

RADFORD UNIVERSITY

Center for
Global Education and
Engagement

DATE:

TO:

FROM: Teresa King

RE: International Scholar Visitors

Please see enclosed information developed to assist with your department's hosting of International Visiting Scholars, _____ from _____ 20__ through _____ 20 . You are also receiving a copy of the immigration documents and pre-arrival information sent to the scholars.

We are delighted that you will be hosting and engaging visiting individual(s) at Radford University, and look forward to meeting them. Please let Dr. Mekolichick or I know if the Center for Global Education and Engagement can be of additional assistance.

Cc: Dr. Jeanne Mekolichick

HOSTING AN INTERNATIONAL EXCHANGE VISITOR

INFORMATION FOR HOSTING DEPARTMENT

The Center for Global Education and Engagement, based on your department's request to host an international exchange visitor (research or scholar), has issued a Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019), with attachments, to the visiting scholar whose name is:

Visitor Name: _____

Dependent Names of accompanying family members: _____

Expected Program dates: _____ TO _____

The visiting scholar will use the Certificate (copy attached) to apply at an American Consulate or Embassy for a J-1 exchange visa.

DEPARTMENTAL HOSTING OBLIGATIONS

Pre-Arrival:

- *Departmental letter of invitation by express courier to visiting scholar:* The CGEE strongly suggests that departments send a letter of invitation and any additional materials by UPS express or another express carrier to avoid lengthy delays or losses. Scholars applying for visas abroad may experience long waits due to in-person interview requirements and extensive background security checks.
- *Notify CGEE of any cancellations or delays:* Any changes in the scholar's plans that delay their entry to the U.S. may hinder their ability to get through immigration. Please contact the CGEE so we can adjust the scholar's visa documents accordingly.
- *Make preparations to assist the scholar upon arrival:* Your scholar will need to obtain an RU ID card in order to use most university facilities. Dependents may also secure an ID card. As the hosting department, please be prepared to assist your scholar with securing lodging and any necessary office space or other accommodations.

Post-Arrival:

- *Schedule a time to bring the scholar to the CGEE to check-in with our office:* All scholars must come to CGEE within 10 days of the start date of their DS-2019 immigration document. The scholar should bring passport(s) and DS-2019(s), proof of health insurance or be prepared to purchase health insurance through our carrier (CISI), and their local address information to the meeting.
- *Assist your scholar:* The scholar and any accompanying dependent's may need help becoming familiar with our campus and surrounding community, locating school's for their children, securing lodging and seeking transportation during their stay. While the CGEE can certainly assist departments with these needs, it is the primary responsibility of the hosting department.
- *Notify CGEE before scholar's departure:* The CGEE is required to note the scholar's departure from the U.S. to ensure appropriate documentation and notifications to the Department of Homeland

Security have been completed. Failure to notify the CGEE of arrival or departure of the scholar may result in serious difficulties for the scholar if they attempt to visit the United States in the future.

- *Refer scholars to CGEE:* Scholars should become familiar and comfortable with the CGEE and the services we provide. We can answer many questions regarding issues like insurance, taxes, address change notification requirements, visa document extensions, travel documentations, and cultural adjustment issues. Please don't hesitate to refer your scholar to our office located in 105 Cook Hall.

Thank you for your support of international education and exchange! Please contact us if we can be of any assistance.



Center for
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DEPARTMENT CHECKLIST
SPONSORING INTERNATIONAL SCHOLAR

(Short-Term, Research, Professor)

Pre-Arrival:

_____ *Department Contact:* Identify a department sponsor who will work with the scholar to facilitate all aspects of the program.

_____ *Agreement:* Create an agreement, specifying duties and responsibilities of Radford University and visiting scholar.

_____ *Immigration Issues:* Contact the Center for Global Education and Engagement, 105 Cook Hall, 540- 831-6200. Office Hours: Monday -Friday 8 a.m.-5 p.m. The CGEE MUST approve and assist with all immigration matters and issuance of immigration documents, if needed.

_____ *Complete Request Form and Background Form* and submit to CGEE, after obtaining signatures required up to the CGEE Director signature line.

