



## SOUTHEASTERN LOUISIANA UNIVERSITY J-1 Exchange Visitor Instructions and Forms

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### General Instructions

#### **Please read before completing form.**

This form is to be used to notify the International Services Office (ISO) of the appointment of an international scholar who will need a J-1 Exchange Visitor immigration document (DS-2019) from Southeastern Louisiana University in order to enter the U.S., to extend their current J-1 status at Southeastern, to amend their current J-1 status at Southeastern, or to transfer from another U.S. institution.

Please note: J-1 scholar status is limited to those who hold University temporary academic positions. It cannot be used for tenure track faculty positions, administrative positions, or support staff positions.

**All J-1 exchange visitors at Southeastern are required to have at least a bachelor's degree in a related field and have demonstrated relevant experience in their field of expertise.** Please refer to the request checklist below for more details.

Plans to invite a J-1 scholar should begin 3-4 months in advance of the start date of the appointment to allow time for document preparation, mailing the immigration documents, and visa processing. In some cases, scholars may experience significant delays in visa processing due to increased US government security requirements. If the scholar is in the US in a different status and wishes to change status within the US (if eligible), additional time beyond 3-4 months may be necessary.

**IMPORTANT!** The US Department of State (DOS) federally mandates all J-1 and J-2 status holders to carry adequate health insurance coverage. Each J-1 scholar must purchase insurance for him/herself and his/her J-2 dependents immediately upon arrival to the US. If he/she and/or dependents fail to maintain the mandatory health insurance coverage, they will be in violation of federal immigration regulations; will be subject to termination as a program participant; and must leave the US immediately.

Insurance coverage must meet the following:

1. Medical insurance must cover the entire period of participation in the Exchange Visitor program.
2. Medical benefits must provide a minimum of \$100,000 per accident or illness.
3. Medical evacuation must be covered in the amount of \$50,000 minimum (emergency medical transportation to the home country).
4. Repatriation must be covered in the amount of \$25,000 minimum (in the unfortunate event of death, repatriation is the transportation of remains back to the home country)
5. Deductible must not exceed \$500 per accident or illness.

### Completion of the Form

#### **Forms must be typed to ensure document accuracy.**

- Please complete each area of the request form and return it to the ISO, along with a copy of the appointment/invitation letter. Incomplete packets will be returned to the sponsoring department. Faxed copies are not acceptable.
- Requests for transfer of J-1 sponsorship to Southeastern must be accompanied by copies of the scholar's current and initial immigration documents. Please note that transfer scholars must maintain the original program objective as listed on the original DS-2019. Requests to transfer J-1 scholars currently in the US must be submitted 4-6 weeks in advance of the start date of the appointment.

- The signature of the head of the host department is required. The ISO assumes that the information on the form is correct and that the appropriate signature has been obtained. The information on this form is transferred to a controlled US government document; any falsification of information may subject the university to sanctions and/or penalties. It is imperative that the funds and position noted on the form are available to the scholar as well as any accompanying departmental support offered during the invitation negotiations, such as work space, faculty collaboration, etc. A separate letter of offer should be sent to the scholar outlining in detail the conditions of appointment, including conditions of termination, compensation, benefits, etc. If the appointment is not salaried, it is important to outline the details of the invitation and indicate the source from which the funding is expected.
- The host department must ascertain the J-1 scholar's financial capability. Please verify all funding sources that are indicated on the form. Immigration regulations require Southeastern to verify the availability of sufficient funds before issuing an immigration document.
- The host department must advise the scholar of the above-mentioned DOS health insurance requirement for her/himself and any accompanying family members.
- Upon arrival at Southeastern, the scholar must report to the ISO for mandatory registration with his/her passport, I-94 record, and DS-2019. The ISO will confirm that all immigration documents are in order. The host department is responsible for assisting the scholar with arrival issues such as living accommodations, schooling for dependents, etc.

