

J-1 Scholar Packet for Hosting Departments

This packet is intended for faculty members/departments who wish to sponsor an international scholar (Exchange Visitor) for a J-1 visa. A department can sponsor an international scholar for no cost (self-funded) or as a Rowan employee (on payroll). **It is the hosting department's responsibility to follow all procedures of the J-1 sponsorship process, including facilitating the completion of this packet.**

What is the J-1 Visa?

The J-1 visa is a non-immigrant visa issued by to Exchange Visitors (EVs) participating in programs that promote cultural exchange between the U.S. and other countries. The J-1 visa has many sub-categories:

- **Professor & Research Scholar**
 - For EVs primarily engaged in teaching/lecturing or research.
 - 3-week minimum and 5-year maximum appointment.
 - No tenure-track positions are permitted under this category.
 - Minimum bachelor's degree requirement.
- **Specialist**
 - For observation, consultation, or demonstration of specialized knowledge/skills.
 - 3-week minimum and 1-year maximum appointment.
 - Minimum bachelor's degree requirement.
- **Short-Term Scholar**
 - For short-term research or lecturing.
 - 6-month maximum duration; extensions not allowed.
 - Minimum bachelor's degree requirement.
- **Student Intern**
 - For university students abroad to come to the U.S. for an internship.
 - 12-month maximum duration.
 - No minimum degree requirement.

It is very important that you select the correct category when completing the Exchange Visitor Request Form!

What is the DS-2019?

The DS-2019 is the Certificate of Eligibility for J-1 Status and is issued to eligible Exchange Visitors. The International Center will issue the DS-2019 after this packet and the rest of the J-1 invitation process is completed. The DS-2019 is required to apply for the J-1 visa and will allow the EV to remain in the country for up to 5 years. This is one of the most important documents a J-1 visa holder will receive.

If the EV is coming through a third party/sponsored program, please inform the International Center when you are submitting this packet as there will be additional special arrangements that must be worked out.

The EV must come to the International Center within one week of their arrival to the US. They must bring their DS-2019, passport, visa, U.S. address, U.S. phone number, and proof of health insurance. We will validate their J-1 status and provide a brief orientation.

J-1 Scholar Invitation Document Checklist

Please send the following documents to the International Center. The scholar application cannot be processed until all documents are received.

All forms and templates can be downloaded from the International Center's website below:

<https://sites.rowan.edu/international/j1scholarsandstudents/j-1-scholar-documents.html>

Documents for all new J-1 scholars:

- This packet, complete & signed by all authorities on all pages
- Copy of the scholar's passport
- Copy of the scholar's CV/resume
- Invitation letter from the department
- Proof of English proficiency

For scholars already in the U.S. on J-1 status, transferring from another school:

- Scholar's current DS-2019
- Scholar's current J-1 visa
- Scholar's most recent I-94
- Contact information for the scholar's current school's international office

For unpaid/self-funded scholars:

- HR's Volunteer Form (only if the scholar is not on Rowan's payroll)
- Financial support documentation

Responsibilities of the Hosting Department

As the hosting authority, it is important to familiarize yourself with the responsibilities related to hosting and sponsoring an Exchange Visitor:

1. Assist the EV with arrival, accommodation, transportation, and employee onboarding.
2. If the EV is coming with dependents, assist in finding schools, daycares, etc.
3. Acclimate the EV to life at Rowan and in the United States.
4. Create cultural exchange opportunities for the EV such as cultural excursions, department meetings, university events, community activities, etc.
5. Report all injuries or incidents that involve the EV with the International Center.
6. Report any changes in accommodation, employment status, work location, etc. to the International Center. ****Note: failure to do this can result in a termination of the EV's J-1 status, impacting their ability to remain in and return to the U.S.!**

Exchange Visitor Terms of Appointment

As a member of the host department sponsoring the Exchange Visitor, I understand the following:

1. The hosting department and the college/school understand that the J-1 visa status is temporary and is to be used for academic purposes only. It is not to be used for tenure-track or tenured faculty appointments, adjunct or 3/4 positions, or for non-academic administrative staff or technical positions.
2. The hosting department has verified that the Exchange Visitor (EV) has appropriate credentials and English Language proficiency.
3. The EV must be in the U.S. on J-1 status and check in with the International Center before they can begin employment and receive remuneration.
4. The International Center must be notified in advance of arrivals, extension requests, incidental employment, terminations, departures, and future returns to the U.S. of exchange visitors.
5. The EV is legally required to maintain health insurance from the moment they enter the U.S. until the moment they leave.
6. The hosting faculty member read and agrees to their roles/responsibilities as outlined in this packet.

By signing below, I affirm that I read, understand, and agree to the terms listed above. I also affirm that I bear full responsibility for accurately and wholly completing this packet.

