# KENT STATE UNIVERSITY

# Guide for Requesting J-1 Visiting Scholar

## I.      Overview

### Purpose of the Exchange Visitor Program

The purpose of the J Exchange Visitor Program is to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961, "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

### Visiting Scholars at KSU

Academic departments are encouraged to take advantage of KSU's designation as a U.S. Department of State approved Exchange Visitor Program. Scholars typically collaborate on research or teach courses, but may come for purposes of observing, training, or lecturing. Departments should designate a faculty host to assist the exchange visitor once he or she arrives to campus. In order to provide the prospective exchange visitor with adequate time to obtain a J-1 visa, make travel arrangements, etc., please complete the Scholar Request as early as possible.

### Categories of Exchange Visitor

- **Professor**: Primarily teaching, lecturing, observing and may conduct research. (Minimum 3 week stay in U.S.; maximum 5 year stay in U.S.)
- **Research Scholar**: (Includes Post-Doctoral Fellows) Primarily conducting research, observing and may also teach or lecture. (Minimum 3 week stay in U.S.; maximum stay 5 years)
- **Short Term Scholar**: Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc. (No minimum stay; maximum six month stay in U.S., not possible to extend or change status)
- **Specialist**: This is a miscellaneous category that includes experts in a field of specialized knowledge or skill coming to observe, consult or demonstrate a special skill. Use this category if the individual will be in the U.S. for one year or less. No extension will be possible.

**Documents Required to Issue Form DS-2019**

- All request forms, from host and exchange visitor, detailed in section IV
- Copy of passport biography page(s) for the applicant and each dependent (if applicable)
- Financial documents – bank statement, scholarship/fellowship letter, etc. showing at least $1400 per month of program for the scholar. **Additional funding is required for dependents (Spouse or Children under the age of 21):** $450 for one dependent per month, and $250 per month for each additional dependent.

## II.     Responsibilities of Faculty Host/Hosting Department

International Student and Scholar Services (ISSS) will help your J-1 exchange visitor maintain legal immigration status. However, we need your assistance. As the host of a J-1 exchange visitor, you must agree to be responsible for ensuring that:

- Your department/school administration is aware of the exchange visitor's stay and complies with the requirement that exchange visitors be provided office space, computer, and telephone
- The J-1 visitor meets the eligibility requirements (please see section III).
- The J-1 visitor must possess sufficient proficiency in the English language to participate in the exchange program. Please note there is no minimum TOEFL score for the J scholar category, though scholars are expected to have English proficiency.
- The J-1 visitor physically reports to ISSS in the Office of Global Education within 30 days of arrival in the U.S. The J-1 visitor must bring his or her immigration documents and those of any J-2 dependents.
- The J-1 visitor maintains adequate health insurance for the duration of his or her program.
- The minimum health insurance requirements are determined by the U.S. Department of State and listed on page two of form DS-2019.
- ISSS is notified within 10 days when the J-1 visitor changes his/her residential address.
- ISSS is notified if a scholar does not arrive within 30 days of the program start date as indicated on form DS-2019.
- The J-1 visitor meets regularly with you to review program activities and progress.
- The J-1 visitor understands that he or she cannot engage in professional activities that are not included on the form DS-2019 without prior written approval from you. Employment or other types of payment that are not specified on the form DS-2019 must have prior written approval from you and from ISSS.
- ISSS is notified when the J-1 visitor ends his/her J-1 program for any reason, including:

  o The J-1 has completed the program as scheduled.
  o The J-1 completed before the end date on the DS-2019.
  o The J-1 wishes to transfer to a different J-1 sponsor.

- o The J-1 is changing J-1 category via re-entry into the U.S.
- o The J-1 is changing status to a different visa type.
- o The J-1 has left the University before completing the program.

## III. Eligibility Requirements

Persons with tenure track positions, clinical residencies or student positions (e.g. Research Assistant) are NOT eligible for J-1 Professor, Scholar, or Short Term Scholar documents. Additionally, individuals who do not have a bachelor's degree are not eligible to be a J-1 Research Scholar.