_____ *Radford University system Paperwork*, and arrangements for payment if applicable (PR-40, Contract, Foundation Funding Request, or other university or state requirements. Contact Human Resources if hiring. Notify CGEE with information regarding payments of stipend, honorarium, housing or travel reimbursements, or in-kind contributions (office space, computer use, etc.)

_____ *Housing:* The hosting department is responsible for assisting the international visitor to locate adequate housing/lodging for their visit. Whether temporary housing for short-term, or rental property for longer term international visitors, the inviting department is responsible for assisting with housing needs.

Post-Arrival for all international visitors:

_____ *Radford University Identification Card:* The host department contact should assist long-term international visitors in obtaining an ID card in Heth Hall. Short-term scholars will likely not need an ID card.

_____ *Radford University Parking Permit:* Available in Heth Hall.

_____ *Online Accounts:* Activate Radford University computing account. Heth Hall.

Post-Arrival for persons approved for employment or financial benefits:

_____ *Human Resources:* Complete I-9 and other hiring forms. Contact Human Resources at 540-831-5008, 314B Tyler Place.

_____ *Payroll:* Complete tax forms, direct deposit forms, and other required documents. Some individuals may need to apply for an ITIN (International Tax Identification Number) if a social security number is not attained. 540-831-7619, 274 Armstrong Building

_____ *Tax Forms:* Complete tax forms, and I-9 with Ms. Rhonda Mah, Tax Compliance Manager, 540-831-7020, 214 Preston Hall

_____ *Social Security Administration:* International visitors receiving salary must obtain a Social Security Number, and must apply in person. Please wait at least 10 days after arrival to apply for social security card. The nearest Social Security Office is located at 612 S. Jefferson St. #100, Roanoke, Virginia. For hours, application form, and instructions, see <https://www.ssa.gov/>.

RADFORD UNIVERSITY

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Dear _____,

On behalf of Radford University, we look forward to welcoming you and your family to campus.

Enclosed you will find the DS-2019 for your application of J-1 Exchange Scholar Research visa to join us at Radford University in _____, along with DS-2019 for your child to secure a J-2 visa . I look forward to meeting you upon your arrival, at which time we will complete the required "check-in" process. I will need to copy your immigration documents when we meet for our confidential files.

Please note the program dates listed in box three (3) of your DS-2019. If your arrival in the U.S. will be delayed more than 30 days after the program start date, you must contact our office so we can re-issue a new DS-2019. You will not be allowed to enter the U.S. if you arrive more than 30 days after your program is to begin, nor more than 30 days before your program will begin.

Included in the packet is a bit of information about Radford and about applying for the J-1 Exchange visa, as well as some regulations of the Exchange Visitor Program which appear in the materials and with your DS-2019 form. When we meet, we will review regulations again.

In the meantime, please don't hesitate to contact me if I can answer any questions or be of assistance.

Sincerely,

Teresa King
Assistant Director



Center for
Global Education and
Engagement

J-1 PROGRAM HANDBOOK

A GUIDE TO IMMIGRATION MATTERS FOR J-1 EXCHANGE VISITORS

RADFORD UNIVERSITY
Center for Global Education and Engagement
105 Cook Hall
P.O. Box 7002
Radford, Virginia 24142

You have been accepted as a J-1 exchange visitor at Radford University. J-1 visa status is unique. The J-1 program is administered by the United States Department of State, and Radford University is one of many institutions which has been authorized as a J-1 sponsor. Many kinds of activities are possible for J-1 program participants, and each institution has its own specific type of J-1 program. The program at Radford University is described as follows:

...to provide courses of study, learning, and research opportunities, in the various fields of instruction and research conducted by Radford University for qualified foreign students, professors, research scholars and short-term scholars to promote the general interest of international educational and cultural exchange.

The address and telephone number of the office which administers J-1 programs is: United States Department of State, Program Designation Division, Bureau of Educational and Cultural Affairs, 301 4th Street, S.W. Washington, D.C. 20547; Telephone: (202) 401-9810.

This handbook contains information about the rules and regulations which apply to visitors to the United States who are part of a J-1 exchange visitor program. Please read it carefully before you come to the U.S., and bring it with you to have as a reference throughout your visit.