Name of Hosting Faculty Member	Date
Hosting Faculty Member Signature	

Name of Department Chair/Head	Date
Department Chair/Head Signature	

Name of Dean	Date
Dean Signature	

Name of Provost/Provost Designee	Date
Provost/Provost Designee Signature	

Exchange Visitor Request Form

To Be Completed by Department & Exchange Visitor

DEPARTMENT INFORMATION	
Name of Host Department:	Host Faculty Member Email:
Name of Host Faculty Member/PI:	Host Faculty Member Banner ID:
EXCHANGE VISITOR INFORMATION	
Name:	Email Address:
Highest Degree Level Awarded (Master’s, PhD, etc.):	Country of Birth:
APPOINTMENT INFORMATION	
Proposed Appointment Start Date:	Proposed Appointment End Date:
CIP Code/Description Corresponding to Field/Specialization: Note- a full list of CIP codes can be found here	
Briefly describe the work the Exchange Visitor will do:	
Exchange Visitor Category: Professor (3-week minimum; 5-year maximum) Research Scholar (3-week minimum; 5-year maximum) Short-Term Scholar (no minimum; 6-month maximum; no extensions) Specialist (3-week minimum; 1-year maximum) Student Intern (limited to 12 months per degree/major)	Primary Activity: Teaching/Lecturing Research Providing Consultation Observation Demonstration of Skill
Has the Exchange Visitor been a recipient of the J-1 visa within the last two years? Yes No	
Hours Worked Weekly:	Will the scholar be on Rowan’s payroll?
Exchange Visitor's Job Title at Rowan:	Site of Activity:

Export Control Form

To Be Completed by Exchange Visitor

Personal Information		
Full name: _____	Date of birth: _____	
Country of legal permanent residency: _____	City & Country of birth: _____	
Permanent Home Country Address Information		
Street address: _____		
City, state/province: _____	Postal code: _____	Country: _____
Program Information		
Visa type: <input type="checkbox"/> J-1 Exchange Visitor <input type="checkbox"/> H1-B <input type="checkbox"/> Other:		
Program start date: _____	Program end date: _____	
Sponsor name: _____	Sponsor title: _____ Sponsor department: _____	
Will the Exchange Visitor be involved in research? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the Exchange Visitor be involved in teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe the nature of the work that will be performed in the Rowan University department: _____ _____		
Current (Home Country) Employer Contact Information		
Employer name: _____	Employer email address: _____	
	Employer phone number: _____	
Street address: _____		
City, state/province: _____	Postal code: _____	Country: _____

Export Control Form

To Be Completed by Exchange Visitor

Will the Exchange Visitor’s work involve any of the following?	
Travel	Yes No
Transport of materials, equipment, software, or technology to a foreign country	Yes No
Providing data or services, conducting transactions, and/or collaborating with individuals from a foreign country	Yes No
Project(s) funded by an agency that has explicit export control regulations?	Yes No
Project(s) restricting dissemination of research results or other deliverables	Yes No
Equipment, software, chemical, bio-agents, or technology designed/modified for use in space	Yes No
Equipment, software, chemical, bio-agents, or technology designed/modified for use by the military	Yes No
Equipment, software, chemicals, bio-agents, or technology that could be used to develop weapons of mass destruction (nuclear, biological, chemical) or their delivery systems	Yes No
Involve human, animal, or plant pathogens/toxins	Yes No
Design, develop, or produce encryption software	Yes No
Utilize source code for encrypted software	Yes No
<p>I certify that I will comply with any applicable export control laws and regulations, including – but not limited to – the US Department of Commerce Export Administrations Regulations and the US department of State International Traffic in Arms Regulations.</p> <p>Signature of the Exchange Visitor: _____ Date: _____</p>	

Export Control Acknowledgment for All Foreign Nationals & Visiting Scientists To Be Completed By Exchange Visitor & Department

Hosting College/Department Name: _____

Name of Foreign National: _____

County of Birth for Foreign National: _____

Country of Citizenship for Foreign National: _____

Immigration Status: _____

Specific Purpose of Visit (Academic Exchange, Research, Conference, etc.):

Specific Functions Permitted on Visa: _____

Home Country Institution's Complete Address (if applicable): _____

Dates of Visit/Duration of Stay at Rowan: _____

Rowan University's mission of higher education and research is attracting students, faculty and staff from around the world. However, Rowan University is required and committed to comply with Export Administrations and International Traffic in Arms Regulations, which regulate the transfer of information, commodities, technology, and software considered being strategically important to the U.S. in the interest of national security, economic and or foreign policy concerns. Non-compliance with export controls can result in severe monetary and criminal penalties against both an individual as well as the university.

The term "foreign national" refers to everyone other than a U.S. citizen, a permanent resident alien, and certain "protected individuals" (refugees and those with asylum); "foreign national" includes any company not incorporated in the United States.

As part of complying with export control regulations, Rowan University will perform restricted party screenings to prevent doing business with prohibited/restricted entities, including governments or individuals. In addition, Rowan University requires all visiting foreign nationals to acknowledge that based on visa requirements, job descriptions and responsibilities, foreign visitors will not access technical data subject to Export Control Regulations and International Traffic in Arms Regulations and that they agree to comply with those regulations.

If foreign nationals are exposed to or inadvertently receive technical data or software under those regulations, they understand and agree to report the incident immediately to their host department supervisor. In addition, they certify that such data will not be further disclosed, exported, or transferred in any manner without the explicit approval from the university authorities.

Foreign National's Signature: _____

Date: _____

Dean/Department Head's Signature: _____

Date: _____