



HU International Office
Armstrong Slater Building
Hampton, Virginia 23668
Phone: (757) 728-6914

Information about the J-1 Exchange Visitor Program at Hampton University and DS-2019 Request Form for Visiting Research Scholars

Please read the following information carefully before completing the attached Request for Form DS-2019. Do not use this form for requests related to degree students, non-degree students, research students, or interns. If, after reading these instructions and reviewing our website, you have any questions about this form or the J-1 visa, please contact the Inbound Immigration Specialist in the International Office.

Apply early. Based on visa application delays and the logistics of international relocation, requests for an initial DS-2019 must be submitted to the International Office at a minimum of 90 days in advance of the scholar's estimated arrival date.

What is the J-1 Exchange Visitor Program?

The Exchange Visitor Program is a federal program administered by the Department of State that is implemented through the Mutual Educational and Cultural Exchange Act of 1961. The act promotes reciprocated understanding between the peoples of the United States and other countries, by way of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

What categories exist for the J-1 Visa program?

Hampton's J-1 program is limited to the Research Scholar, Professor, and Short-Term Research Scholar categories for visitors, who are each sponsored by Hampton University. The International Office also issues DS-2019 forms for J-1 students. The university has a number of other J-1 exchange visitors on campus who have various sponsors (e.g., Fulbright, Association for International Practical Training (AIPT), etc.) and they may include visiting researchers, students, and trainees. J-1 non-degree students and interns are handled through the Global Training Initiative (see below).

Hampton University is a J-1 Program Sponsor:

The Department of State has designated Hampton University as a Program Sponsor, which allows the university to invite international research scholars and faculty to collaborate in ongoing research and instruction at Hampton University. The Exchange Visitor Program at HU is conducted by a Responsible Officer (RO) and Alternate Responsible Officers (ARO) who issue visa certificates (Form DS-2019) and assist the exchange visitors, as well as the sponsoring university departments in understanding applicable

federal, state, and university regulations or policies. As a J-1 program sponsor, HU is also required to provide exchange visitors with pre-arrival information, offer orientation, and monitor the activities of our program participants. The International Office relies on faculty sponsors and departmental representatives to help monitor visitors.

What is the difference between an employment visa and the Exchange Visitor Program?

It is important to remember that the Exchange Visitor Program at Hampton University is not the primary means to employ foreign nationals, is intended to further the educational, cultural, and research interests of the foreign scholar and the university. The information contained herein is written to assist Hampton University faculty who wish to host visiting research scholars in J-1 status on a *temporary* basis for both research and intercultural exchange purposes.

English Language Proficiency:

According to new regulations by the Department of State, all prospective J-1 students must submit proof of English proficiency along with the DS-2019 request. Hampton University's admission requirements are as follows for Test of English as a Foreign Language:

- Paper-based TOEFL: 524-530
- Internet-based TOEFL: 71
- IELTS: 6.5

Or:

- Submit a bachelor's, master's, or doctoral degree equivalent from an accredited institution in a country where English is the native language.

Early Arrivals, Delays and "No-Shows":

Exchange visitors can generally arrive in the U.S. up to 30 days before the stated beginning date of their program with no difficulty but must be "registered" in SEVIS (done shortly after the scholar checks into the International Office at Hampton University) no later than the 30 days after the beginning date on the DS-2019 or the SEVIS system automatically inactivates the visitor's record. If the scholar is unable to participate in a program at Hampton University (is denied a visa, decides not to come, etc.) the department must request the previously issued DS-2019 from the scholar and return it to the International Office. If there will be a delay in arriving (i.e., more than one week after the beginning date on the DS-2019), please consult the Inbound Immigration Specialist about obtaining a new DS-2019 with a modified beginning date. Employment authorization is based on physical arrival to the U.S. within the arrival window detailed above. Exchange visitors may begin their activity on campus upon arrival to the U.S. in J-1 status, but are legally required to check-in with the International Office and expected to do so during their first few days on campus.