Soon after your arrival you will register with the Radford University Center for Global Education and Engagement (CGEE). Our office oversees your J-1 program, and we are here to provide you with information, advice and assistance with many matters relating to immigration. We assist your J-2 dependents with travel and distribute insurance information for all visitors in J-1/J-2 status.

Our staff is small, but if we are unable to help you with a particular concern, we will do our best to help you find assistance elsewhere. We hope that your stay will be both personally and professionally rewarding.

IMPORTANT DOCUMENTS, ABBREVIATIONS, ETC.

BCIS (Bureau of Citizenship and Immigration Services)

CGEE (Center for Global Education and Engagement)

Passport: Your passport must be valid throughout your time in the United States unless you are a Canadian. You cannot apply for an extension of your stay / a transfer or a change to another visa status if your passport is not valid. It is your responsibility to have it renewed by your embassy or consulate if it is due to expire while you are in the U.S. In some cases an extension takes several months / and occasionally a new passport must be issued. Your passport must be valid in most cases for at least six months longer than your DS-2019 form (see below) when you enter the U.S.

Entry Visa: J-1 exchange visitors / except those from Canada / are required to have a valid entry visa to enter the U.S. The visa is obtained at a U.S. embassy/consulate by presenting Form DS-2019. The visa will show an expiration date and the number of entries it can be used for during that time. An 'M' in the "Entries" section of the visa stands for "Multiple". It is not important if your visa expires while you are in the U.S. It is only important to have a valid visa if you want to reenter the U.S. after a trip abroad. Then you will normally need to apply for a new visa. A J-1 entry visa can only be obtained at a U.S. embassy or consulate abroad. NOTE: If you stay in the U.S. even one day longer than your status allows / your entry visa may be considered to be cancelled / and all future visas must be obtained in your home country.

I-94 (Arrival-Departure Record): This important document is to be obtained electronically after your admission to the U.S. The Center for Global Education and Engagement will assist you in obtaining your I-94, which you should then keep in your passport near the entry visa stamp during travel outside the U.S. It shows your visa status / your date of entry to the U.S. / and the expiration date of your permission to remain in the U.S. - usually "D/S" for "Duration of Status". D/S means that you can stay / work until the ending date in section 3 of your DS-2019 / and you can stay without working an extra 30 days. NOTE: If your I-94 or the I-94s of any of your family members has a specific date instead of D/S be sure to bring this to the attention of our staff.

SEVIS (Student and Exchange Visitor Information System): This is the national tracking system for individuals in J-1 and F-1 immigration status. Your DS-2019 is generated through the SEVIS system and we are required to keep SEVIS informed of such data as your current U.S. address / changes in financial and biographical information and your departure from our J-1 program.

DS-2019: This document designates you as a J-1 exchange visitor and identifies your sponsor / your program number / your activities and the dates of your visit among other things. This document is required to obtain a J-1 entry visa. You must have it with you any time you leave and reenter the U.S. When you first enter the U.S. with your DS-2019 / a BCIS officer will stamp the bottom left-hand corner of the form, indicating the date of entry. Please keep all copies of your DS-2019s during and after your stay for your records.

Social Security Number: Social Security is the U.S. government's social insurance plan. It is intended to benefit retired people and certain people who are injured / disabled or left without adequate financial support. It is financed by withholdings from employees' pay and employers' contributions. Virtually all Americans have a Social Security Number which designates their account with the Social Security Administration. J-1 visitors will only need to obtain a Social

Security Number if they are employed or receiving stipend/honoraria from Radford University. The CGEE will assist those needing a social security number as soon as possible after their arrival. This number will be yours for life, if obtained. The materials you receive after you arrive on campus will tell you what to do to obtain a Social Security number. Your dependents can only obtain such a number if they first obtain work permission.

YOUR ACTIVITIES AS A J-1 EXCHANGE VISITOR

Categories

You are coming to the U.S. as an exchange visitor for a specific objective. Section 4 contains 1) a category which defines your particular activity; 2) a numerical code which indicates your specialized field of work and 3) a brief description of your activity. The categories used by the IFSA office are "Professor"/"Research Scholar" and "Short-Term Scholar". The CGEE office has assigned you a category based on the description of your proposed activities provided to us by your sponsoring department. In some cases the Short-Term Scholar category is the only option (see Twelve-Month Rule). The primary activity for each of these categories is described below:

Professor: Teaching, lecturing, observing or consulting. A professor may also conduct research unless the sponsor does not allow it.

