

# International Research Center

Midwest University

## MIDWEST INTERNATIONAL OFFICE

### Host Department Request Packet Midwest University Sponsorship of J-1 Scholars

#### Introduction

Midwest International Office (MIO) represents the university in its dealings with U.S. government agencies concerning visa and immigration matters related to visa sponsorship for all international students and scholars at Midwest University. Legislation passed in 2015 makes it imperative that international scholars have the appropriate immigration status at all times. Failure to do so may result in the scholar being barred from the U.S. for a period of three or ten years, depending on the violation.

#### Midwest University's Foreign Scholars

Throughout the U.S., an international scholar is usually considered to be an individual in a temporary nonimmigrant visa status at a university or research institute who engages in scholarly teaching and/or research activities, generally at the postdoctoral level. The minimum qualification for J-1 professors, research scholars or short-term scholars is a Master's degree, or a Bachelor's degree with significant experience in the field of the proposed J-1 activity.

#### The J-1 Exchange Visitor Program

The intent of the program is exchange of knowledge. As with most temporary visas, there is an assumption that the foreign national expects to return home. The exchange visitor is limited to pre-established educational objectives such as teaching, studying and conducting research in a particular field of endeavor. It is not possible to change from one J-1 category to a different category (i.e., J-1 Research Scholar to J-1 Student, etc.).

**The J Sponsor.** Federal regulations govern Exchange Visitors and designated J-1 visa sponsors. The University is authorized by the U.S. Department of State to sponsor exchange visitors coming to Midwest University as students, professors or researchers. MIO is the official University administrator for Midwest University's J-1 Exchange Visitor Program and is responsible for adhering to regulations governing the Program. The school or department that hosts a foreign visitor has special obligations for ensuring compliance with these requirements as well.

**General Eligibility.** The majority of international scholars in the U.S. are sponsored under the J-1 exchange visitor program. This classification is appropriate for most faculty and advanced researchers who do not hold tenured or tenure-track positions. **J-1 sponsors must now document that J-1 scholars have sufficient knowledge of English to undertake the proposed program successfully (See Dept. checklist for details.)** A scholar who has been in the United States in J status within the past 12 months cannot be issued an DS-2019 for the categories "research scholar" or "professor" unless the scholar was in the U.S. for a total time of less than six months (except for extensions or transfers of a continuous stay). NOTE: This does **not** apply to scholars coming under the short-term scholar category.

**J Visa Sponsorship by Midwest University.** Visa sponsorship is predicated on a formal Midwest University affiliation, usually with an academic appointment. As a condition of legal status, J-1 scholars must engage in a full-time teaching or research appointment. The sponsoring department must make the appropriate arrangements for an academic appointment prior to requesting J-1 exchange visitor sponsorship by Midwest University. Faculty appointments are approved by the IRC Director. Appointments for non-faculty researcher positions, such as the Research Scientist, are authorized by the Midwest International Office in conjunction with the Client Partner. A copy of the official letter of offer must be provided to MIO.

**Length of Stay.** Scholars are permitted to maintain J-1 status for a cumulative total of five consecutive years, (including time spent at other U.S. institutions). Requests for an extension of program within the maximum allowable stay must be submitted to MIO prior to the expiration of the current DS-2019 preferably 1-3 months in advance.

# International Research Center

Midwest University

**Procedure.** To apply for a J-1 visa or J-1 status, scholars are issued a Certificate of Eligibility for Exchange Visitor (J-1) Status, commonly referred to as Form DS-2019. The MIO issues Form DS-2019 when Midwest University serves as the visa sponsor. Form DS-2019 is a numbered, government-controlled document with prescribed protocol that MIO must follow when issuing the form. The Host department must complete Form A. If paid by Midwest University, a copy of the official letter of offer must be included with the request package. The prospective J-1 must complete Form B. Form B must be returned to the Host Department with supporting documents. Host departments are requested to submit the completed forms and supporting documents as a complete package to the MIO. The MIO must receive the complete request package from the host department before decisions can be made about visa sponsorship through Midwest University. To avoid delays, please make certain that all documentation is legible, accurate and complete. All information must be uploaded to DHS in order to create form DS-2019. **Please allow a minimum of 10 - 15 working days for MIO to process and issue Form DS-2019.** After the DS-2019 is issued, the host department forwards the original form (via express mail) to the scholar who then takes it to the U.S. Embassy to apply for the J-1 visa.

