

# RADFORD UNIVERSITY

Center for  
Global Education and  
Engagement

## **J-1 EXCHANGE VISITOR PROGRAM GUIDELINES**

### **Sponsoring J-1 International Scholars (Research, Professor)**

#### **Departmental Guidelines**

#### **Topics:**

The Radford University Center for Global Education and Engagement oversees the institution's authorization to serve as a J-1 Exchange Program Sponsor and assists with immigration matters. Topics in this guide for Radford University academic departments or units wishing to sponsor J-1 International Exchange Visiting Researchers or Faculty include:

*Overview*

*Radford University Approved J-1 Categories*

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#### **Overview**

Radford University is designated by the U.S. Department of State as a J-1 Exchange Program Sponsor which allows the university to host foreign nationals as participants in educational and cultural exchange programs conducted by Radford University. International scholars (research scholars/professors & short-term scholars) may, upon review and approval, be invited and

sponsored by Radford University as a J-1 Exchange participant to engage in academic activities on our campus. If the J-1 Exchange Visitor is being hired or receiving payment from Radford University, both the Office of Human Resources and the Tax Compliance Officer must also be involved in the process. As a J-1 Exchange Program Sponsor, Radford University also hosts exchange students for a semester or year from our international exchange partner institutions. The J-1 Exchange Student category is not included in this guide.

The J-1 program is intended to increase mutual understanding between people of the United States and other countries by means of educational and cultural exchange. The purpose of the J-1 program is to provide opportunity for foreign nationals to engage in cultural and educational programs in the U.S. and share their experiences upon return to their home country, as well as encouraging Americans to participate in educational and cultural programs abroad to share upon their return in the U.S.

The U.S. Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS) electronically maintains records for all J-1 exchange visitors. The Radford University Center for Global Education and Engagement (CGEE) creates a SEVIS record for each exchange visitor sponsored by Radford University, and is required to report certain information or changes for these exchange visitors

All approved exchange visitors are issued a document called a Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status ("DS-2019" for short) by the CGEE. Upon receipt of a complete and accurate J-1 Exchange Visitor Request Form (Appendix II) and supporting documents, the Radford University CGEE will review the request, and upon approval, issue the DS-2019. The international participant then uses the DS-2019 to obtain a J visa and enter the United States on the J visa as "exchange visitors." During the exchange period, Radford University is required to report certain events and changes in SEVIS for each exchange visitor. During the visitor's time at Radford University it is vital that hosting departments notify the CGEE of any anticipated changes to the Scholar's J program. Changes to be reported in SEVIS include, but are not limited to, funding changes, change of activities defined for the program, changes of the work site, changes in program length, and changes of address.

### **Radford University Approved J-1 Categories**

Radford University is designated to host J-1 visa categories for Short-Term Scholar (22CFR 62.21), and Research Scholar & Professor (22CFR 62.20)\*.

*\*CFR is an abbreviation for the Code of Federal Regulations, which is the codification of general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States. Title 22 (in 22 CFR) is "Foreign Relations", and the numbers following refer to the volume, chapter and part under the 22 CFR title.*

**Short-Term Scholar** - A short-term J-1 scholar is generally a professor, research scholar or someone with similar education or accomplishments coming to the United States on a limited time to lecture, observe, consult, train or demonstrate special skills at Radford University. The maximum duration of participation in this category is not to exceed six months. Eligibility requirements for the Short-Term Scholar category are:

- Primarily conduct lectures, teach a semester at a college or university, consult or observe in a variety of settings in education and research, or collaborate on special research projects;
- Must have completed master's or PhD;
- Maximum stay is 6 months (including transfers to and from other institutions).
- Change of J-1 visa category (to research scholar or professor) is not permitted.
- Extensions are not possible;
- Must have sufficient finances to support their (and any dependents) intended stay in the United States.
- Must demonstrate adequate English proficiency
- Must maintain adequate health insurance, as required for the J-1 visa holder and their dependents.

***Research Scholar*** - A J-1 research scholar primarily conducts research, observes or consults in connection with a research project at Radford University. The research scholar may also teach and lecture provided these activities are incidental and do not extend the period of participation beyond the maximum duration. The maximum duration of participation in this category is not to exceed five years. Eligibility requirements for the Research Scholar category are:

- Primarily conduct research, though may also teach;
- Not be a candidate for a tenure track position;
- Must demonstrate adequate English proficiency;
- Must maintain adequate health insurance, as required for the J-1 visa holder and their dependents;
- Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of the new program's commencement;
- Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the state date of a professor or research scholar program unless the participant is (1) in a J professor or research scholar program and is transferring to Radford University to continue their current J-1 program; or (2) the participant's prior physical presence in the US. in a J-program was less than six months in duration; or (3) the prior participation was a short-term scholar J-program.
- At Radford University, candidates must have completed at least a Master's degree; Ph.D. preferred.
- Maximum stay of five years.