Research Scholar: Conducting research, observing or consulting in connection with a research project. The research scholar may also teach or lecture unless the sponsor does not allow it.

Short-Term Scholar: A professor, research scholar or person with similar education or accomplishments coming on a short-term visit (no longer than six months) for the purpose of lecturing, observing, consulting, training or demonstrating special skills.

Objectives

The U.S. State Department expects you to stay with your original objective for coming to the United States. As an exchange visitor, therefore, you are normally not allowed to change your category, and you are expected to carry out the activity described in Section 4 of your DS-2019.

It is sometimes possible to change to a different sponsoring department if the type of work you are doing stays basically the same. The CGEE office would have to approve such a change. Please consult the CGEE office if you are considering any change in your original program activity.

You are expected to conduct your work in Radford University unless special arrangements have been made. It is possible to transfer to another J-1 sponsor as long as your category and field of activity remain the same, if you are still within your time limit, and if your sponsoring department does not object.

Coursework

A J-1 research scholar or professor cannot be a full-time student. You are free to take one or two classes – even for credit, but teaching or research must be your primary activity. If you should decide to become a full-time student, it would be necessary to change to a student visa status. Also, you may not accept a graduate assistantship unless you are on a student visa.

TIME LIMITS

The minimum period of stay for professors and research scholars is three weeks / with a maximum stay of three years. A J-1 Program Officer can authorize an extension of six months in certain circumstances and in some instances / the U.S. State Department can approve up to two additional years. This is quite unusual however. Short-term scholars have no minimum requirement / but the maximum stay is six months with no extension possible. All exchange visitors are allowed to stay 30 days longer than the DS-2019 indicates. This is called a grace period and is to allow you to prepare to return home, sightsee, etc. You may not be employed during this period.

Twelve-Month rule

If you have been a J-1 exchange visitor for more than 6 months you cannot return to the U.S. as a professor or research scholar until twelve months have passed from the end of your previous J program. The time is calculated according to your entry and departure dates. It is not necessary for you to spend the twelve months in your home country or even outside the U.S. You simply must spend twelve months out of J-1 status.

Overstay Penalties

Staying in the U.S. for even one day longer than you are authorized can create serious problems for you. Be sure to leave before your status expires, unless you have another application pending with the USCIS which allows you to stay.

EMPLOYMENT

Employment opportunities for J-1 exchange Visitors are very restricted. Unless special arrangement have been made, you may only be employed:

- By Radford University
- By your sponsoring department and
- In the specialized field described on the DS-2019

On campus restrictions:

- You may not change departments or accept additional employment in another department, even if it is in your field, without permission from the CGEE office.
- A student assistantship is not appropriate employment for a J-1 research scholar, professor or short-term scholar.

Off campus opportunities:

- It might be possible to receive payment or reimbursement of expenses for short-term activities such as lecturing, consulting or conducting a seminar in your field at another institution with the approval of the CGEE office. You are required to obtain authorization before the activity occurs.

CROSS-CULTURAL EXPERIENCE

In addition to being professionally rewarding, it is hoped that your participation in the J-1 program will provide you with an enriching cross-cultural experience. You are encouraged to get to know Americans and to immerse yourself in the culture. The CGEE office will provide you with materials about a number of cultural activities in and around Radford. Many activities are available in a university town such as this. By getting out and being part of the local community you will learn a great deal about American life. You are also encouraged to participate in activities which allow you to share the language, culture or history of your home country with Americans, as long as such activities do not delay the completion of your J-1 program.

If you need to improve your English skills, there are many types of classes and conversation groups, both on and off campus. You will receive more information about English language opportunities when you register with the CGEE office.

The CGEE office can provide you with a list of student associations on campus made up of a diversity of students, such as the Chinese Club and International Student Affairs Council of SGA.

TWO-YEAR HOME RESIDENCE REQUIREMENT

What is the requirement?

Some J-1 exchange visitors and their dependents are required to return either to their country of nationality or country of legal permanent residence and to live there for a period of two years at the end of their J-1 program. The purpose of this requirement is to provide the home country with the benefit of the exchange visitor's experience in the United States.