**Employment.** Procedures must be followed and documentary requirements must be met before the scholar can begin his or her duties or receive remuneration. For scholars transferring as a J-1 from within the U.S. a formal DS-2019 transfer process must be completed before the scholar can begin his or her duties or receive remuneration. Paid employment for J-1 Exchange Visitor scholars is permitted only if it is an integral part of the program, institution and location described on the DS-2019 form (e.g., teaching and/or research activities within the specific Midwest University academic department). Any employment not listed on the DS-2019 is not authorized. In most cases, it will not be possible for a J-1 scholar to accept employment outside of Midwest University.

In limited circumstances, J-1 scholars may accept an occasional lecture or short-term consultation opportunity and be reimbursed for expenses. However, if the occasional lecture or short-term consultation involves compensation for services, the foreign scholar must obtain **written permission in advance** from the Responsible Officer of the organization which issued the DS-2019 form. The authorization must be reported to DHS prior to the scholar engaging in the lecture.

**Accompanying family members.** A separate form DS-2019 must be created for each dependent. The J-2 visa is issued for the spouse and minor children (under 21) of an Exchange Visitor on the basis of an individual dependent DS-2019 with evidence of adequate funding for the dependents. Proof of marriage may be required of the spouse. A J-2 dependent may apply to DHS for work permission after arrival in the U.S. DHS may take 3 months or longer to process the application.

**212(e) “Two-year Home Residence Requirement.”** In some cases, the J-1 visa carries a “Two-Year Home Residence Requirement” which obligates the Exchange Visitor to return to his or her home country for two years before being eligible to apply for an immigrant visa (permanent residency) or a nonimmigrant H, K or L visa. This restriction applies to those financially supported by the U.S. government (e.g., generally applies to funding allocated for educational exchange such as Fulbright grants) or by their own governments (including travel grants). [Federal research grants awarded to the university, except when designated for international exchange or when the individual is specifically named in the grant, would generally not constitute government funding for purposes of 212(e).] In addition, the Two-Year Home Country Residence Requirement is imposed on those whose skills are needed in the home country, as registered on the Exchange Visitor Skills List. This requirement also applies to all foreign medical graduates who enter the U.S. to undertake internships, residencies, or clinical training programs. Under certain circumstances, it is possible to obtain a waiver of the Two-Year Home Residence Requirement.

**24-month Bar on Repeat Participation.** A 24-month (two-year) bar on repeat participation in the J Professor or Research Scholar categories applies to those who complete program participation in the J-1 Professor or Research Scholar category, even if their program participation lasted less than 5 years, regardless of the length. The 24 Month Participation Bar is different from 212(e) “Two-Year (‘Home’) Residency Requirement” and only applies if the individual wants to return to the U.S. in the J-1 Research Scholar or Professor category. The bar also applies to J-2 dependents of Professor or Research scholars. The Short-term Scholar category is NOT subject to the 24-month Bar.

**Mandatory Health Insurance Requirement for all J-1 and J-2.** All Exchange Visitors and their dependents must have health insurance in effect which covers them for sickness or accident during the entire period of their time in J status. If a J-1 or J-2 nonimmigrant fails to maintain health insurance coverage, his or her J status may

# International Research Center

Midwest University

be terminated. Specific coverage details are listed in FORM B Prospective J-1 Scholar Data Sheet attached.

**\*\*\* Check-in and notification of change.** Newly arrived scholars are required to visit the MIO with their passport, Form I-94, Form DS-2019 and other relevant immigration paperwork. Evidence of health insurance for the J-1 and each J-2 dependent must be provided at the time of check-in. Failure to complete the MIO check-in process may result in serious consequences for the individual's legal status in the U.S. **To comply with new federal reporting requirements, the MIO must be promptly notified of arrival, extension and transfer requests, termination of appointments, and departure.**

## **SEVIS and Department Responsibilities for hosting J-1 Exchange Visitors**

### **What is SEVIS?**

The U.S. government is seeking more efficient ways of managing information on international students and scholars in the United States. SEVIS, the Student and Exchange Visitor Information System, was created by the Department of Homeland Security (DHS) as internet-based record keeping system designed to maintain accurate and timely information on non-immigrant scholars (those holding J-1 visas) who are entering and exiting the U.S. In compliance with federal law, SEVIS automates the collection of required data.