Please note: Visa processing procedures and security checks at U.S. consulates abroad vary - the exchange visitor may experience significant delays in obtaining the U.S. visa. Please consult the consulate website for country specific information.

Once the Exchange Visitor Arrives to the U.S.:

Use the Exchange Visitor's Social Security number (or temporary ID number provided by the International Office when the DS-2019 is issued).

The J-1 exchange visitor must check-in with International Office as soon as possible after arriving. At check-in, the Inbound Immigration Specialist will review the scholar's immigration documents and distribute necessary arrival and orientation information. The exchange visitor will also have the opportunity to review medical insurance policies, which meet federal requirements specific to J-1 exchange visitors and will be asked to certify that they either have or will immediately purchase acceptable insurance for themselves and any dependents. Scholars must bring their immigration documents, their current U.S. residential address information, and the Campus ID that was provided by the host academic department. SEVIS records for scholars who do not check-in with the International Office upon arrival and do not have their programs validated in SEVIS will be automatically terminated. Please notify the International Office if your scholar cannot arrive to the U.S. and check-in with the International Office within fifteen days of the program start date as indicated on the DS-2019.

Department's Responsibilities in Assisting Exchange Visitors while in the U.S.:

Housing arrangements, airport pick-up, office or lab set-up, computer access and training, active supervision, helping the visitor open a bank account, obtain a U.S. driver's license (plus car insurance, car registration and tags, etc.), 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 Hampton University payroll), and that they will probably need at least \$3,000 to begin living 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.

Eligibility Requirements:

To be eligible to enter the U.S. in J-1 status and conduct research at Hampton University, J-1 Research Scholars must:

1. Achieve specific and attainable research goals under the direct supervision of a Hampton University faculty member, in a cross-cultural context with cultural exchange activities (opposed to open-ended research, course enrollment, or employment) as their primary purpose
2. Be scholars, scientists, faculty or professional researchers overseas, not full-time students in the home country or employees in the U.S.. Scholars will generally have an advanced degree (minimum of a bachelor's degree with years of professional experience)
3. Have sufficient funding for themselves and any dependents (funding may be from a combination of sources – see form for current amounts that are required)
4. Be proficient in English so that they can enjoy their time in Hampton and have a productive research experience
5. Be directly supervised by a Hampton University faculty member
6. Purchase and maintain health and medical insurance which meets federal requirements for themselves and their dependents

7. Engage in full-time non-clinical research at a Hampton University research facility (unless otherwise authorized by the International Office to engage in incidental employment or supervised research that is pursuant to the original research goals)
8. Be coming to the U.S. from abroad (or, if already in the U.S., be coming to Hampton from another J-1 Program sponsor who is willing to transfer the scholar's program to Hampton University, in order for the scholar to continue and complete the original research objectives in the same field).

Time Limits and Bars:

Research Scholar or **Professor** category: 3 month minimum; 5 year maximum (see below for waiting periods for returning scholars)

Short-Term Research Scholar category: 3 week minimum; 6 month maximum with no extensions

12-Month Bar to Repeat Participation:

Return visitor time limits: The U.S. Department of State intends for the J-1 Exchange Visitor Program to allow foreign nationals to experience U.S. culture along with an opportunity to engage in research that will be useful for their professional development, as well as skills that may be used in their home country. The U.S. Department of State has published regulations that prohibit anyone who has been in J-status within the previous 12 months (in any category other than “Short-term Scholar; e.g., student, trainee, research scholar, au pair, etc.,”) OR J-2 status from beginning a *new* program as a J-1 Research Scholar.

24-Month Bar to Repeat Participation:

Return visitor time limits: Individuals who have been in J-1 status as a Professor or Research Scholar (including as J-2 dependents) within the previous 24 months (other than as Short-Term Scholars) are ineligible to begin a new program as a Professor or Research Scholar until they have been physically absent from the US for at least 24 months. Short-Term Scholars may be permitted to return to the U.S. for the purpose of engaging in a *new* research program but not to repeat the activity or to continue the previous research activity.