**Professor** – The J-1 professor and research category provides the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the US. and foreign countries. The J-1 professor category typically requires a signed exchange agreement between Radford University and the visiting professor's foreign institution, and is for individuals from those institutions involved primarily with teaching, lecturing, observing, or consulting at Radford University. The professor may also conduct research, as long as these activities do not

extend the maximum allowable stay. The maximum duration of participation in this category is not to exceed five years.

Eligibility requirements for the Professor category are:

- Not be a candidate for a tenure track position;
- Must demonstrate adequate English proficiency;
- Must maintain adequate health insurance, as required for the J-1 visa holder and their dependents;
- Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of the new program's commencement;
- Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless the participant is (1) in a J professor or research scholar program and is transferring to Radford University to continue their current J-1 program; or (2) the participant's prior physical presence in the US. in a J-program was less than six months in duration; or (3) the prior participation was a short-term scholar J-program.
- Primarily teach/lecture; may also conduct research
- At Radford University, candidates must have completed at least a Master's degree; Ph.D. preferred.
- Maximum stay of five years.
- Currently affiliated with an institutional exchange partner of Radford University.

### **J-1 Appointments at Radford University**

J-1 visa status is a nonimmigrant status meaning that the exchange visitor programs are temporary in nature. The use of J-1 status for permanent or tenure track appointments is prohibited. The J-1 visa is NOT an employment visa, although an exchange visitor may receive compensation from Radford University when employment activities are part of the exchange visitor's program. When employment is part of the J-1 program, Radford University's Human Resources procedures must be followed, and tax implications discussed with Radford University's Tax Compliance Officer. Appropriate activities for J-1 exchange visitors vary but in general, the J-1 categories for which Radford University is designated allow for conducting research, teaching, consulting, and observing.

The following restrictions on J-1 appointments should be considered before inviting a J-1 visitor to Radford University:

- J-1 status does not allow clinical activities, with any hands-on patient contact, clinical internships, residencies, externships, etc.
- J-1 Scholars are not Radford University enrolled students. They may not register for or audit classes.

- As Scholars are not students, they do not have access to services associated for students only (i.e. fitness center, student health center, counseling, etc.)
- Generally, a foreign national cannot begin as a J-1 Scholar and then change to become a student (or another visa) while in the U.S. In such situations, the scholar would usually have to travel internationally, obtain a student (or other) visa, and re-enter the U.S. in order to obtain the necessary status.
- Procedures and policies for hiring must be vetted by the Radford University Human Resources Office.

### **J-1 Eligibility**

In order to qualify as a J-1 exchange visitor, an individual must meet the following eligibility requirements:

- Possess the qualifications, background, and experience for the specific program, as defined by the academic hosting academic department Dean and CGEE Director.
- Possess English language proficiency sufficient to participate in the program, and as defined by the U.S. Department of State. (see below)
- Possess adequate financial resources to complete program and support any accompanying dependents. (see below)
- Agree to maintain adequate health insurance for self and accompanying dependents, as required, for the entire program period.

**English Language Requirement:** The U.S. Department of State recently released new regulations further addressing English language proficiency for J-1 exchange visitors. The new regulations require that the sponsor (Radford University) verify the prospective exchange visitor possesses sufficient proficiency in English as determined by an objective measurement of English language proficiency. Essentially, the visitor must be able to successfully participate in their program and function on a day-to-day basis. As a J-1 Sponsor, Radford University is subject to ensuring this requirement is met.

Once the final regulation was published earlier this year, the Department of State issued the following statement, which reveals much about the purpose the Department of State hopes the new regulation will accomplish:

*“The Department believes that not only is an exchange visitor’s success in his or her particular program dependent upon sufficient English language capability, but good English communication skills are essential to ensure the health, safety, and welfare of exchange visitors. Moreover, the Department continues to find that too many exchange visitors lack sufficient English proficiency to perform their jobs (or complete their academic programs); to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibility, rights, and protections; and to know how to obtain assistance, if necessary. The Department reminds sponsors to retain evidence of how they measured applicants’ English language proficiency so that it may be made available to the Department upon request.”*

As the office that processes the scholar category of J-1, the CGEE must ensure compliance with this requirement. Effective December 2015, all new requests processed through the CGEE for J-1 exchange visitors must include documentation of sufficient English proficiency as outlined below, which closely mirrors the minimum requirements already in place for graduate students.