All colleges and universities in the U.S. must maintain and report certain information on international scholars in a manner prescribed by law. DHS will audit the University's compliance with these new regulations every two years. Failure to comply with SEVIS regulations could result in the loss of Midwest University's ability to invite international scholars. Since Midwest University values the contributions that international students and scholars make to the campus community, the university is committed to compliance with federal laws governing institutional authorization to sponsor these individuals. The school or department that hosts a foreign visitor has special obligations for ensuring compliance with SEVIS requirements.

### **Department Responsibilities:**

- Invite scholars as early as possible. Allow a minimum of three months from date MIO receives the application to anticipated arrival date of scholar.
- Ensure that the scholar has sufficient knowledge of English to undertake the program successfully
- Make sure the application form is complete and all supporting documents are attached before submitting to MIO through proper channels.
- Notify MIO as soon as scholar arrives on campus. See form attached.
- Arrange an appointment for Scholar to come to MIO for Immigration Check In within a few days of arrival in the U.S. SEVIS record must be validated. (Send email to Mrs. Christina Joung mio@midwest.edu to arrange appointment.)
- **\*\*\* Notify MIO as soon as possible if the scholar will not arrive by the Start Date on the DS-2019 as SEVIS must be updated. In some cases, an amended DS-2019 may need to be issued to minimize problems at the U.S. port-of-entry.**
- Ensure scholar and all dependents obtain Health Insurance meeting DOS criteria  
Effective May, J-1 Regulations define the following minimum health coverages necessary:
  - Medical benefits of at least \$100,000 per accident or illness;
  - Repatriation of remains in the amount of \$ 25,000;
  - Medical evacuation to your home country in the amount of \$ 50,000;
  - A deductible not to exceed \$ 500 per accident or illness.
  - The insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a McGraw Hill Financial/Standard & Poor's Claims-paying Ability of "A-" or above, a Weiss Research, Inc. rating of B+ or above, a Fitch Ratings, Inc Rating A-" or above, and a Moody's Investor Services rating of A3 or above or insurance backed by the full faith and credit of the government of the exchange visitor's home country.
- Monitor scholar's activities and notify MIO of any problems. Any changes must have prior MIO authorization.
- Apply for any extensions of stay at least three months in advance.
- Ensure scholar notifies MIO of any changes in scholar's and or dependent's name, physical address, email

# International Research Center

Midwest University

- address, or telephone number within 10 days of that change.
  - Notify MIO of any serious problem or controversy
  - Notify MIO when scholar completes program or is terminated within 10 days.
- For more information please contact the International Services Office.**

## Departmental Checklist for Inviting J-1 Exchange Visitor Scholars

**Please read the instructions and review the forms carefully. Questions regarding these forms and instructions should be addressed to the MIO.**

To invite a foreign national to perform temporary teaching, lecturing, consulting or research under the J-1 Exchange Visitor sponsorship of Midwest University, Departments must **submit all documents listed below as a complete package to “MIO - J Scholar processing.”** The MIO must receive the complete request package from the host department before decisions can be made about visa sponsorship through Midwest University.

**Please allow a minimum of 10-15 business days** after receipt of all required documents **for MIO to process, create a SEVIS record and issue Form DS-2019**, providing the documents are complete and accurate.

### **FORM A: DEPARTMENT REQUEST FOR J-1 SCHOLAR SPONSORSHIP**

This form should be completed by the Department. Form A is to be submitted to MIO as a complete package with Form B from the prospective scholar, along with all supporting documents.

- Copy of official **Academic Appointment Letter** (or fellowship award, if applicable). For unpaid Visiting Scholars, please include a copy of the Official Letter of Invitation (follow School/College procedures).

- CURRICULUM VITAE (Resume)

### **ENGLISH LANGUAGE PROFICIENCY VERIFICATION – NEW**

Determine whether the scholar has sufficient knowledge of English to undertake the program successfully.

**New federal standards permit the following options to document English proficiency:**

- A documented interview conducted by the sponsor in-person, via videoconference, or by telephone (if the videoconference option is not feasible). Or,
- Results from a recognized English language test (Midwest University standards: TOEFL: 80 or Academic IELTS (Minimum overall band score of 6.0 with no individual score below 5.0.)

### **FORM B: Scholar Data (Completed by prospective visitor) & Immigration Documents**

Form B should be **returned to the Midwest University host Department** with supporting documents for submission to MIO as a complete package.