2-Year Home Residency Requirement (HRR) [aka “212(e)”]:

Exchange visitors who are financed by either the U.S. government (e.g., Fulbright Program) or the government of their country of residence, or who have special skills that are needed in their country of residence, are not eligible for permanent residence or other non-immigrant statuses (e.g. H-1B) in the U.S. until they have returned to their country of residence and lived there for a period of two years. Nor is it possible for someone with the HRR to change to any other non-immigrant status within the U.S. A waiver of the HRR, if necessary and/or possible, is the responsibility of the J-1 exchange visitor. HU is not able to assist in 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. Wages offered by the department to exchange visitors whose funding source is in federal grants or contracts that are 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 in its skills list, please consult the Department of State website.

Family Members:

A DS-2019 is required for a dependent spouse and/or children (unmarried children under the age of 21) to accompany the exchange visitor or to arrive later. An exchange visitor's dependents may apply to U.S. Citizenship and Immigration Services (USCIS) for employment authorization, provided such support will not be used to maintain the J-1 exchange visitor. Dependent family members in J-2 status are not permitted to remain in the U.S. if the J-1 leaves the U.S. for extended periods of time; likewise, family members lose their J-2 status if the J-1 Scholar completes the program, changes nonimmigrant status, or severs the family relationship.

Health/Medical Insurance:

J-1 exchange program visitors and all accompanying J-2 dependents are required by federal regulations to have health/medical insurance which meets the minimum requirements:

\$100,000 minimum per accident/illness
\$500 maximum deductible per illness
\$50,000 provision for medical evacuation
\$25,000 maximum repatriation coverage

Neither U.S. healthcare coverage policies, nor the state employee health plan cover medical evacuation or repatriation costs so J-1 scholars will need to purchase supplemental coverage. Scholars who willfully fail to maintain health insurance for themselves and their dependents forfeit their status in the U.S. and will be terminated.

Extensions:

The exchange visitor's authorized period of stay and subsequent employment authorization can generally be extended by a simple notification procedure in SEVIS, **as long as all other requirements and conditions are met and the scholar has not exceeded their period of stay**. There are no extensions beyond the six-month period for a short-term scholar or extensions beyond the five-year maximum for research scholars. The department should complete and submit to the International Office the Request for Form DS-2019 sixty to ninety days *before* the expiration date, as indicated on item 5 of the DS-2019, if the department wishes to extend the scholar's stay. The International Office will enter the new information in SEVIS and have the J-1 exchange visitor sign a new Form DS-2019. No extensions or transfers can be granted if a waiver of the Home Residency Requirement (HRR) has been recommended by the Department of State.

Departures and Early Terminations:

If a scholar **terminates the J-1 program more than 1 month earlier than the end date specified on their DS-2019, please remind all departing scholars to complete and submit the Departure Form located at the International Office before departing Hampton University. The exchange visitor has a **30 day "grace" period** beyond the end date to depart the US, or apply for a change of status.

Transfers:

If a Hampton University department wishes to sponsor an exchange visitor who is currently in the U.S., under another J-1 Program Sponsor at another university, the department must complete a Request for Form DS-2019 and submit it (along with a written explanation by the supervisor that the research to be conducted at Hampton University is directly related to, or a continuation of, the scholar's original research goals at the current institution) and photocopies of each of the exchange visitor's current (and all previous copies of) Form DS-2019. The time spent with the previous program sponsor counts toward the five year maximum and extensions beyond the five years are not possible. Research activities and employment may not begin at HU until the former program sponsor has "released" the J-1 exchange visitor's record in SEVIS to HU (the J-1 Scholar must initiate the transfer and establish the release date – a J-1 Transfer Form is located in the International Office). If a J-1 visitor is currently at Hampton University and wishes to transfer to a J-1 program at another university then all work at Hampton University must cease once the transfer in SEVIS has taken place.

Costs and Estimated Expenses:

A scholar is required to document proof of adequate funding for the entire period of stay to support any accompanying family members before the International Office can create a SEVIS record on the scholar's behalf. This financial support may be from the U.S. or foreign government, an overseas institution such as a foundation or the exchange visitor's employer, personal funds, or earnings from Hampton University for research or teaching done here. If funding is from a source other than Hampton University please attach documentation in English and in U.S. (dollar) currency to the Request Form.

