APPLICATION INFORMATION & PROCEDURES FOR DS-2019 (J-1 Status)

The Exchange Visitor Program, authorized by the Department of State, is the program title for the J-1 visa status. This program is used for a variety of educational purposes, including invitations for scholars, professors, researchers, specialists, and short-term scholars coming to the U.S. to pursue temporary educational activities under the sponsorship of Kent State University and NEOUCOM. International Student and Scholar Services (ISSS) has been charged with the responsibility to administer and supervise both J-1 programs.

Plans to invite a J-1 must begin early with ample time to correspond with all appropriate parties. The time frame may be two to four months depending on factors unique to the prospective visitor. Constraints may be imposed on the J-1 through any or all of the following: (a) U.S. or home government agencies; (b) financial sponsors; (c) previous exchange visitor program sponsors, and (d) the U.S. Embassy or Consulate when the prospective visitor is applying for a visa.

Important Information to Consider About the J-1 Exchange Visitor Program

1. The department must list the address where the exchange program will take place. All activity, both on- and off-campus must be specifically stated before issuance of the form DS-2019. [22 CFR 54.20(f)] Professors and research scholars shall conduct their exchange activity at the location(s) listed on the Form DS-2019, which could be either at the location of the exchange visitor sponsor or the site of a third party facilitating the exchange.

2. The intent of the J-1 Exchange Visitor Program is mutual exchange of knowledge and thus the J-1 and the department should recognize the obligation of the J-1 to return to the J-1’s home country upon completion of the J-1 program objective.

3. J-1 visa status is a temporary non-immigrant visa and therefore cannot be used for individuals who may be considered for tenure.

4. Visitors who intend to work longer than three years, apply for an H-1B visa, or apply for permanent resident status (green card) would apply for a more appropriate visa status from the outset of employment.

5. All J-1s and their J-2 dependents must have health insurance that meets standards set by the Department of State. The coverage must provide medical benefits of at least $50,000 per accident or illness; repatriation of remains in the amount of $7,500; medical evacuation expenses in the amount of $10,000 and a deductible not to exceed $500 per accident or illness.

6. A J-1 who wishes to transfer sponsorship to Kent State University must maintain his/her original category and program objective listed on his/her first Form DS-2019. Any time spent in J-1 status counts toward the permitted three years.

7. The two-year home country physical presence requirement applies to certain J-1s who receive direct government funding, those with expertise in certain fields chosen by their home country, and to those whose funding form the department has been earmarked for international exchange.

8. To avoid common problems experienced by exchange visitors and departments, departments should ascertain the J-1s financial capability, English language proficiency, the department’s ability to provide support services, collegial contact, etc.

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Procedure to Request an Exchange Visitor Program Participant

Once the department host or research collaborator has determined the J-1 visa is the most appropriate for a particular individual, this application should be processed as follows:

1. **Read all** information on Page 1 of this application and be certain that your department wishes to invite the individual as a j-1 Exchange Visitor and not as an H-1 Temporary Worker.

2. Answer fully all questions on the attached application – please note that the DS-2019 is issued according to financial documentation (i.e. if the appointment letter only guarantees funding for one year, our office will only issue the DS-2019 for one year).

3. Submit the form to the Department Chair or Principal Investigator for review and approval signature.

4. Fax the application with supporting documentation to Dr. Charles L. Nieman at 330-672-4025. This must include the appointment letter from the department to the potential J-1 scholar and any financial documentation needed.

5. Your office will be notified when the DS-2019 (Certificate of Eligibility for Exchange Visitor Status) is completed. Our office recommends that your department send all DS-2019s by Federal Express or UPS. You may include any welcome material you wish.

Please note, all Exchange Visitors MUST report to the Office of International Student & Scholar Services in Room 124 Bowman. They must provide a local address (place of residence) and bring their Form DS-2019, Visa and Passport for photocopying. We are also obliged to ask for proof of medical insurance.

We appreciate your assistance in directing your Exchange Visitor(s) to our office. With the federal government’s new regulations, it is essential for us to register all J-1 visa holders at Kent State into the SEVIS (Student and Exchange Visitor Information System) upon their arrival. Failure to comply may result in the Exchange Visitor violating his/her status and/or Kent State jeopardizing our ability to prepare invitation documentation on their behalf.