**24 Month Bar:**
The visitor is not eligible for program participation as a Research Scholar or Professor if s/he has been physically present in the United States in J-1 status in the Research Scholar or Professor category, or in J-2 Dependent status of a J-1 Research Scholar or Professor for any length of time during the 24-month period immediately preceding the proposed DS-2019 start date, unless the participant is a J-1 Research Scholar/Professor transferring to Kent State University, or the participant's status in the United States was/is that of J-1 Short-Term Scholar or J-2 Dependent of a J-1 Short Term Scholar. Visitors who are subject to the 24-month bar are not eligible to begin a new program as Research Scholars or Professors, until 24 months have passed since they were physically present in the U.S. in J-1status as a Research Scholar or Professor or J-2 status of a J-1 Research Scholar or Professor. However, they are eligible to begin a new program as J-1 Short-Term Scholars (for this category, max. program length is 6 months).

**12 Month Bar:**
The visitor is not eligible for program participation as a Research Scholar or Professor if s/he has been physically present in the United States in J-1 (any category) orJ-2 status for 6 months or longer during the 12-month period immediately preceding the proposed DS-2019 start date. However, they are eligible to return to the US on other visa types or in other J categories (i.e. Short Term Scholar, J–2 Dependent, or J Student).

**Note**: Even though there is no explicit regulation stating that an exchange visitor who participated in a program as a Research Scholar or Professor cannot return to that same program as a Short Term scholar, we have been advised that the Short Term category should not be used as a way around the 24 or 12 month bar, and a visitor trying to enter the U.S. in such a situation may face difficulties crossing the border.

Additionally, if the prospective scholar is not eligible for a J-1 visa, it may be possible for him or her to use a visitor's visa. Alternatively, s/he may be eligible for an H work visa. Please contact ISSS for more information regarding alternatives to the J visa.
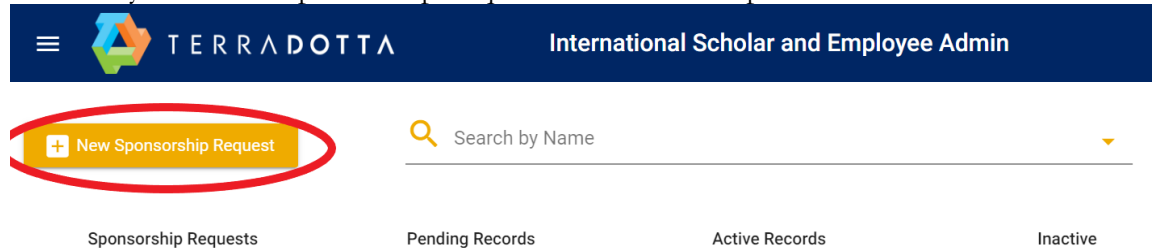
## IV. Completing the Request Forms

1. The hosting faculty member/department begins the process by initiating a New Sponsorship Request in the ISSS portal, https://isss.kent.edu.

    a. Use your FlashLine credentials to enter the portal by clicking LOGIN in the black bar on the far right:
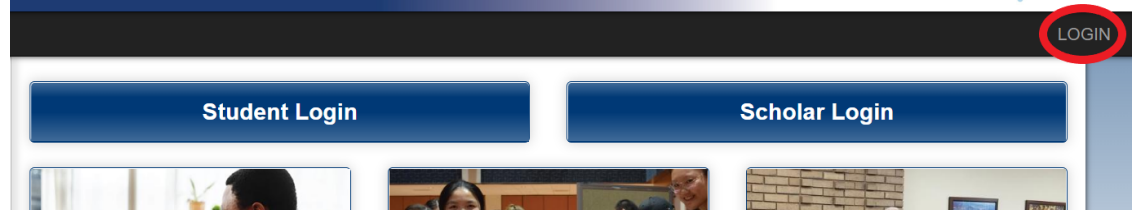
    

    b. Click the yellow New Sponsorship Request button at the top left:

    

    c. Complete the required fields and click Submit at the bottom. If the scholar will be working in a campus building, you must include the street number and name, not just building name.

    d. You will then be returned to your dashboard, where you will see cards with all scholars you have sponsored. You may add documents (e.g., passport biographical page, funding letters, etc.) to the sponsorship request by clicking on the scholar's card and then clicking Documents and then Browse.

    e. If you do not see the New Sponsorship Request button, you may need to adjust your administrative settings. To do so, click Admin Settings, then select ISSS: Department Persona next to My landing page login. Then click update, log out, and log in again.
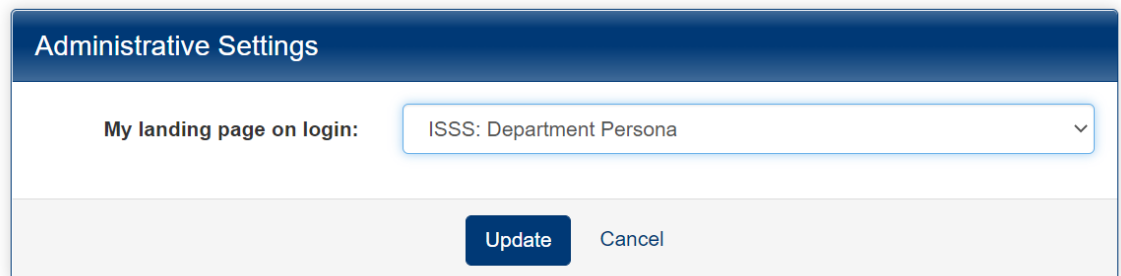
    

    f. If you still do not see a New Sponsorship request after completing the steps above, or if you cannot log in to the portal, call ISSS at (330) 672-7980 or email isss@kent.edu for assistance.

2. Once the hosting faculty member/department has submitted the request, it is routed to ISSS for further processing. ISSS will review and invite the scholar via email to complete next steps.

3. If more information is required, ISSS will email the scholar or department using the portal. The scholar and faculty member/department should use the portal to update documents and information.

## V.     Creation of Immigration Documents

Once all completed forms, funding information and dependent's passport scans (if applicable) have been received by ISSS, Form DS-2019 will be created by the ISSS advisor. We will then use the address provided to us in the ISSS portal to mail the immigration documents and pre-arrival guide to the scholar. The ISSS advisor will also send an email to the scholar and hosting faculty member with shipping information and next steps to be taken. Once the scholar receives the immigration documents, s/he will then make an appointment with a U.S. Embassy or Consulate in order to obtain a J-1 visa.

**Note**: If the scholar cannot arrive by the requested program start date listed on Form DS-2019, please notify ISSS.

## VI.    Scholar's Arrival

1. All scholars on J-1 visas issued by Kent State University are required to check in to the Office of Global Education in 106 Van Campen Hall. The scholar will need to bring their passport and DS-2019 (along with any dependent's if they accompanied the scholar) with them. They must make an appointment in order to check in: https://advising.kent.edu/account/login.
2. Credentials for the scholar to log into FlashLine must be facilitated by the hosting department. ISSS will not issue them. If the scholar is being hired (e.g., as a post-doc) these credentials will continue to be generated as part of the employee on-boarding process through Human Resources and Academic Personnel. For scholars who will not be Kent State employees, the hosting academic department will need to complete a non-paid employee request through the Office of Academic Personnel (for teachers or researchers) or through Human Resources (for non-academic activities). The link to begin this process is at https://powerforms.docusign.net/9fca50b6-5811-4246-a455-adf5d5fd22c4?env=na2. The scholar will then be able to obtain a Flashcard and will also be granted access to use the library's resources.

If you have any questions about the forms or the process, please email ISSS (isss@kent.edu) or call the Office of Global Education at 330-672-7980 and ask to speak with a scholar advisor.