- Attach copies of the **biographic** and any **U.S. visa pages** from the **passport** (for J-1 & any dependents)  
*Note: J-1 Exchange Visitor Applicants **currently in the U.S.** or who were **in J-1 status at any time within the last three years** must include the following additional documents along with FORM B:*
- Photocopy of current and previous Forms DS-2019, (or other relevant documents of visa status)
- Copy of form I-94, usually printed electronically, old I-94 is hard copy front & back (for J-1 & any dependents)

### **FINANCIAL EVIDENCE:**

If fully funded through Midwest University, a copy of the appointment letter or other documentation is sufficient.

Prospective exchange visitors who are not fully funded by Midwest University must **submit evidence of financial support with FORM B**. Funding information provided to MIO will appear on the Department of State Form DS-2019 and will be a determining factor in whether or not a visa is issued by a U.S. Embassy or Consulate Official. It is important that all information provided be accurate.

# International Research Center

Midwest University

**Documentation must be original, written in English, furnished in U.S. Dollars** and should be less than three months old. Exchange visitors **may not** be paid by any other institution located in the U.S. while on Midwest University's DS-2019. In limited circumstances an occasional lecture is permitted if permission is granted in advance and reported to DHS by an MIO advisor.

## **❑ MAJOR MEDICAL HEALTH INSURANCE REQUIREMENT:**

The scholar must sign the section in Form B Acknowledgment of Understanding and Intent to Comply with Medical Insurance Coverage Requirements for J-1 Exchange Visitors prior to issuance of Form DS-2019. Prior to arrival, or immediately upon arrival, Insurance must be in place for the J-1 scholar and any J-2 dependents covering the entire period of the DS-2019. Information regarding possible insurance policies and providers that meet federal requirements (Details listed in FORM B Prospective J-1 Scholar Data Sheet or obtained from MIO.)

## **SCHOLARS INELIGIBLE FOR MIDWEST UNIVERSITY EMPLOYEE INSURANCE:**

- ❑ Health insurance that meets Department of State guidelines must be purchased for the J-1 scholar and all J-2 dependents **covering the entire period of Form DS-2019**. Proof of purchase (receipt from the contracted insurer) must be provided to MIO upon arrival in the U.S.

## **SCHOLARS ELIGIBLE FOR MIDWEST UNIVERSITY EMPLOYEE INSURANCE:**

- ❑ Department memo documenting eligibility for health insurance through the standard benefits offered to University employees. (Only low deductible policy). This policy must be purchased for all J-2 dependents.
  - For the period between the start of the J-1 program and the effective date of employee insurance (generally one month), prospective scholars must purchase a short-term policy, for themselves and their dependents.
  - Supplemental insurance providing emergency medical evacuation and repatriation must be purchased for the J-1 scholar and his or her dependents covering the entire period of the Form DS-2019.

Please note: Failure to maintain insurance coverage as detailed above or misrepresentation of such coverage shall result in termination of participation in the exchange visitor program and/or employment.

**\*\* PLEASE NOTE: Any proposed changes in the status or program of this visitor must be reported to the International Services Office and approved in advance**

# International Research Center

Midwest University

## Departmental Pre-arrival Checklist for Inviting J-1 Scholars on a Midwest University DS-2019:

- Established necessary correspondence with the scholar
- Established that scholar is proficient in English: See section above for appropriate documentation
- Obtained current curriculum vita or resume from the scholar
- Established that necessary financial arrangements have been made for the scholar
- Determined if scholar's family will accompany or follow to join him or her in the United States, and expected dates of arrival
- Consulted with Midwest University MIO at to determine that "J-1" is the appropriate visa type for the prospective J-1 visitor
- Contacted MIO with any questions regarding the Departmental Request packet, procedures or policies related to the J-1 visa program at Midwest University
- Attached health insurance documentation for scholar and any dependents
- Evidence of adequate health insurance covering period of the DS-2019. (Details listed in FORM B Prospective J-1 Scholar Data Sheet (for scholar's ineligible for Midwest University employee insurance); **OR** Attached memo to MIO documenting Midwest University employee insurance, and plans to purchase supplemental insurance for first month and repatriation/medical evacuation for the entire period of the DS-2019
- Completed the request packet for J scholar sponsorship and returned to MIO with all requested forms and supporting documents
- Assigned a faculty counterpart who will assist the prospective scholar upon arrival and departure
- Clarified scholar's expectations about the type of support the department will provide (e.g., office space, personal computer, secretarial help, equipment, etc.)
- Provided departmental information to the scholar
- Arranged for temporary housing (if possible), office space, transportation information, etc.
- Provided the scholar with information regarding local schools and immunization requirements if school age children will be joining the scholar (info available through MIO)
- Informed the scholar to wait for DS-2019 before departing. **He/she should enter the U.S. with a J-1 visa**
- Arrange an appointment for the scholar with MIO for formal Immigration Check-In immediately upon arrival. The scholar and dependents should bring their passport, I-94, DS-2019, local address information and evidence of insurance coverage.