English Language Documentation Required

OPTION 1: Evidence of having obtained a degree from a post-secondary institution whose language of instruction is English (including U.S. institutions).

- U.S. institution - Evidence must be in the form of a transcript or diploma showing the degree conferred. No further documentation is needed if the degree is from a U.S. institution.
- Non-U.S. institution - Evidence must be in the form of a transcript in English showing degree conferred and English as the language of instruction. If transcript is from a non-US institution not noting English as the language of instruction, an official letter from the institution's registrar stating the individual attended the institution and the medium of instruction was English must be submitted with the transcript. If transcript is from a Canadian institution where English is the primary language, a copy of the transcript is sufficient.

OPTION 2: Evidence of citizenship of country whose official language is English.

- Evidence of citizenship must be in the form of a passport biographical page from any of the following countries: American Samoa, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Grand Cayman, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad/Tobago, United Kingdom, and U.S. Pacific Trust.

OPTION 3: Evidence of having obtained minimum required scores on a recognized English language test.

- A TOEFL score of 550 paper based; iBT score of 70; or IELTS score of 7.0 is acceptable for categories of Research or Professor. A paper based TOEFL score of 525; iBT score of 68; or IELTS score of 6.5 is acceptable for the Short-Term Scholar category. To document test scores, the test-taker should request official score reports be sent to the Radford University Center for Global Education and Engagement (CGEE) by the testing agency on behalf of the test-taker. Only test scores within the past 2 years are considered valid. Once the official test score is received, the CGEE will issue an email statement to hosting departments indicating whether the scores met (or did not meet) the minimum requirements.

OPTION 4: Successfully complete English assessment testing by Third Party English Assessment Provider selected by Radford University.

- The Radford University host department should liaise directly with CGEE Director for information of acceptable Third Party English Assessment Providers.

**Minimum English Test Score and Spoken English Aptitude Test Requirements for J-1 Categories Processed by the CGEE:**

J-1 Category Designation	TOEFL	TOEFL iBT	IELTS	Spoken English Aptitude Interview Required in addition to test scores?
Short-Term Scholar	525	68	6.5	Yes
Research Scholar	550	70	7.0	Yes
Professor	550	70	7.0	Yes

*J-1 Funding Requirements:*

International visitors must show evidence of sufficient funding for their stay, regardless of any remuneration/payments by Radford University. Multiple funding sources are allowed, and all funding sources must be disclosed. Scanned copies of funding documents are NOT acceptable and documents must be in English or translated into English, on financial institution letterhead, recently dated (within the last six months) and specify the amount of funding. Estimated living expenses for one semester at Radford University is \$15,500. Additional expenses for spouse is \$4,000 per semester; child(ren) are estimated at an additional \$2,000 each child per semester. Financial documents must indicate a minimum of these amounts.

**J-1 REQUEST PROCEDURE:**

The J-1 process involves multiple input from various offices at Radford University, as well as government agencies, individuals abroad, and institutions abroad. Some steps may take several weeks or even months, so it is important that J-1 requests arrive at the Radford University CGEE Office at least 4-6 months in advance of the intended start date.

If a department plans to hire a scholar as a professor or scholar, Radford University Human Resources guidelines must be followed. Remember, J-1 professors may NOT accept permanent, full-time tenure track faculty positions. Please contact Human Resources about hiring and appointment policies. If Radford University funded, please include a copy of the PR40 hiring contract with the J-1 Request Form when submitted to the CGEE.

The hosting department should follow the procedures outlined in the *Sponsoring J-1 Exchange International Visitors: Host Department Checklist* and guidelines below to submit a request to host an international exchange visitor in J-1 Short-Term Scholar, Research or Professor Categories:

1. Verify the potential international exchange visitor meets the eligibility criteria for the intended category.
2. Export review by the department is to be facilitated with Lora Noll (lnoll@radford.edu)
3. Complete the J-1 Exchange Visitor Request Form (Appendix II) and gather required documents and signatures. Complete request requires:
  - a. Completion of all fields of the J-1 Exchange Visitor Request Form
  - b. All required university approval signatures listed prior to CGEE Director
  - c. All required attachments listed below
    - i. Passport – must be valid and legible
    - ii. Documentation of English Proficiency
    - iii. Documentation of educational background
    - iv. Copy of invitation letter from hosting department/unit
    - v. Financial documentation (official bank statement)
    - vi. Export Review – Lora Noll
    - vii. HR Conviction Check Approval Email – may be required by Human Resources
    - viii. CV (publications list not necessary)
    - ix. Copy of any previous DS-2019s
4. Forward the J-1 request form with ALL required signatures and attachments to the Radford University CGEE, 105 Cook Hall or PO Box 7002
5. CGEE processing begins at the receipt of a complete request form with all supporting documents listed above. Incomplete requests will be held until all required information has been submitted. CGEE processing time from receipt of completed application & all documentation is 5-10 business days. The CGEE will create a SEVIS record and original DS-2019 for the intending J-1 international exchange visitor and any accompanying dependents. The CGEE then creates a welcome folder with visa instructions, the original DS-2019(s), and pre-arrival information. The CGEE will then contact the host department that documents are ready for pick up. The host department must pick up documents; campus mail is not an option due to the confidential nature of the DS-2019 forms included in the welcome packet.
6. The hosting department, within 1-2 weeks processing by the CGEE, picks up the welcome folder and adds their original invitation letter (if not already sent) and mails the welcome folder to the international exchange visitor by UPS express mail. Per U.S. Department of State rules, please do NOT email the DS-2019.
7. Upon receipt of the DS-2019 and welcome package, the international visitor should schedule a visa interview. The visitor must pay a SEVIS fee using the DS-2019 SEVIS number, and the DS-160 fee to schedule a visa interview appointment at a U.S. Embassy or Consulate convenient to them. Appointments are sometimes not available for several weeks. The international visitor MUST have the original DS-2019 in-hand for the visa

interview. This visa information is provided in the CGEE Welcome Package & attached for reference in Appendix III.

8. Visa Processing may take a few days or a few months, depending on the embassy or consulate. Visas are generally not processed the same day as the visa interview, and processing may take several months based on the time of year, background checks, etc. Intending international exchange visitors should NOT schedule flights, enter into US housing contracts, or resign from a current position until a visa is in hand. This information is included in the CGEE Welcome Package.
9. Upon receipt of the J-1 visa, the international exchange visitor may proceed to seek entry to the United States. The visitor may arrive and check-in with the university up to 30 days before or after the DS-2019 program beginning date. Failure to arrive and check-in within 30 days of the start date will result in invalidation of the visitor's SEVIS record. If the international visitor cannot arrive and check-in within 30 days, s/he or the department must notify the CGEE to change the start date and issue a new DS-2019 to avoid invalidation of the J-1 record in SEVIS. The international visitor is encouraged to check in with the CGEE Office within 10 days of arrival, but not longer than 30 days after the beginning date noted on the DS-2019 form. This information is included in the CGEE Welcome Package.

### **HOST DEPARTMENT RESPONSIBILITIES:**

The inviting host department at Radford University is responsible for many facets of hosting an international individual for short-term, research or professor. In addition to submitting the above J-1 Request Form and all supporting documents to the Radford University CGEE Office, and preparing an invitation letter (Sample - appendix IV), hosting department's duties extend far beyond.

The host department/individual(s) should be prepared to assist the international visitor both before and after his/her arrival. Some responsibilities may include:

- Visitor Payment— any department involved in the J-1 visitor receiving remuneration (stipend, honorarium, reimbursement of expenses) must include the Radford University International Tax Compliance Officer in all processes.
- Hiring the Visitor – any department hiring the J-1 visitor (to teach, complete research, or otherwise under contract with the university, must adhere to all criteria and processes set forth by the Radford University Human Resources Office.
- Housing – assist the individual to find apartments/housing/temporary lodging
- Acclimation – assist the individual to become familiar with the community and campus. Beyond a campus and community tour, some needs for the international visitor (and any accompanying dependents) may include guidance for banking, public schools for children, community programs for spouses, resources for religious worship, familiarity with grocery items, laundry facilities, driving permits, social security numbers, university ID cards, access to office space and other university facilities, IT access, physicians and hospitals, and transportation concerns.
- Mailing of the approved J-1 Welcome Package and DS-2019 provided by the CGEE.

