources or the Payroll Office. Every Exchange Visitor (as well as every other non-immigrant) and their dependents in the U.S., whether earning U.S. income or not, is required to file one or more tax forms. ***Neither the ISSO nor the Payroll Office is able to assist with the explanation of tax instructions or the completion of tax forms.***

**2003 REQUEST FOR ISSUANCE OF FORM DS-2019
FOR FOREIGN ACADEMIC STAFF SEEKING J-1 EXCHANGE VISITOR STATUS**

Sponsoring Department: Please complete and return to the International Students and Scholars Office (ISSO), North Carolina A&T State University – 221 Murphy Hall (Phone: 334-7551). **This is not an immigration document. DO NOT** send it to your visitor. *It will not enable him/her to obtain a visa.* PLEASE TYPE OR PRINT RESPONSES TO ALL QUESTIONS IN FULL.

If there are special delivery time considerations for a particular visitor, please check the following box indicating that the NCA&TSU Department will pick-up the document packet and send it abroad by Express Mail. Otherwise, ISSO will send the packet abroad by regular Airmail.

Department will pick-up packet for delivery, please call _____ at extension _____.

<u>PERSONAL INFORMATION</u>		US SOCIAL SECURITY NUMBER _____ <i>(If none, leave blank)</i>	
Name of Foreign National _____			
	Last/Family	First	Middle
Male [] Female []	Date of Birth _____ Month-Day-Year	Place of Birth _____ City	Country _____
Address in Home Country _____			
	Street	City	Country
Email Address in Home Country _____			
<i>[Complete the following only for an initial issuance of the DS-2019; skip this section if this is a request to EXTEND a J-1 Scholar at NCA&TSU]</i>			
Country of Citizenship _____		Country of Legal Permanent Residence _____	
Occupation in Country of Residence _____			
Name of Employer in Home Country _____			
Is Foreign National currently in the United States or has he/she been in the U.S. previously in any non-immigrant status? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If YES, please list on a separate sheet of paper the previous times in the US including dates, visa type and duration of time in the US)</i>			
DOES THIS REQUEST INCLUDE FAMILY MEMBERS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
For each dependent family member in the US or coming to the US, please provide the following information (additional paper can be used if needed)			
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>RELATIONSHIP</u>	<u>DATE OF BIRTH</u>
<u>PLACE OF BIRTH</u>	<u>CITIZENSHIP</u>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(If family members have been in the U.S. previously please list on a separate sheet of paper the previous times they were in the US including the dates, visa types and the duration of time in the US)			
<u>DEPARTMENTAL INFORMATION</u> (To be completed by the department, not the Exchange Visitor)			
Hiring NCA&TSU Department _____		Building/Room # _____	
THIS REQUEST IS FOR:	() an initial DS-2019	() transfer from other J-1 Program (attach previous IAP-66s or DS-2019s)	
	() an extension of stay	() family members _____ (to enter separately / specify number of dependents)	
	() amend a previous DS-2019	() replace lost DS-2019	
DS-2019 BEGIN DATE _____ (Month-Day-Year)	DS-2019 END DATE _____ (Month-Day-Year)		
Limit 1 year initial appointment for scholars whose primary funding is <u>NOT</u> NCA&TSU			
Title/Appointment at NCA&TSU _____	Full-time _____	Part-time _____	<i>(If PT indicate FTE)</i>
Will this position include University Health and Medical Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Office of Equal Opportunity Number / EVP # (not applicable if no-pay appointment) _____			
Site of Research or Teaching _____			
Subject/Field of Visitor's Primary Activity or Specialization (or Research Project) at NCA&TSU: _____			

FINANCIAL INFORMATION – By federal regulation, Form DS-2019 for foreign nationals and/or their families cannot be issued unless adequate funding for the full period is documented; i.e., **\$14,000** per year for the principal visitor (cost of required insurance not included), **\$6,000** for spouse and **\$4,000** for each child (cost of required insurance not included). *Please attach written documentation of source and exact amount of funding if other than NCA&TSU, such as a letter on letterhead stationery from funding institution, bank statement.*

<u>Source of Financial Support</u>	<u>Amount in \$US for Entire Period of Stay</u>
<input type="checkbox"/> NCA&TSU (direct payment or via grant)	\$ _____
<input type="checkbox"/> The Exchange Visitor's Government (attach support letter)	\$ _____
<input type="checkbox"/> All Other Organizations (Attach support letter)	\$ _____
<input type="checkbox"/> Personal Funds (Attach current bank statement)	\$ _____

MINIMUM ELIGIBILITY REQUIREMENTS FOR J-1 PROFESSOR AND RESEARCH SCHOLAR

(Please read these requirements and attached description before certifying below.)

The Exchange Visitor must have:

- a minimum of a bachelor's degree and several years of related experience;
- sufficient English language proficiency to have a productive experience here;
- sufficient funding (for self and family, if any, throughout the duration of stay);
- a university appointment (may be courtesy [no pay] or payrolled);
- health and medical insurance which meets federal requirements for self and family members in order to maintain lawful J-1 non-immigrant status (detailed information attached to initial DS-2019)
- the specific research project must be able to be completed within the allotted time frame (3-year maximum for Professors and Research Scholars);
- an Exchange Visitor sponsored by government or home country employer requesting extension, transfer or change in department must have confirmation from home country sponsor (faxed or email confirmation acceptable);
- an Exchange Visitor transferring from one NCA&TSU department to another will need to submit a new request for Form DS-2019 completed by the new department and a letter from both the previous and proposed supervisors explaining how the research is a continuation of the original project, and not a change in employment;
- notice of Exchange Visitors who terminate early (i.e., more than 1 month before the authorized period of stay as listed on the Form DS-2019 must be reported (by either the Exchange Visitor or the department) to ISSO);
- no extension can be granted or transfers recommended if a waiver of the Home Residency Requirement (212 e) has been recommended by the USIA;
- no six month extension beyond the three year maximum will be granted unless the supervisor certifies: the original research was unavoidably delayed and both can and will be completed within six months, the Exchange Visitor is not waiting for a waiver, and that no further extensions or changes will be sought for the individual;
- no changes in category (i.e., from Research Scholar to J-1 Student) are permitted;
- no tenure positions are permitted (**this is a temporary non-immigrant visa**); and
- individuals who have been in J-1 or J-2 status within the previous 12 months (other than as Short-Term Research Scholar category or for a total period of fewer than 6 months) are ineligible to begin a new program as a Professor or Research Scholar until they have been physically absent from the U.S. for at least 12 months.

CERTIFICATION (to be completed by the department, not the Exchange Visitor)

Certification Clause: This Exchange Visitor will be supervised by the faculty sponsor whose signature appears below, and the teaching or research consistent with the objectives of the Exchange Visitor Program. The department understands and agrees to the requirements listed above, will assist the Exchange Visitor in getting settled in the Greensboro area, will provide appropriate supervision to the Exchange Visitor, and will notify ISSO of early termination or of significant changes or problems in the Exchange Visitor's program.

ENGLISH LANGUAGE PROFICIENCY: Are you confident that this person has the English skills necessary to successfully complete the proposed program in the US? Yes _____ No _____

NC A&T State University Faculty Sponsor _____ Phone _____
(Please print or type)

Email _____ Building / Room # _____

APPROVED _____
 Faculty Sponsor (Signature) Department Head (Signature)

 College Dean (Signature)

Form Prepared By _____ Phone No. _____ Fax No. _____ Building _____

Please: Mail Phone or Email _____ when DS-2019 completed.
 (Preparer will be called unless otherwise specified)