



# J-1 Exchange Visitor Program Information Request Package

New Jersey Institute of Technology (NJIT) has authorization to sponsor an Exchange Visitor Program that allows our academic departments to invite foreign scholars to the U.S. to collaborate on research and/or to lecture students on emerging academic topics and issues. The purpose of the J-1 Exchange Visitor program is to promote “mutual understanding between Americans and citizens of other countries.” In order to participate in this program, exchange visitors must be professionals in their fields whose careers will benefit from the proposed program at New Jersey Institute of Technology and whose experience will enhance the faculty and students of the host department. Positions must be temporary in nature, not exceeding a period of five years. Also, the position offered cannot be tenure-track.

It is the host department’s responsibility to review the exchange visitor’s vitae, references, publications, and objectives; to interview the visitor; and to identify the means of providing a mutually beneficial program. Naturally, the visitor and host department must have compatible academic and research interests. The department may also want to identify ways in which the visitor can further contribute to the department, like through seminars or special lectures. Visitors may receive payment from NJIT for services. Authorization to receive payment from other institutions is allowed if incidental to the program at NJIT and does not violate ethics rules. Federal regulations require that written permission is required from academic departments and the Department of Human Resources before services are rendered outside NJIT.

The host department must also determine that visitors have adequate English language skills to achieve the stated educational objectives. Departments should verify the visitors’ English proficiency through score reports from a recognized English language test; a degree from a post-secondary institution whose language of instruction is English; or an interview with a member of NJIT’s English as a Second Language (ESL) program.

Finally, before the Certificate of Eligibility for Exchange Visitor (J-1) Status (the “DS2019” form) can be issued, NJIT must obtain documentation that the visitor has financial resources sufficient to meet living expenses in Newark, NJ. Acceptable documents include a copy of the courtesy appointment letter, a copy of the PAF signed by all required signatories, bank statements in U.S. dollars on financial institutions’ letterhead that shows the availability of sufficient funds, and/or letters in English from sponsoring institutions (including the home government) on that institution’s letterhead with their official seal. Living expenses are estimated to be at least \$2,500/month. Visitors must show an additional \$650/month if accompanied by a spouse and \$300/month for each accompanying child.

The J-1 Exchange Visitor program regulations require that all exchange visitors and their J-2 dependents maintain health insurance coverage that meets regulatory minimum levels. The visitor must purchase coverage through a carrier that meets federal regulations. Willful non-compliance with insurance requirements may result in withdrawal of program sponsorship and reporting the visitor to the U.S Department of State.

Since most visitors will return to their home countries and careers abroad, it is hoped that they will carry with them not only expertise gained at NJIT, but also impressions and experience that support the hospitality and goodwill of NJIT faculty and staff. Host departments should make every effort to assist the exchange visitor in adjusting to living in a different educational community and cultural setting. It may be necessary to explain the American educational system, credit courses, academic hierarchy, etc. On a practical note, the exchange visitor may need assistance in finding suitable and affordable housing, acquiring telephone services, getting around Newark, etc.

Included in this packet is the DS2019 Request Form. The completed request form with required signatures and documentation should be submitted to the Office of Sponsored Research for courtesy appointments (along with the CARF forms), or to Department of Human Resources for paid new hires (along with an approved PAF). It is essential for timely issuance of visa documentation that all forms are filled out completely.

If you have any questions or require guidance, please do not hesitate to contact the Department of Human Resources at (973) 596-3140.

### **Summary of the J-1 Exchange Visitor Program**

The purpose of the exchange program is to foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching, research, and cultural exchange.

#### Definition of Categories\*:

Short-term Scholars: a professor, research scholar, person with similar education or accomplishments coming on a short-term visit to lecture, observe, consult, train, demonstrate special skills.

Professor: an individual primarily teaching, lecturing, observing, consulting, conducting research (unless not permitted by sponsor).

Research Scholar: an individual who will primarily be conducting research, observing, consulting in connection with a research project at NJIT.

#### Duration of Exchange Program:

Short-term Scholar: no minimum, maximum 6 months (extensions cannot go beyond 6 months).