### **DS-2019 Request Checklist**

- Department Request Form for J-1 Exchange Visitor
- J-1 Exchange Visitor Data Form
- Southeastern offer or invitation letter
- Proof of funding, if not funded by Southeastern
- Copy of passport
- Copy of resume/CV
- Copies of previous/current DS-2019s, if any
- If currently in the US, copy of I-94 entry record from [www.cbp.gov/i94](http://www.cbp.gov/i94)
- Copy of dependent's passport, if accompanying J-1 to the US
- Letter of recommendation if the J-1 exchange visitor does not have at least a bachelor's degree in related field

### **Special Documentation for Scholars without a Bachelor's Degree**

If the prospective J-1 Exchange Visitor is an undergraduate student in his or her home country, please include with the completed J-1 request, a letter of recommendation written on the student's behalf from a professor or advisor at the home institution, describing how the proposed research project will enhance the student's educational objectives and explaining why the research could not be conducted at the home university.



**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**Department Request Form for J-1 Exchange Visitor**

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**This form is to be completed by the Southeastern department (*please type*) and must be signed by the Department Head.** All questions must be answered as precisely as possible, as they relate directly to the US Department of State forms. Please submit the *Department Request Form*, the *J-1 Exchange Visitor Data Form*, and other supporting documentation as a complete package. Please make photocopy of completed forms for department files.

**A: Request Information**

**Please check one:**

- Initial DS-2019 – the applicant is overseas and will be applying for a US visa abroad
- Initial DS-2019 – the applicant is in US in another immigration status and will apply for change of status
- The applicant is currently in J-1 status at another US institution and will transfer to Southeastern
- Extension of current appointment without change
- Other

**On behalf of (type Scholar's name *exactly* as it appears on the individual's passport):**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Family/Last) (Given/First) (Middle)

**Dates of J-1 appointment** (*Please note the 5-year maximum for J-1 Professors and Research Scholars; 6-month maximum for Short Term Scholars – no extensions possible; and 1-year maximum for Specialists*):

**From:** Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_      **To:** Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**B: Department Information**

**Person preparing this request:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Host Department:** \_\_\_\_\_

**Southeastern faculty/staff member to whom the employee will report:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**C: Position Information**

**Please complete ALL information.**

**Southeastern title of position to be held** (*visiting scholar, postdoctoral researcher, etc*): \_\_\_\_\_

**Please Note:** Prospective Exchange Visitors who wish to come to the US in the “Research Scholar” or “Professor” category will be subject to a 12-month “bar” to participation in those categories if they were present in the US in any J status (including J-2 dependent) for all or part of the twelve-month period immediately preceding the date of the new program’s commencement. The three exceptions to this bar are: 1) those transferring to another exchange visitor program; 2) those who have been present in the US as “short-term scholars;” and 3) those whose presence in the US have been less than 6 months in duration.

**Requested Exchange Visitor category:**

- Professor (3-week minimum, 5-year maximum) – teaching, observing, lecturing, consulting, or conducting research
- Research Scholar (3-week minimum, 5-year maximum) – conducting research, observing, or consulting
- Short-term Scholar (no minimum, 6-month maximum, no extensions) – lecturing, conducting research, observing, or consulting
- Specialist (3-week minimum, 1-year maximum) – observing, consulting, or demonstrating his/her highly specialized knowledge or skills

**Indicate appointee's primary activity:**

- Teaching/Lecturing    Research    Consult    Observe    Demonstrate Special Skills

**Field and specialization in which appointee will work (e.g. History – Ancient History):** \_\_\_\_\_

**J-1's Site of Activity:** \_\_\_\_\_

*Requests cannot be processed without this information*

**D: Financial Support from All Sources (while in the US)**

Please verify all funding sources, which must have been issued within the past 12 months. Immigration regulations require proof of sufficient funds before an immigration document can be issued. The ISO estimates a minimum of \$21,000 (\$1,750/month) is required to support a single visiting scholar at Southeastern; an additional \$6000/year is required for an accompanying spouse and an additional \$4000/year for each accompanying child. If the funding document is not in English, it must be translated.