- Transportation – assist the individual with transportation needs immediately upon arrival, whether that involves pick up at the airport or navigating the MegaBus, SmartWay Bus or other transit systems. Further assistance may be needed in assisting the individual to purchase or rent a vehicle and necessary insurance and parking permits.
- Connections – it is important that J-1 Short-Term Scholars, Researchers and Professors feel welcome and connected to their new community. Opportunities for the individual to network and make personal connections is an expectation.
- Other needs as may arise – examples of additional needs that may arise which would require assistance by the hosting department could include medical, mental health, or personal concerns. Any crisis or safety concerns would, of course, require more than one departmental or individual though the department would certainly be involved in such crisis situations.

The Center for Global Education and Engagement is eager to assist departments wishing to host international exchange visitors. Please refer to the Appendices for the Host Department Checklist, J-1 Exchange Visitor Request Form, Visa Instructions, and Sample Invitation Letter.

As your international exchange participant arrives to campus, please contact the CGEE to schedule a time for the visitor to check-in as required, and to schedule an Immigration and Exchange Orientation conducted by the Center for Global Education and Engagement.

As you prepare to submit your J-1 Request Form, please don't hesitate to contact our office with any questions or concerns. The Center for Global Education and Engagement can be reached by phone at 540- 831-6200, by email at [globaled@radford.edu](mailto:globaled@radford.edu) and is located in 105 Cook Hall.

## *APPENDIX I*

### **HOST DEPARTMENT CHECKLIST SPONSORING J-1 EXCHANGE INTERNATIONAL VISITORS**

#### **PRE-ARRIVAL:**

\_\_\_\_\_ Identify Department Contact: Identify the individual(s) departmental sponsor who will be the primary contact to assist the visiting scholar & facilitate all aspects of the program.

\_\_\_\_\_ Agreement: Create a detailed invitation letter agreeing to specifying duties and responsibilities of Radford University and of the scholar.

\_\_\_\_\_ Hiring Procedures: Contact Radford University Human Resources to ensure adherence to all procedures and requirements.

\_\_\_\_\_ Travel Authorization: If Radford University is making payment or reimbursement of expenses, a travel authorization form must be completed. See travel procedures at: .....

\_\_\_\_\_ Radford University paperwork, as set forth in the “J-1 Exchange Visitor Program Guidelines”.

\_\_\_\_\_ Arrange Payments to Scholars, if applicable: Contact Rhonda Mah ([rmah@radford.edu](mailto:rmah@radford.edu)) tax implications for payments made to the intending short-term international scholar, and Human Resources regarding PR-40 contractual requirements.

\_\_\_\_\_ Logistical arrangements: Departments are responsible for providing assistance for housing, RU ID cards and access to facilities, and other logistical concerns set forth in the Departmental Guidelines section of the “J-1 Exchange Visitor Program Guidelines”.

\_\_\_\_\_ Health Insurance information: Visiting Scholars in J-1 status are required to hold health insurance meeting specific criteria.

\_\_\_\_\_ Adequate English Proficiency: Visiting Scholars in J-1 status are required to demonstrate adequate English proficiency.

#### **POST-ARRIVAL FOR ALL SCHOLARS:**

\_\_\_\_\_ Radford University ID Card – Obtain RU ID card and any spouse/dependent ID cards, Heth Hall, first floor.

\_\_\_\_\_ Radford University Parking – register vehicle and obtain parking tag – Heth Hall, first floor.

\_\_\_\_\_ Online Accounts – Activate Radford University computing account. After obtaining ID office, visit the IT Help Desk, Heth Hall.

\_\_\_\_\_ Departmental/Campus Orientation – Secure and acclimate to office or work space allocations, university guidelines, campus tour, and introductions to community.

## APPENDIX II

### J-1 EXCHANGE VISITOR REQUEST FORM

**Please answer each item. All information is required by the U.S. government for completion of certain immigration documents, or university processes. Please type fill-in fields, print, then send for approval signatures as described.**

International individuals coming to Radford University's campus require an appropriate visa in order to receive payment from RU or engage in activities of the university. The Radford University Center for Global Education and Engagement must issue the necessary immigration document for the individual to obtain a J-1 Exchange Program Visa. **Please submit the following information at least three months in advance of the proposed visit.**

#### **International Visitor Information**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

PREFERRED MAILING ADDRESS \_\_\_\_\_

DATE OF BIRTH Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

CITY OF BIRTH \_\_\_\_\_ COUNTRY OF BIRTH \_\_\_\_\_

COUNTRY OF LEGAL PERMANENT RESIDENCE; \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

GENDER: \_\_\_\_\_ Male; \_\_\_\_\_ Female PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

(Name)

(Phone)

OCCUPATION \_\_\_\_\_

DATES (M/D/Y) OF INTENDED VISIT TO RADFORD UNIVERSITY: \_\_\_\_\_ to \_\_\_\_\_

INTENDED DATES OF TRAVEL to R.U. \_\_\_\_\_

Other than vacation, if you had any previous stay in the United States, please complete the following:

Visa Type: F-1; \_\_\_\_\_ J-1; \_\_\_\_\_ Other, please specify \_\_\_\_\_

Dates of Previous stay in the United States: Month: \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ until Month: \_\_\_\_\_  
Day \_\_\_\_\_ Year \_\_\_\_\_.