Who is subject to the requirement?

You are subject if:

- Your J-1 participation is funded in whole or in part, directly or indirectly/for the purpose of exchange, by your home government or the United States government. (Payment from the University of Illinois usually is not government funding)
- Your field of work appears on the "Exchange Visitors Skills List" for your country. This means that your field is considered to be in short supply in your home country*. The U.S. Embassy/Consulate where you apply for your visa should be able to tell you if the Skills List applies to you;
- Some countries, such as countries of Western Europe, do not appear on the list at all. Other countries, such as China and India, are on the list, and nearly all possible fields of work are considered to be in short supply for those countries.
- You participated a J-1 in a graduate-medical education or training program, i.e., a residency, internship, or fellowships, sponsored by the Educational Commission for Foreign Medical Graduates; or
- You are the J-2 dependent of an exchange visitor who is subject to the requirement.

If you have ever been subject to the requirement in the past, and have neither obtained a waiver nor fulfilled it by spending two years in your country, it still applies to you-even if a great deal of time has passed and a more current form DS-2019 indicates that you are not subject to this requirement. Changing your citizenship to that of another country also does not eliminate your two-year requirement.

NOTE: The visa stamp on your passport, your Form DS-2019, or both may indicate that you are not subject to this requirement. These indications are usually accurate but are not legally binding. U.S. Consular officers and Immigration inspectors sometimes make mistakes. After you arrive in the U.S., if you are not sure if you are subject, the CGEE office can help you make a determination. It is sometimes necessary to write to the State Department for an opinion.

Your restrictions if you are subject

If you are subject to this requirement you may not:

- Change your status inside the U.S. from J to any other nonimmigrant classification except A or G
- Change from J-1 to J-2 status or from J-2 to J-1
- Change to permanent resident (green card) status
- Enter from abroad with H, L or immigrant status

If you are subject to this requirement you may leave the U.S. and enter on a new nonimmigrant status such as F-1, B-1, J-1 student or O-1

Waivers of the requirement

There are four grounds for obtaining a waiver of the two-year home residence requirement. If you wish to apply for a waiver, be very careful about the timing of your request. After obtaining a waiver recommendation from the U.S. State Department, you are no longer eligible to extend your J-1 status or transfer to another J-1 program. You should discuss your plans with the CGEE staff before applying for a waiver.

- A "no-objection" statement (not permitted for medical trainees). Your country's embassy in Washington can indicate in a direct letter to the State Department that it has no objection to your receiving a waiver, or the foreign ministry in your capital at home can write to the U.S. embassy there. A "no-objection" statement will usually not lead to a waiver if the exchange visitor has received more than \$2,000 in funding from the U.S. government. To initiate this type of waiver request, see the U.S. State Department website <http://travel.state.gov/jvw.html>. More information on this type of application is available from the CGEE office.
- Interest of a U.S. government agency. If your participation in research or a project sponsored by a U.S. government agency is of sufficient importance to that agency, it can apply to the State Department for you in its interest, not yours.
- Fear of persecution. If you can demonstrate that because of your race, religion, political opinions, or nationality you would face persecution by your home government if you went back to your country, you might qualify for a waiver by applying to the Bureau of Citizenship and Immigration Services.
- Exceptional hardship. If you can demonstrate that exceptional hardship to a U.S. citizen or permanent resident spouse or child of the exchange visitor would be caused by the

exchange visitor's departure from the U.S. and residence abroad, you can apply for a waiver to the Immigration and Naturalization Service. Examples include inability to obtain necessary medical treatment abroad for an illness or subjection of the spouse or child to persecution or discrimination abroad.

Please note that it can be very difficult and in some cases impossible to obtain a waiver, especially based on fear of persecution or exceptional hardship. When you obtain a waiver, you essentially abandon your status as a J-1 exchange visitor.

HEALTH INSURANCE

Health Insurance coverage is required for all J-1 program participants and their dependents. You must have insurance or your sponsor will be required to terminate your J-1 program participation. The U.S. State Department has established minimum requirements for the coverage in order to protect you and any family members who are here with you in case of sickness or accident. These requirements are listed on page 10. NOTE: You are required to have this insurance even if your visit to the U.S. is very brief.

