



Office of International Services for Students & Scholars

J-1 Language Requirement & Process with Review of Services

J-1 Process

- Department identifies Scholar to come to RPI
- Request is submitted to ISSS.
- ISSS forwards proposed Scholar activity and information to Export Control.
- After Export Control approves scholar, ISSS reviews J-1 application, and determines category.
- Process DS2019, department is notified for pick up.
- J-1 arrives to RPI, checks into ISSS with appropriate documents & attends J-1 orientation.
- *J-1 check in and orientation is required by U.S. Department of State.*

Language Requirement

J-1 Scholars & Students

- 22 CFR 62.10(a)
 - (a) Selection of exchange visitors. Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:
 - (1) The program is suitable to the exchange visitor's background, needs, and experience; and
 - (2) *The exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.*

Determining English Language Proficiency



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: _____

- Effective January 5, 2015, the new Subpart A rule will require a prospective exchange visitor to possess "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option."

Review of ISSS services

- Advising by appointment
 - Walk-in hours TBD
 - Advising on immigration matters for Fs and Js at RPI.
 - Orientation for F-1, J-1 students and J-1 Scholars.
- *This is required for maintaining F and J immigration Status.
- Follow F-1 and J-1 reporting requirements in SEVIS for SEVP and Department of State.
 - Maintain SEVIS records such as: registration, enrollment reporting, change of majors, educational levels, worksite locations, OPT updates, & address updates.
 - Oversee and process Curricular Practical Training, (CPT) Requests, and authorizations, and Optional Practical Training Requests, (OPT).
 - J-1 Academic Training Requests for J-1 students can be approved by ISSS, but requirements must be met before authorizing.
 - Approve and add additional sites of activity for J-1 scholars.
 - Reviewing and Issuing DS-2019 requests for J-1 Scholars. Processing times for J-1 Scholars 2 to 3 months minimum.
 - Review and monitor health insurance requirements for the J-1 Exchange Program.
 - Being a resource to staff and faculty by providing training in bringing J-1 Research Scholars, Short Term Scholars, and Student Interns to RPI
 - ISSS does not assess B-1s/B-2s at RPI, but the requests do go through the office. Export Control must approve B-1s/B-2 request.

ISSS Location & Contact Information

Academy Hall, Suite 4226

Hours: 9am to 5pm Mon-Fri

Advising by appointment,

Walk-in hours TBD

518-276-6266

isssoffice@rpi.edu