#### **Accompanying Dependents, if any**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

DATE OF BIRTH Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

CITY OF BIRTH \_\_\_\_\_ COUNTRY OF BIRTH \_\_\_\_\_

COUNTRY OF LEGAL PERMANENT RESIDENCE \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

GENDER: \_\_\_\_\_ Male; \_\_\_\_\_ Female

**Sponsoring Departmental Program and Duration Information:**

RADFORD UNIVERSITY SPONSORING DEPARTMENT \_\_\_\_\_

RADFORD UNIVERSITY SPONSOR CONTACT PERSON \_\_\_\_\_

PHONE # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**BRIEF DESCRIPTION OF SCHOLAR/VISITOR'S PROPOSED ACTIVITY/PROGRAM WHILE IN THE U.S.:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: J-1 Scholars are allowed to enter the USA 30 days before the program start date. Visitors arriving after the program start date may be denied entry. Please plan the program start date accordingly.**

**PROGRAM DATES:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MONTH) (DAY) (YEAR) (MONTH) (DAY) (YEAR)

**FINANCIAL SUPPORT:**

Radford University's total financial contribution to the visitor/scholar (include reimbursement of expenses and/or salary) **TOTAL AMOUNT OF PAYMENT FROM RU** \$ \_\_\_\_\_

\_\_\_\_\_ This program has not received funding from any U.S. Government Agencies

\_\_\_\_\_ This program has received funding from the following U.S. Government Agencies:

(Please name agency and amount): \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Other Sources of Funding: Personal Funds: \$ \_\_\_\_\_

Exchange Visitor Government: \$ \_\_\_\_\_

Exchange Visitor Institution/Employer: \$ \_\_\_\_\_

Other Organizations: \$ \_\_\_\_\_

**PLEASE SPECIFY AMOUNT OF PAYMENT FOR EACH CATEGORY:**

(This information is required for taxation purposes)

Total amount stated on PR-40 form \$ \_\_\_\_\_

\$ \_\_\_\_\_ Honorarium \$ \_\_\_\_\_ Stipend \$ \_\_\_\_\_ Travel expenses

Is the University providing Room & Board? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby grant permission for the department and the Center for Global Education and Engagement to begin the process of inviting an international visitor to Radford University, as specified herein, to perform services for the university for the duration of time and the detailed amount of payment.

Name _____	_____	_____
Department Chair	Signature	Date
Name _____	_____	_____
Dean	Signature	Date
Name _____	_____	_____
Vice-Provost	Signature	Date
Name _____	_____	_____
Provost	Signature	Date
Name _____	_____	_____
Director, CGEE	Signature	Date

**Please return to Center for Global Education and Engagement, P.O. Box 7002 after all except final signature has been obtained. Director of CGEE will sign and processing of necessary immigration documents for the visitor will begin at that time.**

## ***APPENDIX III***

### **VISA INSTRUCTIONS**

The Exchange Visitor (J-1) non-immigrant visa category is for individuals to participate in work-and-study based exchange visitor programs. The appropriate category (short-term scholar, researcher or professor) of J-1 is determined by the program sponsor (Radford University).

Before the visitor can apply for a J-1 visa, he/she must first apply and be accepted into an exchange visitor program through a designated sponsoring organization such as Radford University. Visitors applying for a J-1 exchange visa will receive a DS-2019 from their sponsor (Radford University), and will apply at the U.S. Embassy/Consulate for J-1 visa stamp to present at entry in the U.S. for permission to enter as a J-1 Exchange. Visitors must meet certain eligibility requirements and pay appropriate fees to participate in the J-1 program. Some categories of the J-1 visa application require a personal interview. All participants must satisfy English Language Proficiency [22 CFR 62.10(a)(2)], and Health Insurance Requirements [22 CFR 62.14]\*.