# International Research Center

Midwest University

## FORM A (Page 1 of 3) Department Request for J-1 Scholar Sponsorship

To be completed by the host Midwest University department for a prospective J-1 Professor or Research Scholar. Visa sponsorship is based on a Midwest University academic appointment. Submit **FORM A** together with **FORM B** and all supporting documents to MIO. Please answer all questions as accurately as possible. This information is used to prepare official documents filed with the U.S. Department of State and the Department of Homeland Security.

**Unclear, incomplete information or unanswered questions may cause a delay.**

<b>Department / Host Faculty Information</b>	
Midwest University Department Name:	School/College:
Department Address:	
Name of Dept. Chair:	E-mail Address:
Telephone:	Fax:
Name of Direct Supervisor (if not the Chair):	
Title of Direct Supervisor:	E-mail Address:
Telephone:	Fax:
Name of Dept. Admin/Contact:	E-mail Address:
Telephone:	Fax:
<b>DELIVERY OF VISA DOCUMENTS.</b> NOTE: Normal processing time to create a SEVIS record and DS-2019 for a J-1 Scholar (and each dependent) is a minimum of 10-15 working days after receipt of all required documents, if complete and accurate. Unless instructed otherwise, MIO will notify the dept. contact person listed above to pick up and express mail the DS-2019 Form(s) to the scholar when ready. <b>NOTE: Dept. is encouraged to review the DS-2019 for accuracy. However, J Sponsors (Midwest University) are now prohibited by regulation from sending an electronic copy of the DS-2019 by email, fax etc. and subject to sanction.</b>	
<b>Prospective Scholar Appointee Information (Biographic info as in Passport)</b>	
Family Name:	First Name:
Date of Birth:	Country of Birth:
Country of Citizenship:	Male <span style="margin-left: 100px;">Female</span>
Academic Degrees earned by individual:	
Year(s) Awarded:	
Has the dept. documented if the scholar has sufficient knowledge of the English language? <span style="margin-left: 100px;">Yes</span> <span style="margin-left: 100px;">No</span>	
How has the dept. documented this? <span style="margin-left: 50px;">Test Score (TOEFL/IELTS)</span> <span style="margin-left: 100px;">Documented Interview</span>	
Is documentation of English proficiency listed above attached? <span style="margin-left: 100px;">Yes</span> <span style="margin-left: 100px;">No</span>	
<b>THIS IS REQUIRED. Please attach documentation of English proficiency - See Dept. Checklist for details</b>	

<b>Basis for J-1 Scholar Sponsorship Request</b>	
	New J-1: Coming from outside the U.S.
	New J-1: Currently at Midwest University and will move to J-1 from another nonimmigrant status (select appropriate scenario below)
	Currently in U.S. Will apply to USCIS for Change of Status to J-1 scholar from another immigration status while remaining in the U.S.
	Intends to travel abroad, apply for a J-1 visa. and re-enter the U.S. in J-1 status
	J-1 Transfer to Midwest University (currently J-1 professor or research scholar at another U.S. institution)
	Extension of current J-1 already in J-1 scholar status (sponsored by Midwest University)