Type of Institution/Funding	Full Name of Institution	Amount of Funding for period of appointment
<input type="checkbox"/> Southeastern Louisiana University	*****	US \$
<input type="checkbox"/> US Government Agency		US \$
<input type="checkbox"/> Exchange Visitor's Government		US \$
<input type="checkbox"/> Other organization		US \$
<input type="checkbox"/> Exchange Visitor's Personal Funds	*****	US \$

**Terms of Appointment/Departmental Responsibilities**

**Please read and check each box:**

- The host department understands that the J-1 visa status is of a temporary nature and is to be used for academic purposes only. It may **not** be used for tenure-track or tenured faculty appointments or for nonacademic administrative or technical positions.
- The host department has verified all sources of financial support for the Exchange Visitor and has included documentation in the Exchange Visitor's file.
- The host department has verified that the Exchange Visitor has appropriate academic credentials, including English language proficiency to be appointed to and benefit from his/her J-1 stay at the university.
- The host department has informed the Exchange Visitor of the US government's requirements for health insurance for her/himself and any accompanying J-2 family members.
- The host department understands that a J-1 who wishes to transfer sponsorship to Southeastern must be released from current sponsor prior to beginning employment at Southeastern. The J-1 must maintain his/her original program objective as listed on the original DS-2019.
- The Exchange Visitor must be in the correct status and on Southeastern's sponsorship before she/he can commence employment and receive any remuneration.
- The International Services Office must be promptly notified in advance of arrivals, extension requests, incidental employment, terminations, departures and possible future returns to the US of Exchange Visitors to avoid restrictions of the two-year bar. An Exchange Visitor may NOT change departments without first obtaining the approval of the ISO.

- An individual who participates in the J Exchange Visitor Program as a Professor or Research Scholar becomes subject to a Two-Year Bar on “repeat participation” in those particular categories after completing his or her program even if the program lasts less than five years. DOS has taken the position that the Two-year Bar will also apply to J-2 dependents of J-1 Professors or Research Scholars if the J-2 subsequently wishes to return as a J-1 Professor or Research Scholar. *The two-year bar is different from the two-year home residency requirement.*

The host department may review information about the J-1 Exchange Visitor Program at:

[http://travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)

**I AGREE TO THE ABOVE TERMS AND CONDITIONS:**

**Department Head Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



If family members will accompany you, please complete the following section. A J-2 dependent is a spouse or an unmarried child under 21 years of age.

**Dependent 1**

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Family/Last) (Given/First) (Middle)  
Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Relationship (Spouse, son, daughter, etc): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

**Dependent 2**

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Family/Last) (Given/First) (Middle)  
Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Relationship (Spouse, son, daughter, etc): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

**Dependent 3**

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Family/Last) (Given/First) (Middle)  
Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Relationship (Spouse, son, daughter, etc): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

Please review information about the J-1 Exchange Visitor Program at: <https://j1visa.state.gov/>

**Please remember to visit the ISO promptly upon your arrival to Southeastern. You will need to bring with you your DS-2019, your passport, and your I-94 record. Should your arrival be delayed for any reason, please inform the ISO and your department so that your program start date may be deferred. Failure to do so within 20 days of your program start date will jeopardize your legal immigration status.**

Please read and sign the following statements:

- I have read, and understand the J-1 Exchange Visitor (DS-2019) Instructions.
- I understand that my J-1 activity is restricted to the one listed on Form DS-2019.
- **TWO-YEAR BAR:** An individual who participates in the J Exchange Visitor Program as a Professor or Research Scholar becomes subject to a Two-year Bar on “repeat participation” in those particular categories after completing his or her program even if the program lasts less than five years. DOS has taken the position that the Two-Year Bar will also apply to J-2 dependents of J-1 Professors or Research Scholars if the J-2 subsequently wishes to return as a J-1 Professor or Research Scholar.
- **INSURANCE STATEMENT:** I understand that, per the requirements from the US Department of State (DOS), during my period of appointment at Southeastern Louisiana University as a J-1 Exchange Visitor, I must comply with the DOS regulations which require that I purchase adequate health insurance for myself and accompanying J-2 dependents (spouse and children), if applicable, throughout the duration of my/our visit in the US. I understand that failure to comply with this requirement will result in termination from the Exchange Visitor Program at Southeastern Louisiana University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_