

## Department Request for J-1 Exchange Visitor

IPO assistance for YSU departments to host a Foreign Scholar who is not a U.S. Permanent Resident is initiated by completing a request for the appointee. Such foreign nationals need invitations to undertake the work for which they are coming to YSU to do, to receive compensation for services rendered or a fellowship award, and to receive YSU campus privileges, as well as U.S. entry visa *Foreign Scholar Requests must be completed for each non-U.S. citizen or permanent resident, even if the individual will NOT be receiving YSU funds*

**COMPLETING THE REQUEST FORM:** Please answer all questions and send the request and supporting materials to IPO when the YSU appointment and funding is confirmed. Approvals should be completed by the department chair or head and college dean. If information is needed from the prospective scholar, you may email them to complete and return before submitting to IPO.

**YSU APPOINTMENTS:** Visa sponsorship is based on a formal YSU affiliation, usually through an academic-level appointment. YSU usually sponsors visas for full-time, tenured or tenure-track research and faculty positions; temporary full-time positions may receive non-immigrant visa support; these appointments are for advanced academic scholars, generally expected to have a Master's degree or equivalent professional experience. Short-term scholars (less than 6 months), self-funded researchers, and very limited specialist consultations or other agreements may also receive YSU invitations through IPO. YSU provides visa sponsorship for administrative or staff positions only in very specific circumstances.

**VISA OPTIONS:** Visa documentation is provided by YSU with the understanding that the individual will apply for a visa abroad and enter the U.S. in the proper visa status. If the individual is currently in the U.S. or plans to enter the U.S. before the visa documents arrive, sponsoring departments should be aware that applications to change/correct visa status in the U.S. are not always permitted, and when so, often take several months to be processed. In addition, the individual is usually not eligible to work or to be put on the payroll for salary or benefit purposes until the U.S. Citizenship and Immigration Services approves the applications.

The information provided by the host department enables the staff at the International Programs Office to suggest the most suitable visa in each individual case. If you have questions, please call the IPO at the above. The IPO advising staff is usually available during business hours when the University is open. Several months may be needed to obtain a visa. The earlier IPO receives completed forms and documentation, the less chance there is that a department will be disappointed by the delayed arrival of a prospective appointee or employee. After IPO staff prepares the documents needed, the contact person listed at the top of p. 1 will be contacted so that the department can mail the documents by whatever means they determine to be best for the situation.

**REQUIRED DOCUMENTS:** To avoid delays, the following items **MUST** be included with this form:

1. Department Request for J-1 Exchange Visitor
2. J-1 Exchange Visitor Data Form
3. Copy of appointment/offer letter
4. Copy all relevant funding documents, such the scholarship or other award letter, YSU employment appointment form or bank statement (if visiting scholar is self-funded)
5. Copy of the picture page of the passport for the visitor (and dependents, if applicable)
6. Documentation of the J-1 Exchange Visitor's English Proficiency

**Request Information**

Check One:

- New J-1 Exchange Visitor:** Scholar is not yet in the U.S. or is in the U.S. in another nonimmigrant status.
- Transfer:** Scholar is in the U.S. as a J-1 under the sponsorship of another Exchange Visitor Program.

**Please type the Exchange Visitor's name *exactly* as it appears on the individual's passport:**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Dates of J-1 appointment:**

Start date (mm/dd/yy): \_\_\_\_\_ End date (mm/dd/yy): \_\_\_\_\_

**Exchange Visitor's Category**

Check One:

- Professor:** The professor category is for a foreign national who enters the U.S. for the primary purpose of teaching or lecturing. Cannot be a candidate for a tenure track position. 5-year maximum.
- Research Scholar:** This category is for a foreign national who enters the U.S. for the primary purpose of conducting research, observing or consulting in connection with research projects at a research institutions. 5-year maximum.
- Short-term Scholar:** This category is for a foreign national who enters the U.S. for the primary purpose of conducting short-term research, observing or consulting in connection with research projects at research institutions. 6-month maximum.
- Specialist:** This category is for a foreign national who is an expert in a field of specialized knowledge or skill who enters the U.S. for the primary purpose of observing, consulting or demonstrating the special knowledge or skill. 1-year maximum.

**Is this a tenure-track position?**  Yes  No

**Briefly describe the visitor's primary work responsibility/activity:**

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**University faculty/staff member to whom the visitor will report:** \_\_\_\_\_

## Required Proof of Financial Support from All Sources

Proof of sufficient financial support is required for the entire duration of the visit before an immigration document can be issued. Documentation of at least **\$15,864 per year (\$1,322 per month)** is required. If family members will accompany the visitor, an additional **\$7,500 per year (\$625 per month)** for the spouse and **\$5,000 per year (\$417 per month)** per child must be documented.

**NOTE:** Supporting financial documents must: **1)** be in English, **2)** be dated less than 6 months from date of submission, and **4)** clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. Foreign currency will be converted upon review of the forms if necessary. For institution, employer or home government support, submit original letters on official letterhead clearly detailing the time period to be covered and the total amount of support offered.

Type of Funding	Proof of funds	Funding amount for ENTIRE period of appointment
Youngstown State University	Include a copy of the department offer/invitation letter outlining salary.	
Personal Funds	Include evidence of personal financial support, ie: bank statement/certificate(s).	
Family Funds	Include a letter signed by the family member(s) stating the amount to be provided along with bank statement/certificate(s).	
Exchange Visitor's Government	Include <b>original</b> letter from government agency.	
Exchange Visitor's Employer	Include <b>original</b> letter from employer.	
Exchange Visitor's University	Include <b>original</b> letter from university.	
Other (describe)		
<b>TOTAL FUNDS</b>		

## Terms of Appointment/Departmental Responsibilities

### Read and check each box:

- The host department understands that the J-1 status is of a temporary nature and is to be used for academic positions only. It may **not** be used for tenure-track or tenured faculty appointments or for nonacademic administrative or technical positions.
- The Exchange Visitor must be in the correct status and on YSU's sponsorship before she/he can commence employment and receive any remuneration.
- IPO must be promptly notified of visa denials, delayed arrivals, extension requests, terminations and departures of Exchange Visitors and dependents. An Exchange Visitor may NOT change departments, site of activity or engage in any incidental employment without first obtaining the approval of IPO.

## I Agree to the Above Terms & Conditions

Department Representative Name: \_\_\_\_\_

Department Representative Email and Phone: \_\_\_\_\_

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

## Shipment of the DS-2019

- IPO should notify me via email when the package is ready for pick up. The dept. will take care of shipping.
- IPO will notify the visitor via email when the DS-2019 has been prepared. The visitor will prepare the shipping label using [www.eShipGlobal.com](http://www.eShipGlobal.com). Payment of the shipment is the visitor's responsibility.