



Office of International Affairs

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

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 Office of International Affairs (OIA).

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 education 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 students, international research scholars and faculty to collaborate in on-going learning, research and teaching at NCA&TSU. The Exchange Visitor Program is conducted by 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 the University is also required to provide Exchange Visitors with pre-arrival information, offer orientation, and monitor the activities of program participants.

It is important to remember that the Exchange Visitor Program at NCA&T SU is not simply a means of employing foreign nationals, but is intended to further the educational and research interests of the University and the visitor.

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 OIA about a more appropriate nonimmigrant status.

Process:

- Complete the attached DS-2019 Request Form (**all signatures are required**)
- Provide letter of invitation from person authorized to extend invitation on behalf of the University in your area (Dean, Chair, Department Head, Provost)***
- Return the completed request form to OIA (***if funding from other than NCA&TSU please attach documentation***)
- OIA reviews the request and if approved, request DS-2019 Form from Department of State
- OIA contacts University Department to pick up DS-2019 form and attachments for delivery. Scholar pays \$220.00 SEVIS fee (see I-901 details) and schedules visa interview
- University Department schedules appointment for J-1 Exchange Visitor to check in with OIA upon arrival at NCA&T SU

At check in, an OIA advisor will distribute important arrival and orientation information and copy all visa documents related to legal U.S. entry. The Exchange Visitor will also have the opportunity to review several medical insurance policies (if necessary) 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 Responsibility and assistance to Exchange Visitor while in the U.S. include: housing arrangements, office and lab needs, computer training, supervision, guidance in opening a bank account, 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 A&T 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

Student: Duration of Status (D/S)

Research Scholars and Professors: 3 week minimum; 5 year maximum

Short-term Scholars: no minimum stay; 6 months 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 OIA. A waiver application, if necessary and/or possible, is the responsibility of the J-1 Exchange Visitor. **OIA 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 certificates may be required when applying for the J-2 visa. Please contact the OIA 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. ***Exchange Students must accept the health plan for international students available through the University.*** The costs of mandatory coverage will be provided to the student prior to issuing the DS-2019.

Extensions and Transfers

EXTENSIONS: If an extension or amendment to your original J-1 program is needed, please contact an OIA 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. Extensions may not be permitted in some cases. J-1 scholars are allowed a 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 counts toward the maximum eligibility for the visitor category and extensions beyond the maximum are unlikely to be approved by The Department of State.* 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 OIA. If there is a significant delay in entering the US for more than one month after the original start date on the DS-2019 please contact the OIA. It may be necessary to issue a new DS-2019 form. **Under no circumstances should the visitor try to enter the US after the DS-2019 form has been rendered invalid, has expired, or has been cancelled even if you have a valid J-1 visa stamp in your passport.** Exchange Visitors can generally arrive up to 30 days before the stated beginning date of the program with no difficulty, but no employment can begin prior to the DS-2019 start date, if applicable. 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 OIA.

Employment, Payroll and Taxes

A scholar is required to show proof of adequate funding to support himself and any accompanying dependents for the entire period of stay. 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 OIA. This is ordinarily authorized directly on the DS-2019. **Incidental, new and additional employment must be authorized by OIA 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, are required to file one or more tax forms. ***Neither the OIA nor the Payroll Office is able to assist with the explanation of tax instructions or the completion of tax forms.***

REQUEST FOR ISSUANCE OF FORM DS-2019
For J-1 Scholars/Professors/Short Term Scholars

Sponsoring Department: Please complete and return to the Office of International Affairs (OIA), North Carolina A&T State University – NACB 213 (Phone: 334-7551) email rljohnson@ncat.edu. **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.*

The J-1 Visa/Status is NOT Appropriate for Tenure/Tenure Track Position. No Exceptions

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

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

This is a:

New Request for Exchange Visitor Request to Extend Exchange Visitor’s status Change Category Request

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

NCA&TSU Department _____ Building/Room # _____ Telephone: _____

Program Begin Date: _____ Program End Date: _____

Nature of Assignment/Research _____

Site(s) of Activity (where will Exchange Visitor perform work?) _____

Exchange Visitor Category: Research Scholar Professor Short Term Scholar (6 months maximum stay)