Professor/Research Scholar: minimum 3 weeks, maximum 5 years (extensions cannot go beyond 5 years).

#### Selection Criteria:

NJIT must ensure that exchange visitors are qualified and have the necessary experience for the position. A screening and selection process should be followed. Also the visitor must possess sufficient proficiency in English to effectively participate in the program. Please refer to the *J1 Exchange Visitor English Proficiency Verification Policy* for more information.

The United States Department of State requires all exchange visitors, and accompanying family members to demonstrate insurance coverage for the duration of the exchange period. Pursuant to the recently amended regulations, minimum coverage shall include (1) medical benefits of at least \$100,000 per person per accident or illness; (2) repatriation of remains in the amount of \$25,000; and (3) expenses associated with medical evacuation of exchange visitor to his/her home country in the amount of \$50,000 with a deductible of no more than \$500 per accident or illness.

Please be advised that for those who will be employed by NJIT, NJIT benefits are effective 60 days after commencing employment. Insurance must be purchased for the interim 60 day period from an outside carrier. Note that NJIT's insurance policies do not include repatriation of remains or medical evacuation, so these benefits must be purchased separately for the entire duration of the program. Courtesy appointments are not eligible for benefits through NJIT, and these visitors must seek full coverage as required by 26 C.F.R. § 62.14 for the entire term of the program from an outside insurance carrier.

\*Change of category is only possible with written permission from the United States Department of State.

## DHS SEVIS Fees

The U.S. Department of Homeland Security (DHS) requires the collection of a one-time fee of \$220 USD from certain J-1 Exchange Visitor students and scholars. This fee is used to fund operation of the Student and Exchange Visitor Program, which has oversight over the Student and Exchange Visitor Information System (SEVIS).

This fee is applicable to an individual applying for a J-1 visa for initial participation in a program.

A J-1 Exchange Visitor, who is subject to payment of the SEVIS fee, must remit the fee directly to DHS by completing Form I-901 electronically or by mail. See <https://www.fmjfee.com/i901fee/desktop/index.jsp>.

The host department may opt to offset the cost of this fee to the J-1 Exchange Visitor by making a payment on behalf of the visitor directly to DHS:

- The SEVIS fee payment must be submitted in time to allow DHS to process the payment. Payment processing needs to take place at least 3 days prior to the scholar's visa interview.
- The department must complete Form I-901, "Fee Remittance for Certain F, J and Non-immigrants" on behalf of the J-1 Exchange Visitor. The host department must provide biographical and DS-2019 information about the scholar on this form, including the visitor's SEVIS identification number.
- Upon receipt of the I-797 (payment receipt) the visitor will submit his/her visa application to the consulate or embassy with the newly issued DS-2019.
- We strongly suggest that a credit card be used to process this payment. This will speed up the process.

## Instructions for Completing the DS2019 Request Form

Attached are the materials necessary for issuing the "Certificate of Eligibility for Exchange Visitor J-1 Status," also known as the DS-2019 form.

First, please read the preceding pages on the rules and regulations associated with the J-1 Exchange Visitor Program. Be certain that all appropriate sections are complete and that the Department Chair and Academic Dean sign the Form. Please also be certain that materials requiring translation be officially translated prior to submitting.

At least 3 months prior to the visitor's proposed appointment date (this includes requests for J-1 extensions), complete this form, attach any required documents, and submit all materials listed below to:

**Office of Global Initiatives  
Fenster Hall Room: 151**

- A completed request form (pages 5 - 7 by the exchange visitor, 8 & 9 by the department).
- A copy of the appointment letter (for courtesy appointments);
- A current copy of the visitor's passport (the information page and any pages with visa stamps);
- Copies of dependents' passports and birth certificates, if applicable;
- A copy of the marriage certificate, if applicable;
- Include proof of current visa status if in the U.S.;
- A copy of the visitor's resume;
- Officially translated copies of the visitor's highest diploma;
- If not financially supported by NJIT, please provide evidence of all sources of financial support;
- English Proficiency Verification Form (on page 9);
- Evidence of insurance coverage.

