



The J-1 Exchange Visitor Program is a non-immigrant visa. It is temporary, and was created to promote educational and cultural exchange to increase mutual understanding between the U.S. and other countries. It was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hays Act) of 1961.

General Overview:

1. The requesting department must submit required documents at least **three to six months** before program start date to allow the scholar ample time to receive the DS-2019 and request a visa.
2. When a **complete** application is received, International Services for Students and Scholars (ISSS) will submit the scholar request to the Export Control Compliance Office for approval. ISSS cannot issue a DS-2019 until we receive approval from Export Control (processing times vary, but on average this takes about one month).
3. With approval from Export Control, ISSS will issue a DS-2019 for scholar and dependent(s).
4. Department Contact Person will be notified when the DS-2019 is ready. The department should then mail the following to the scholar:
 - DS-2019
 - DS-7002 if student intern <https://www.state.gov/documents/organization/84240.pdf>
 - Welcome/Instructional Letter from ISSS
 - Welcome Brochure for Visiting Scholars
 - DOS Exchange Visitor Program Packet
5. When the scholar receives his DS-2019 and accompanying documents, he/she must pay a \$180.00 SEVIS I-901 fee at least 3 business days before his/her scheduled visa appointment. He/she must have the original DS-2019 for the visa appointment. Visa processing times vary by consulate, field of study/research, and visa category (anywhere from 1 week to 3 months processing time or more)
6. Once the scholar obtains his/her J-1 visa, he/she may enter the US with their valid passport, valid J-1 visa, valid DS-2019, and appointment letter from Rensselaer.

Please Note:

- *The J-1 Scholar may enter the U.S. no sooner than 30 days prior to the date on the DS-2019. The Scholar must also check-in with the ISSS Office within 30 days of their start date. Please notify our office immediately if the Scholar will experience delays. All changes in dates must be reflected in a revised offer letter.*
- The J-1 Scholar must have proof of required insurance coverage that meets the minimum requirements of the U.S. Department of State when checking into the ISSS Office. **The health insurance is a U.S. Department of State requirement for the J-1 Exchange Visitor Program.**
- J-1 Scholars may not be used for tenure or tenure-track positions.
- J-1 Scholars cannot be sponsored for permanent residency.
- When using the Research Scholar or Professor Scholar categories, there are some restrictions on repeat participation in a program at another institution. Please contact ISSS before submitting this request.
- Scholars can only perform those activities for which they requested entry into the U.S. Any activity performed by the Scholar, including academic/professional engagements, lectures, seminars, or consultations, that falls outside the parameters of the program must be approved by ISSS and the sponsoring department in advance. Occasional participation in activities related to the program may be permitted, upon approval by ISSS.
- Please inform ISSS immediately of any changes to the program, including funding or departure.
- If that scholar needs an extension to his/her appointment, please contact the ISSS Office as soon as possible. Scholars filing for appointment extension will need to be re-approved by export control, and also extensions must be processed before the current DS-2019 expires.



J-1 Categories at RPI

- **J-1 Professor/Research Scholar category** – Is eligible for 5-yr maximum stay in teaching or research.
- **J-1 Short Term Scholar category** – Is eligible for 6-months maximum stay, no extensions or changes of status within the United States.
- **J-1 Student Intern category** – Individuals who are currently enrolled in and pursuing a course of study at a degree or certificate granting post-secondary academic institution outside of the United States who will be partaking in an internship directly related to this degree program in the United States.

After reviewing the request, ISSS will determine which category for the Exchange Visitor.

Department Check List and Instructions:

- **Completed DS-2019 Request Form:** Pages 3-7 of request.
- **Completed Export Control Questionnaire:** must be completed by PI/faculty sponsor, page 9 of request.
- **Official Appointment Letter from Dean**
- **Copy of Scholars identifying Passport Page** and any accompanying dependent family members
- **Original Proof of Financial Support:** See page 4 for additional information
- **Scholar's Current Curriculum Vitae**
- **Completed English Language Proficiency Verification Form:** Page 8 of request.
- If Scholar was an Exchange Visitor (J-1 or J-2) within the past three years, copies of all previous DS-2019 forms during those years.
- If person is currently in the U.S. in another status: Copy of current I-94 (www.cbp.gov/i94), passport, and any other accompanying immigration documents.
- **J-1 Student Interns:** Faculty sponsors who are inviting a J-1 student intern are also required to complete a **DS-7002 DOS Training/Internship Placement Plan**. The ISSS Office will provide more instructions when applicable.