Will appointment include University Health and Medical Benefits? Yes No *Effective May 15, 2015, insurance minimum coverage requirements have increased to \$100,000 per accident or illness with a deductible not to exceed \$500 per accident or illness.*

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., \$20,000 per year for the principal visitor (cost of required insurance not include (estimated costs of living), \$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&T SU , such as a letter on letterhead stationary from funding institution, government, or banking institution.*

| Source of Financial Support | Amount in USD for Entire Period of Stay |
|--|--|
| <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"/> Visitor’s Personal Funds (Attach current bank statement) | \$ _____ |

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. Acceptable method of assessment must be maintained by the University for review by the Department of State at their request. (Effective January 5, 2015).**
- Sufficient funding (for self and family, if any, throughout the duration of stay)
- **A university appointment letter detailing “Plan of Work” signed by person authorized to extend offer and commit the University to the provisions set forth in the Plan of Work”**
- Health and medical insurance which meets federal requirements for self and family in order to maintain lawful J-1 status
- The specific project must be completable within the allotted time frame of the requested Visitor Category
- An Exchange Visitor sponsored by government or home country employer requesting extension, transfer or change in department must have confirmation from home country sponsor supporting same
- Transferring an Exchange Visitor within North Carolina A&T requires completion of a new request packet including a letter from both the previous and proposed supervisor explaining how the research is a continuation of the original project, and not a change in employment
- Early termination must be communicated to the OIA by the Department and the Visitor
- *Extensions and category changes may require fees payable to the Department of State. Please communicate with OIA before making any commitment to the Visitor. The process is also lengthy and may require a break in service.*

REQUIRED DOCUMENTS NEEDED FROM THE VISITOR

1. Curriculum Vitae/Resume
2. **Proof of English Proficiency- assessments conducted by the University.**
3. Passport identification page(s)-current at least 6 months in the future)- *also provide for dependents if accompanying primary*
4. Letter confirming Sabbatical from current employer/home university (specific length of time must be shown)
5. Letter confirming funding from home country employer/government (if applicable)
6. List of previous visits to the United States (if applicable)
7. Confirmation of legitimate and current insurance coverage upon entry to the United States
8. (if already inside the U.S. and requesting transfer) - Documents confirming current legal status
 - I-94 (front and back)
 - Current and valid DS-2019
 - Passport Identification Page(s)
 - Letter from current program sponsor authorizing/acknowledging transfer to NCA&T
 - Letter from home university confirming knowledge and approval of transfer to NCA&T
 - Copies of dependent documents (I-94, DS-2019, Passport ID pages, etc.)

VISITOR'S PERSONAL INFORMATION

Name of Foreign National _____
 Last Name (Family Name) _____ First Name _____ Middle Name (no initials) _____

Male [] Female [] Date of Birth _____ City of Birth _____ Country of Birth _____
 MM/DD/YYYY

Address in Home Country _____
 Street _____ PO/Mail Box _____ City _____ Territory/Province _____ Country _____

E-Mail address: _____ Telephone: _____

Country of Citizenship: _____ Country of Legal Permanent Residence _____

Name of Employer/University in Home Country _____

Address of Employer/Home University: _____
 Street _____ P.O./Mail Box _____ City _____ Territory/Province _____ Country _____

Contact Person at Employer/Home University: Name: _____ E-mail: _____

Is Foreign National currently in the United States or has he/she been in the U.S. previously in any non-immigrant status? Yes No
****If YES, list on a separate sheet of paper the previous times in the United States including dates, visa type and duration of time in the US)**

Does this request include family members? Yes No - If yes, provide passport identification page(s) for each

| <u>Last Name</u> | <u>First Name</u> | <u>Relationship</u> | <u>Date of Birth</u> | <u>City of Birth/Country</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 U.S. including the dates, visa types and the duration of time in the U.S.)

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. The "department" will be involved in supervision at an appropriate level and will notify OIA of early termination or of significant changes or problems in the Exchange Visitor's program. Further, the department understands and agrees to the terms of agreement for issuance of DS-2019. The department will assist the Exchange Visitor in settling in the Greensboro area,

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 Sponsor _____ Phone _____ E-mail: _____
 (Please print or type)

APPROVED _____
 Sponsor/Supervisor (Signature)

_____ Department Head/ Chairperson (Signature)

_____ College/School Dean (Signature)

_____ Date