If you wish to sponsor a new J-1 visitor longer than 6 months who has held a J-1 or J-2 status at any institution for longer than 6 months in the past year, please consult the Office of Global Initiatives prior to completing the form.

If you have any questions or require assistance, contact the Office of Global Initiatives at [james.jones@njit.edu](mailto:james.jones@njit.edu)

## DS2019 Request Form (Completed by the Scholar)

*Failure to complete it in its entirety will delay the issuance of the Form DS-2019 required for obtaining the J-1 visa.*

Pages 5 and 6 should be completed by the Exchange Visitor prior to the subsequent pages.

<b>PART 1A: SCHOLAR'S BIOGRAPHICAL INFORMATION (As seen on your passport)</b>		
<b>Last Name</b>	<b>First and Middle Name</b>	
<b>Date of birth: (month/day/year)</b>	<b>City of Birth</b>	
<b>Country of Birth</b>	<b>Country of Citizenship</b>	<b>Country of Legal Permanent Residence</b>
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single	
<b>Highest Degree Obtained</b>	<b>In what field?</b>	
<b>Employer in Home Country</b>	<b>Job Title</b>	
<b>Email address and Phone Number</b>		

<b>PART 1B: SCHOLAR'S FAMILY INFORMATION</b>						
<b>Will family members (spouse or child) accompany scholar in J-2 (dependent) status?</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following:						
Name	Spouse or Child?	Date of Birth	City of Birth	Country of Birth	Country of Citizenship	Country of Legal Perm. Res.

<b>PART 3: SCHOLAR'S IMMIGRATION HISTORY</b>
<b>Has scholar previously visited NJIT? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and on what visa?</b>
<b>If scholar has been in J-1 status in U.S. previously, please list dates and purpose of stay:</b>
<b>Has scholar ever applied for a waiver of the 212(e) residency requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>
<ul style="list-style-type: none"> <li>▪ If yes, has scholar received a response from DOS or USCIS? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<b>If scholar is currently in the U.S. please complete:</b>
<ul style="list-style-type: none"> <li>▪ What is scholar's visa status (B1/B2, F1, J1, etc.)? Include copies of visa documents.</li> <li>▪ If currently on a J-1 visa and transferring to NJIT, include copies of all DS2019 forms.</li> </ul>

**PART 4: SCHOLAR'S FINANCIAL SUPPORT**

- Amounts must be in U.S. dollars
- Visiting scholars should prepare to have a minimum of \$2,500/month for living expenses and an additional \$650/month for his/her spouse and \$300/month per child. A new hire's salary must be in compliance with the applicable collective bargaining agreement.
- For all scholars receiving financial support from sources outside of NJIT, attach current supporting documentation (i.e. bank statements, official scholarship letter, income verification letter, etc.).

Check below all sources of financial support and the corresponding amounts in U.S. dollars:

✓	SOURCE	AMOUNT	FREQUENCY
	Personal funds	\$	per
	Home government	\$	per
	NJIT(including grants)*	\$	per
	Employer:	\$	per
	Other	\$	per
*Grant from U.S. government agency? If yes, name of agency:			

**Mailing Address for DS-2019 (please write your full address with zip code)**

## U.S. Department of State Insurance Requirements

According to 22 C.F.R 62.14 (as amended 10/6/2014), all J-1 exchange visitors and their J-2 dependents are required to have health insurance, which meets U.S Department of State requirements. These requirements are set forth by the U.S Department of State as follows:

- Major medical benefits must be at least \$100,000 for each accidental illness;
- Repatriation benefits must be at least \$25,000;
- Medical evacuation must be covered for at least \$50,000; and
- The deductible for each illness must not exceed \$500.

An insurance policy secured to fulfill the requirements of this section: (1) may require a waiting period for pre-existing conditions which is reasonable as determined by current industry standards; (2) may include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25 percent of the covered benefits per accident or illness; and (3) shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates. Please note that all exchange visitors and any accompanying spouse and/or dependent(s) may also be subject to the requirements of the Affordable Care Act.