The ISSS Office will not begin the DS-2019 process until all of the checklist items are received together, and approval from Export Control has been received. ISSS requests that visiting scholars and departments work together in collecting information, prior to the start of their appointment. This is to ensure that no communication is lost between the department, scholar, and ISSS Office. If the scholar or department has any questions we are happy to answer them, *but please instruct the scholar to use the department as the primary point of contact prior to the start of the appointment.*



FACULTY/DEPARTMENT ATTESTATION for Exchange Visitor:

This page is to be completed by Department

Scholar Name: _____ Date of Request: _____

Has the Scholar previously been at Rensselaer? No ___ Yes ___ When? _____

Period of sponsorship requested: _____ to _____
Month Day Year Month Day Year

1. Department Sponsoring Scholar: _____

2. Faculty Sponsor's Name: _____ Phone: _____

3. Support Staff Contact: _____ Email: _____

Campus Address: _____ Phone: _____

Will scholar transfer to RPI from another U.S. institution or department at RPI? No ___ Yes ___

Please include photocopies of scholar's current DS-2019 with application

1. Name of current sponsor/RPI Department: _____

2. Date of Scholar's first U. S. entry on J-1 Visa: _____

3. Current period of sponsorship: _____

Please complete the following chart regarding the proposed activities the Scholar will engage in during his or her visit. In an activity is planned, please include an estimate of the percentage of time involved.

Activity Type	Planned (Mark "x")	Percent time, If planned
RPI organized research/bench research		
Independent research		
Teaching/Lecturing		
Attending RPI lectures, seminars		
Attending courses for credit		
Auditing courses only		
Learning new/different techniques/skills, and/or the use of new equipment		
Earning/receiving a certificate upon completion		
Advising or consulting RPI faculty/staff (EV is leading a training)		
Other, please list:		

6. Description of the research and/or proposed activities:

7. Will Scholar perform research/projects at places/sites other than RPI? No ___ Yes ___

If yes, please specify name and complete U.S. postal address, including zip code:



Scholar's Financial Support

This page is to be completed by Department

- **Current minimum funding requirements for Scholar: \$18,000 per year/\$1,500 per month**
 - For first dependent: \$8,820 per year/\$735 per month
 - For each additional dependent: \$4,410 per year/\$367.50 per month
- If Scholar is being paid by Rensselaer, the HR letter is sufficient
- If Scholar is being sponsored by the Chinese Scholarship Council, ISSS will also require an original "destination letter" from the scholar's home institution acknowledging the scholar's appointment at Rensselaer
- Scholars receiving no support from Rensselaer must provide **original***documentation clearly stating availability of at least \$1,500/per month for the period of sponsorship. The department must provide a translation if document is not in English.

Amount of support in U.S. Dollars for period of sponsorship:

Amount of Support from RPI	\$	
Other Source	\$	Source Name:
Other Source	\$	Source Name:

NOTE: Documentation verifying this amount MUST be provided with the request for a DS2019 application. Responsibility for providing this information lies with the sponsoring department.

***What Constitutes "Original?"**

The finances must be an original, verifiable, paper document no older than 6 months. This may be verified by a signature, stamp, or other indicator of authenticity. Electronic scans of documents or prints of electronic scans are not sufficient. If the scholar has an "e-Statement," he/she should have the statement verified by a suitable authority (for example, stamped and signed by a representative at his/her bank). All original documents should be mailed to the ISSS Office at:

**Rensselaer Polytechnic Institute
Attn: International Services for Students and Scholars
110 8th Street
Academy Hall
Troy, NY, USA 12180-3590**

Examples of Acceptable Funding:

Below are some of the most frequently used forms of funding. This list is not exhaustive and other sources of funding may be acceptable upon review:

- Personal bank statement(s)
- Scholarship or grant award letter, clearly stating amount
- Letter proving continued funding from scholar's home institution
- Letter of funding from Rensselaer
- Chinese Scholarship Council award*

Please note: recipients of the Chinese Scholarship Council award must also submit an original "**destination letter**" from his/her home institution acknowledging that the home institution is aware of the scholar's appointment at Rensselaer. If the CSC award letter provides a range for funding rather than exact total (i.e. \$1200-\$1400USD per month) our office will appraise this at the **minimum** (i.e. \$1200/month) and ask the scholar to provide additional proof of funding



Scholar Biographical Information:

This page is to be completed by the Scholar

*Enter all names as they appear in your passport

Family Name/Surname: _____ First/Given Name: _____ Middle Name: _____

___ Male ___ Female Date of Birth: Month: _____ Day: _____ Year: _____

Country of Birth: _____ City of Birth: _____

Country of Legal Permanent Residence: _____ Country of Citizenship: _____

RPI ID Number (RIN): _____ (If applicable)

Highest Academic Degree Earned: _____

Position/Title in Country of Legal Permanent Residence (If student, indicate “undergraduate” or graduate”):

Name of institution where you currently work or study: _____

Above institution is: ___ Government ___ Academic Community ___ Private Sector ___ Other: _____

If Government: ___ Central ___ State, Regional, or Provincial ___ City or Town

Home Country Address: Street, House Number, Apt.: _____

City: _____ State: _____ Postal Code: _____

U.S. Address (if currently in the U.S.): Street, House Number, Apt.: _____

City: _____ State: _____ Postal Code: _____ Email _____

Address: _____

What is your objective in coming to RPI and participating in the Scholar program?

Do you intend to study during your program at RPI? No ___ Yes ___

Note: You may attend classes’ incidental to your scholar program. *However, attending classes must not become your primary purpose for being in the U.S.* You may not enroll at RPI as a degree-seeking student during your program.



Dependent Information:

This page is to be completed by the Scholar

- Dependents are defined as your spouse or unmarried children under 21
- Only include dependents who will accompany you to the U.S.
- Do not include dependents who are U.S. citizens
- Attach additional sheet if necessary

Name (Family, Given Name)	Relationship	Birth Date: MM/DD/YY	City of Birth	Country of Birth	Country of Legal Permanent Residence	Country of Citizenship

Immigration History in the U.S.:

Are you currently in the U.S.? No___ Yes ___

If yes, indicate your current nonimmigrant status (ex. J-1, B-1, F-2, etc.): _____

Have you been in any J status in the past three years? No___ Yes ___

If yes, please fill out the J Status Chart below.

J Status Chart (only include information which covers the past three years):

Status: J-1 or J-2	Scholar Category (on DS-2019, box #4)	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)

Are you subject to the two-year home residency requirement [212(e)]? No___ Yes ___ Not Sure ___

If yes, have you fulfilled the requirement? No___ Yes___ Not Sure___

Have you applied for and received a waiver of the two-year residency requirement [212(e)]? No___ Yes ___

If you are currently in the U.S., will you:

___ Leave the U.S. and reenter in J-1 status, OR ___ Remain in the U.S. and apply for a change of status through USCIS?

(Allow six months); OR ___ Not applicable, I already have J-1 status.



Health Insurance Requirement:

This page is to be completed by the Scholar

Department of State requires all J visitors and their dependents to possess health insurance for the entire duration of their stay in the United States. Health insurance is part of your legal immigration status. Upon check-in at RPI you must present proof of health insurance to ISSS. This insurance should include:

- \$100,000 per accident/illness
- \$50,000 medical evacuation
- \$25,000 medical repatriation
- Deductible not to exceed \$500 per accident/illness

Scholar Certification:

- As soon as I arrive on campus, I will schedule an appointment to check-in with the ISSS Office by e-mailing ISSSOffice@RPI.edu or calling 518-276-4966 (For check-in you will need to bring your passport, visa, DS-2019, I-94 (available online at <https://i94.cbp.dhs.gov/I94/> after arrival and proof of health insurance).
- I will attend the required J-1 Scholar Orientation. (The orientation is mandatory under DOS regulations and usually scheduled monthly)
- I will fully comply with all U.S. immigration law and regulations, including insurance requirements. I realize that failure to maintain legal status will result in immediate program termination.
- I understand that any activity that is not part of the exchange program is restricted. I will obtain approval from my department and from the ISSS office before I participate in any academic or professional activity that is not part of my program.
- I understand that several restrictions apply to the J-1 Scholar status, including but not limited restrictions on length of program, repeat participation, and return to country of residence.
- I understand that employment outside of my specific program activity is illegal.
- I understand that I can only enter the U.S. up to 30 days prior to my start date. I also understand that if I fail to check-in with ISSS within 30 days after my start date that I will be terminated from my program. I will notify my academic department immediately if I anticipate delays to my program start date so that ISSS can defer the program start date accordingly.
- After arrival, I will notify the ISSS office of all U.S. residential address, phone number and e-mail address changes within 10 days of my move for the duration of my program. I understand that notification of such changes is required by U.S. immigration law.

Statement of Release: I understand that immigration regulations are subject to change, and ultimately it is my responsibility to be aware of such changes. I further understand that any misrepresentation of information or document fraud may affect my J-1 Scholar Program at RPI. I hereby authorize RPI to disclose copies of certain documents related to my immigration status to federal agencies if requested to maintain compliance.

Signature of Exchange Visitor: _____ **Date:** _____

Print Name: _____



This page is to be completed by the Sponsoring Department

International Services for Students and Scholars English Language Proficiency Verification Form

US Department of State regulations require that J-1 program sponsors verify, by an objective measurement, the English language proficiency of J-1 exchange visitors when screening for program eligibility (22 CFR§62.10(a)(2)).

Re: Name of J-1 exchange visitor: _____
Last First

As required by the J-1 visa regulations, I confirm that the above-named international scholar has sufficient English language ability to engage in his/her program at RPI and function in daily life. In order to verify his/her English proficiency, the following objective measurement has been used (please check one or more and fill in the requested details):

In-person interview. Date of interview (month/year): _____

Videoconference interview. Date of interview (month/year): _____

Telephone interview*

Date of interview (month/year): _____

(*only if videoconferencing was not available)

The scholar's first/native language is English

English Language Proficiency Test: _____
(test name, score, date)

Signed documentation from an academic institution or English Language school
(documentation/letter must be included with this form- proficiency will be evaluated on a case by case basis and we will let you know if further documentation is required)

Signature of RPI faculty host

Date

Name (Printed): _____

Title: _____

INITIAL QUESTIONNAIRE: EXPORT CONTROL ASSESSMENT

Name of Foreign National :		
Date of Birth		
Nature of Appointment (check one)	Student Faculty	OR Visiting Researcher (include title) or Staff (include title)
Contact for Visa Processing. Please check one	Fac/Staff: HR	Students/Visitors: ISSS
Department and Portfolio		
Principal Investigator / Manager Name – Title – Contact Info		
Department Head /Dean Dept Head Name/ Dean or VP Name		
Country of Birth		
Country of Citizenship		
Schools and Prior Employers	See attached CV	
Which Labs and/or Departments will the employee be assigned to?		
What Projects will the Employee be working on or near "Title of Project"		
Sponsor Award Number		
Name of Sponsor/Funder for example: NIH, NSF, DoD		
Detailed scope of the project(s), including what the expected outcomes might be, how they might be used or dual use potential.		
<i>For Faculty or Staff:</i> Description of Proposed Employee's Duties related to the project		
<i>For Students or Visitors:</i> Description of Proposed Student or Visitors interactions /contributions to the Research		
Is there any Confidential work in the general area?		
Are there any Technology Control Plans (TCPs) in the lab or in the department?		
Description of equipment the foreign national will be working with and how will those instrument(s) be used by him/her (i.e. operate, maintain, repair, modify, etc.)		
Will encrypted software or computer systems be used?		
Will the source code be accessible to the user?		