All J-1 visa applicants must pay a SEVIS 901 fee. See directions, amounts and a tutorial at <https://www.ice.gov/sevis/i901/>. In addition to the SEVIS fee, the applicant must complete the visa application on DS-160 Nonimmigrant Visa Application and pay the visa application processing fee at the U.S. embassy or consulate. Please see more information at <http://travel.state.gov/content/visas/en/study-exchange/exchange.html>.

During the visa application, the applicant will need to demonstrate their eligibility for a visa during an interview by a consular officer at the U.S. embassy or consulate, generally in their country of residence. Applicants must show a receipt of payment for the SEVIS fee mentioned above. Additional fees may be imposed if additional visa reciprocity fees are warranted.

When applying for the J-1 visa, each visa applicant must submit the following documentation:

- DS-2019 Certificate of Eligibility for Exchange Visitor Status, provided by the program sponsor, Radford University.
- Form DS-160 Nonimmigrant Visa Electronic Application and non-refundable visa application fee. Fees vary by country. Please check with the U.S. Embassy or Consulate where you plan to apply.
- Applicant's passport, valid for travel to the U.S. and with a validity date at least six months beyond the intended period of stay in the U.S.
- One (1) 2x2 photograph, meeting specific requirements found at <http://travel.state.gov/content/visas/en/general/photos.html>.
- Additional documentation may be required to establish if the applicant is qualified, and determine if the applicant plans to return to their home country. Requested documents may include purpose of travel, intent to depart the U.S. after travel (two-way flight), and ability to pay all travel costs (financial documents). Applicants should be prepared to demonstrate to the Consular Officer binding ties to their foreign residence/home country

which they have no intention of abandoning, and that their stay in the U.S. is for a temporary period of time only.

Visa processing time varies depending on the U.S. Embassy or Consulate location. The waiting time for an interview can vary, so early visa application is strongly encouraged. Applicants can learn more about the processing times and expected visa wait times by visiting the U.S. embassy or consulate website where they will apply. Usually, an ink-free, digital fingerprint scan will be quickly taken. Some visa applications require further administrative processing, taking additional time after the visa applicant's interview by the Consular Officer.

Exchange visitors cannot travel on the Visa Waiver Program or with Visitor Visas. Exchange visitors who are citizens of Visa Waiver Program (VWP) participating countries are not permitted to travel without a visa on VWP if their purpose of travel is to participate in an exchange visitor program. Exchange visitors are also not permitted to travel on business/tourist (B-1/B-2) visas if their purpose is to participate in an exchange visitor program.

A visa allows a foreign citizen to travel to a U.S port-of-entry and request permission to enter the United States. A visa, however, does NOT guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials at the port of entry have authority to permit or deny admission to the United States.

Visitors should be aware that precise entry and exit information will be kept electronically. This means anyone who "overstays" his or her visit in the U.S. will have that information immediately and permanently available to immigration officers. If the visitor does not leave by the completion date noted on their I-94 arrival record or visa stamp, they will be considered an "overstay". Consequences of overstaying a visit to the U.S. may vary from a review with immigration officials to removal from the United States or even a bar from future entry, depending on individual circumstances.

*APPENDIX IV*

**SAMPLE INVITATION LETTER**

**DATE**

**VISITOR'S NAME**

**VISITOR'S TITLE**

**VISITOR'S INSTITUTION**

**VISITOR'S ADDRESS**

Dear **VISITOR TITLE/NAME**,

It is my pleasure to invite you to visit Radford University on **DATES**. During your stay here you will be hosted by Radford University **RADFORD HOST NAME(S)/TITLE(S), DEPARTMENT(S)**.

The purpose of this visit is **PURPOSE**. During your visit to Radford University, you will **ACTIVITIES VISITOR WILL ENGAGE IN**.

I understand that during your stay in the United States, **VISITOR'S FINANCIALLY RESPONSIBLE PARTY** will be financially responsible for all medical insurance and medical expenses, including emergency expenses, as well as **ALL OTHER EXPENSES VISITOR IS RESPONSIBLE FOR (i.e. HOUSING, MEALS, TRANSPORTATION, COMPUTER & SUPPLIES, ETC)**. This invitation does not constitute any financial obligation on the part of **RADFORD UNIVERSITY HOST NAME(S)**, Radford University, or its affiliated centers/departments during your stay in the U.S. other than **RADFORD UNIVERSITY FINANCIAL OBLIGATIONS (i.e. HONORARIUM, REIMBURSEMENT OF EXPENSES, OFFICE SPACE, ETC)**.

We wish you a pleasant and productive visit to Radford University. Please contact me with any questions or for additional information.