Social Security number and Drivers Licenses:

Current Social Security regulations require that nonimmigrant applicants for Social Security numbers have a non-immigrant status that permits employment and have a paid employment position (or offer). A Social Security number is extremely useful and sometimes required in order to apply for driver's licenses, open bank accounts, obtain credit checks for cell phone accounts, leases, etc. Exchange visitors who have a paid Hampton University job offer will need to apply for a Social Security number. An exchange visitor should wait 10 days after initial arrival to the U.S. before visiting the Social Security Administration to apply for the Social Security number.

Employment, Payroll, & Taxes:

Any and all compensation (wages, stipend, honoraria, reimbursements, or other tangible benefits) for J-1 exchange visitors sponsored by Hampton University must be authorized in advance, in writing, by the International Office. Please consult the Inbound Immigration Specialist if there is a change in departmental funding, the visitor is contemplating incidental employment by another institution, or if an outside organization intends to pay or reimburse the visitor for research activities. Scholars whose government sponsors choose to send financial support through Hampton University, instead of through direct payments must contact the Accounting Department for an "Agency Account." These scholars will not be considered "employees," but "no-pay" visitors and SEVIS will specify the funding source. The International Office cannot assist scholars with tax questions. Please direct all paid employees to the Payroll office shortly after arrival to complete tax forms. Hiring departments will normally conduct

background checks, e-Verify, and all other required processes for J-1 visitors in an appropriate appointment/position.

Important Information Regarding Positions & Categories

Most J-1 exchange visitors (or short-term) research scholars will be coded in the system as a Visiting Research Scholar or similar position. Those engaged primarily in teaching duties, under the “Professor” category, can be entered as Visiting Instructors. The J-1 research scholar category may also be used for post-doctoral positions, but in many cases International Post-Docs will be in H-1B status instead of J-1 Status – especially if they will be changing status from F-1 OPT to H-1B. Positions with clinical responsibilities are restricted to H-1B status (clinical activity is prohibited on the J visa). No tenure-track or permanent positions are permitted on the J-1 visa. Tenure-track, clinical, or long-term professional appointments for internationals are limited to the H-1B visa. Please consult the International Office for forms, questions, and processes regarding other visa types.

The Request Process:

1. The departmental personnel representative must complete the DS-2019 Request Form and then send the form to the department head. Personal information must be provided by the incoming scholar.
2. Return the completed/signed request forms to the International Office (Armstrong-Slater Building). Please submit forms together and only after completing all items, including supporting documentation (copy of offer letter signed by department chair, proof of substantial funding in English, photocopies of passport, biography pages for scholar and any family members). Missing information will result in delays. Please submit forms 3 to 6 months prior to the desired start date.
3. The International Office will review the information and prepare the visa document (Form DS-2019) electronically using the SEVIS system.
4. The departmental personnel representative picks up the documents from the International Office and sends the DS-2019 form, invitation or offer letter, and pre-arrival information (included with the DS-2019 form) to the scholar via express mail so they can apply for the J-1 Visa at the U.S. Consulate in their country of residence. Departmental personnel should assist with temporary housing and answer questions during this time and coordinate an International Office visit for the scholar.
5. When the J-1 scholar arrives on campus, the departmental personnel representative should send the scholar to the International Office for check-in and orientation (the scholar must bring all immigration documents, their U.S. residential address, and Campus ID).
6. At check-in, the Inbound Immigration Specialist will review and copy the scholar's immigration documents, register the scholar's presence in SEVIS, explain critical rights and responsibilities, inform the scholar of benefits and cultural opportunities, and answer any questions the scholar may have.
7. The scholar must complete and submit the I-9 Form to the hiring unit and complete the necessary tax forms with the Payroll Office. Questions regarding the appointment process, I-9 and E-Verify Program, etc., should be directed to the International Office.