*It is your responsibility to document that you and your dependents (if applicable) have the required coverage effective the first day of your exchange program. For questions about these requirements, please reach out to the Department of Human Resources at (973) 596-3140.*

### Statement of Understanding and Compliance with the J-1 Exchange Program Insurance Requirements

I, \_\_\_\_\_, agree that I am/will be  
(Print first name) (Print last name)  
in compliance with the regulations as specified in 22C.F.R 62.14 (as amended 10/6/2014) of the Exchange Visitor regulations, and I understand that it is my responsibility to maintain my status and continue health insurance coverage for myself and my dependents for the duration of my J-1 program. I understand that if I willfully fail to maintain insurance coverage set forth above or make material misrepresentation to the program sponsor concerning such coverage then I shall be deemed in violation of Exchange Visitor program regulations and will thus be terminated from the program.

I am/will be a  Professor  Research Scholar  Short-term Scholar (check ONE only).

Host Department \_\_\_\_\_

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Exchange Visitor's Signature

Date

*Please return this form to New Jersey Institute of Technology, Office of Global Initiatives,  
Fenster Hall 180 Newark, NJ 07102.*

# DS2019 Request Form

To be signed by Sponsoring Unit

Please read the attached "J-1 Sponsoring Unit Responsibilities and Liabilities" prior to completion

<b>PART 1: APPOINTMENT AT NJIT</b>	
This is a <input type="checkbox"/> new J-1 scholar <input type="checkbox"/> J-1 extension <input type="checkbox"/> J-1 transfer from another institution	
Proposed J-1 Category (see pg. 2 for definitions) <input type="checkbox"/> Short-term Scholar <input type="checkbox"/> Research Scholar <input type="checkbox"/> Professor	
Expected Program Period* (mm/dd/yyyy): from _____ to _____ <small>*Allow 1-2 months for processing</small>	
Official Title at NJIT	
Brief Description of Program Activity while at NJIT	
Program Activity Subject Area/Field	
If scholar will be at a location other than NJIT in Newark, provide address:	

<b>PART 2: HOST DEPARTMENT SIGNATURES</b>		
This request is submitted by	Requester's Extension	Date
Exchange Visitor's Supervisor	Supervisor's Extension	
Department Sponsoring Visitor		
Index Code for DS-2019 Shipping		
<i>Approval of Department Chair and Academic Dean are required below to process this request.</i>		
Chair's Signature	Date	
Dean's Signature	Date	

Please return to the Office of Global Initiative with all required documents listed on page 4



**DS2019 Request Form  
(Host Department)**

**English Proficiency Verification Form for J-1 Exchange Visitors**

Name of J-1 Exchange Visitor \_\_\_\_\_

Name of Host Faculty \_\_\_\_\_

Host Department \_\_\_\_\_

**The English proficiency of the above named J-1 Exchange Visitor has been demonstrated by the following method:**

- English Language Proficiency Test taken within the last two years
  - IELTS overall score of 6.5 or higher;
  - TOEFL (internet-based) overall score of 79 or higher;
  - TOEFL (computer-based) overall score of 213 or higher; or
  - TOEFL (paper-based) overall score of 550 or higher; or
  - DUOLINGO score 105 or higher

*Please attach documentation of IELTS/TOEFL/DUOLINGO test scores.*

- Evidence of having obtained a degree from a post-secondary institution whose language of instruction is English (including U.S. institutions).
  - For degrees from U.S. institutions, evidence must be in the form of a transcript or diploma showing the degree conferred.
  - For degrees from non-U.S. institutions, evidence must be in form of transcript in English showing degree conferred and English as the language of instruction.
    - If the transcript from a non-U.S. institution does not note 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 can be submitted with the transcript.

*Please attach supporting documentation.*

- Interview with a member of NJIT's English as a Second Language (ESL) Program. *Please contact the Department of Human Resources to arrange an interview.*

**For more information about the English proficiency verification requirements, please refer to the *J1 Exchange Visitor English Proficiency Verification Requirement Policy*.**