Medical care in the United States is provided by private physicians, clinics and hospitals and is very expensive. The patient must have insurance or pay the medical costs at the time of treatment. In many countries the government takes care of the expense of health care for its citizens. In the United States, American citizens as well as visitors are responsible for these costs themselves. It is risky to be in the United States without adequate health insurance. Since a single day of hospitalization and medical treatment can cost thousands of dollars, many hospitals and doctors refuse to treat uninsured patients except in life-threatening emergencies. Most Americans rely on insurance, and you should do the same. Insurance gives you access to better and more timely health care and provides the only protection against the enormous costs of health care in this country.

How Medical Insurance Works

When you purchase health insurance, the money you pay (called the premium) is combined with the premiums paid by other people. This money is then used to pay the medical bills of those participants who need health care. Your coverage remains valid as long as you continue to pay your premium.

When you purchase insurance, the insurance company will provide you with an identification card for proof of your coverage when you need health care from a hospital or doctor. The company will also provide instructions for filing a claim. The company will evaluate any claim you file and make the appropriate payment for coverage under your particular policy. In some cases the company pays the hospital and/or doctor; sometimes they reimburse you after you pay the bill.

Purchasing and maintaining your insurance

If you do not have insurance, you will need to purchase insurance from a private company. The CGEE office has a reputable company which deals specifically with international visitors. Their policies meet all of the requirements for J-1 insurance coverage. You can purchase a policy from this company, or choose one of your own, as long as the coverage is adequate.

It is possible that you have adequate health insurance from your home country. If you have insurance from your home country which you wish to use, you must still purchase insurance for repatriation of remains and medical evaluation if this is not included in your policy.

When you register with the CGEE office, you will be given a form to sign which says that you have been informed of the insurance requirements and that you will comply with them.

All J-1 visitors will need to confirm that they have insurance coverage before obtaining a DS- 2019 for dependents, travel or extension.

Summary of requirements for insurance coverage:

1. Maximum coverage for medical benefits cannot be less than \$100,000 per accident or illness;
2. If you should die in the United States, your insurance must provide at least \$25,000 to send you remains to your home country. This is called "repatriation of remains".
3. If, because of serious illness or injury, you must be sent home on the advice of a doctor, the insurance must pay up to \$50,000 for the expenses of your travel. This is called "medical evacuation".
4. The deductible cannot be more than \$500 per accident or illness. This is the amount you would have to pay before the insurance company pays anything. Many policies have a much lower deductible which is good for you.
5. The insurance must pay at least 75 of covered medical expenses. After you have paid the deductible, an insurance policy usually only pays a percentage of your medical expenses and you pay the rest. The percentage you pay is called co-insurance or a co-payment.
6. The policy may establish a waiting period before it covers pre-existing conditions (health problems you had before you bought the insurance), as long as the waiting period is reasonable by current standards in the insurance industry.
7. The policy must be backed by the full faith and credit of your home country government or the company providing the insurance must meet minimum rating requirements established by the State Department (an A.M. Best rating of A- or above and Insurance Solvency International, Ltd. (ISI) rating of A- or above, a Standard and Poor's Claims• paying ability rating of A- or above or a Weiss Research Inc. rating of B+ or above).
8. Most insurance policies exclude coverage for certain conditions. The J-1 regulations require that if a particular activity is a part of your exchange visitor program, your insurance must cover injuries resulting from your participation in that activity.

UPON ARRIVAL:

All J-1 visitors are asked to check in with the CGEE, located at 105 Cook Hall, within 10 days of arrival. Please contact Teresa King at tking54@radford.edu to schedule your check-in appointment.

At check-in, the CGEE will make copies of passports, DS-2019's, and visa stamps. An emergency contact information form will be completed and additional orientation materials will be distributed. More immigration regulatory information about travel and other immigration procedures will be provided during the orientation, as well as materials to assist in your adjustment to living in the U.S. and Radford.

Once again, we welcome you to Radford University! Our office is here to assist you throughout your stay with immigration concerns and program opportunities. Please don't hesitate to contact the CGEE office at 540-831-6200 or globaled@radford.edu.