Sincerely,

**HOST NAME/TITLE/DEPARTMENT**

## APPENDIX V

### J-1 SCHOLAR AGREEMENT

This agreement, effective as of \_\_\_\_\_ (date), is by and between **Radford University**, a state agency and educational institution of the Commonwealth of Virginia, with the Center for Global Education and Engagement office located at 105 Cook Hall, Jefferson Street, Radford, VA 24142 (hereinafter “University”) and \_\_\_\_\_

WHEREAS, \_\_\_\_\_ desires to utilize existing expertise, facilities and equipment at the University to \_\_\_\_\_ (conduct research, teach, lecture, or other purposes); and

WHEREAS, the collaboration described in this agreement is consistent with and mutually beneficial to the educational and scientific purposes of the parties; and

WHEREAS, the purpose of this agreement is to establish terms and conditions under which the University will allow \_\_\_\_\_ to use University’s facilities and perform activities described herein.

NOW THEREFORE, the parties agree as follows:

1. The period of this agreement is from the effective date of \_\_\_\_\_ through \_\_\_\_\_, unless terminated earlier by either party by written notice.
2. The University authorizes \_\_\_\_\_ to use facilities of the university to perform said activities detailed above.
3. The principal technical contact at the University shall be \_\_\_\_\_ and the principle administrative and/or contractual contact for the University shall be the Director of the Center for Global Education and Engagement.
4. The services to be provided by the University and the technical scope of the activities of the Visiting Scholar at the University, including any materials that the Visiting Scholar may bring to the University, are described in attachment A of this agreement.
5. During the terms of this agreement, it will be appropriate and necessary for the Visiting Scholar to have access to certain University technical expertise, materials and equipment. Unless informed otherwise, the parties agree that the project, its related data and information, the results of the project, and the University expertise shall not be considered confidential information. In the event that either party anticipates any disclosure of confidential information, the parties shall enter into a confidential disclosure agreement prior to such disclosure.
6. Any creative ideas, developments, products, and inventions, whether patentable or not developed or conceived during performance of the project shall be the property of the creating party’s institution. The parties agree to promptly disclose all such ideas, developments and inventions to the other party. In the event a party determines that these matters are of sufficient importance to merit patent, copyright, or other legal protections, the parties will cooperate fully, as may be requested, in the prosecution of such matters.

The Visiting Scholar agrees to grant the University a royalty free non-exclusive paid up perpetual license to use any intellectual property created by the Visiting Scholar for noncommercial and educational purposes.

7. The University acknowledges that the Visiting Scholar is coming to the University from \_\_\_\_\_ and participates in any on-going research. The University will not claim any interest in any technology or materials, including any materials that the Visiting Scholar may bring to the University. Further, the University acknowledges that it will not claim any interest in products that the Visiting Scholar conceived, generated or reduced for practice prior to the period of the agreement and/or which do not involve the use of information of materials provided by the University. \_\_\_\_\_ represents and warrants that the Visiting Scholar has full rights to any materials that may be brought to use at the University.
8. Neither party will use the name of the other party in any advertising or make any form of representation or statement in relation to the activities undertaken which would constitute an express or implied endorsement of any commercial product or service without first having obtained written permission of the other party.
9. The Visiting Scholar agrees to be bound by all University policies and procedures, and by applicable state and federal rules and regulations pertaining to the use of University facilities and to the conduct of the project under this agreement. The Visiting Scholar agrees to the full extent allowed by law that the University shall not be liable under any circumstances for injury or damage done or suffered to the Visiting Scholar's person or property while on the University premises, and the Visiting Scholar shall assume all risk of such injury or damage while on the University premises, to the extent not covered by the state torts act.
10. This agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Virginia, without giving effect to principles of conflict of law.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and delivered as of the dates shown below.

RADFORD UNIVERSITY:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Director, CGEE

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

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

VISITNG SCHOLAR'S ACCEPTANCE: I have read and understand this agreement, and agree to perform my obligations as a Visiting Scholar at Radford University under this agreement.

By: \_\_\_\_\_ (Visiting Scholar)

Print Name: \_\_\_\_\_

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

**ATTACHMENT A:**

Description of the technical scope of activities of the Visiting Scholar/International Visitor at Radford University, including a list of any materials that the Visiting Scholar/International Visitor may bring to the University includes:

Center for Global Education  
and Engagement  
P.O. Box 7002  
105 Cook Hall  
Radford, Virginia 24142  
540-831-6200