# International Research Center

Midwest University

**FORM A: (Page 2 of 3)**

<b>Information about the Midwest University Appointment: (All data is required for SEVIS record / DS-2019)</b>			
Official Midwest University Position Title:			
Is the appointment full-time?	Yes	No	
Dates of Appointment:	Starting:	Ending:	
Is it possible that the appointment will be renewed or extended beyond this date?	Yes	No	
If so, please explain briefly the terms that will determine renewal or extension:			
Field of Proposed Research/Teaching Activity:			
Percent of time to be spent, as follows:	Teaching:	Research:	Other:
If other, please describe:			
Will the visitor participate in a Midwest University sponsored research project or any collaborative research at Midwest University?	Yes	No	
Brief description of duties and activities of prospective appointee: (Required for SEVIS record)			
<b>EXACT ADDRESS Where Scholar Will Be Working:</b>			
<b>(NOTE: MIO must be notified of any changes to Site of Activity which must be recorded in SEVIS)</b>			
Department Name:			
Street Address:			
City:	State:	Zip:	
<b>SUPPORT SERVICES PROMISED TO SCHOLAR:</b>	Office Space	Computer	Telephone
	Library access	Administrative Support	Email Account
Other, please indicate:			
<b>PROGRAM COSTS/FEES:</b>	Will the prospective scholar be charged any type of fee by Midwest University?	Yes	No
If yes, please indicate the amount: \$			
Briefly describe why the fee is in place and what it covers:			
<b>FUNDING Information from All Sources: (while in the U.S.)</b>			
Financial information listed is the sole basis for determining whether the support will be adequate to maintain a minimum decent standard of living for the appointee and his/her dependents. This data will appear on form DS-2019 Visa Certificate and will be a determining factor in whether a visa is issued by a U.S. Embassy or Consular official. The University may be held to statements made about fellowships and salaries.			
<b>NOTE: The DS-2019 may not exceed the duration of official appointment or period salary/funding is guaranteed.</b>			
<b>Funding Paid Through Midwest University (Salary, grand funding, fellowship, honorarium, etc.)</b>			
<b>Salary: \$</b>	Period of time:	Employee Health Benefits Offered?	Yes      No
Is salary grant funded?	Yes	No	If yes, please complete the following:
Grant Project Title:			
Current Project End Date:		Project's Banner Index #:	
Home Dept. Banner Index #:		Funding Agency:	
Is there federal grant funding provided specifically to further international educational exchange?			Yes      No

# International Research Center

Midwest University

FORM A – Page 3 of 3

<b>FUNDING FROM OTHER SOURCES:</b>			
<b>Separate documentation must accompany all sources of financial support except funds provided by Midwest University.</b>			
Minimum support of <b>\$18,000 USD</b> per year ( <b>1,500/per month</b> ) is required for the <i>principal</i> visitor, <b>\$12,000 USD</b> per year ( <b>\$1,000/per month</b> ) for spouse; and <b>\$6,000 USD</b> per year ( <b>\$500/per month</b> ) for each child. Please note that the cost of living in the Washington, DC area is very high. The level of support required is minimal.			
	NAME OF AGENCY / INSTITUTION:	USD AMOUNT	Indicate per month or year
U.S. GOVERNMENT		\$	
INTERNATIONAL ORGANIZATION		\$	
FOREIGN GOVERNMENT:		\$	
OTHER ORGANIZATION:		\$	
PERSONAL FUNDS:		\$	
			Official letter of support. See instructions
			Original bank letter See instructions

**DEPARTMENT APPROVALS AND CERTIFICATIONS:**

*I certify that the information provided for the requested DS-2019 visa certificate is all true and correct. I authorize the release of any information needed by the Department of State and the Department of Homeland Security to determine eligibility for the requested benefit or during any investigation under the Immigration and Nationality Act. I request the MIO to bind Midwest University to the legal obligations associated with J-1 Exchange Visitor sponsorship. (Please sign with blue ink)*

**\*Signatures below must be physically signed, NOT electronically. Please scan and email this page to the MIO**

Requestor/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Admin Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

# International Research Center

Midwest University

<b>FORM B (Page 1 of 5) Prospective J-1 Scholar Data Sheet</b>
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**This data sheet is to be completed by the foreign scholar coming to Midwest University. Please return this form directly to the Midwest University host department with supporting documents attached.** Form A is completed by the Midwest University host department. The Midwest University host department must submit the complete request package to MIO before decisions can be made about visa sponsorship through Midwest University.

**Please answer all questions as accurately as possible.** This information will be submitted to the U.S. Department of Homeland Security to create a SEVIS record and Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) status*, a government controlled document needed to obtain a J visa. **Unclear information or unanswered questions may cause a delay.**

<b>PERSONAL INFORMATION</b>				
<i>(List Name as it appears in Machine-Readable section on bottom of Biographic page of the Passport)</i>				
<b>Family Name:</b>			<b>First/Given Name:</b>	
FULL Name:			Date of Birth (Month/Day/Year)	
City of Birth:		Country of Birth:		
Country of Citizenship:		Country of Legal Permanent Residence:		
NOTE: If dual citizenship, indicate citizenship of passport to be used for entry to US. US Citizens must enter with US passport.				
Gender:      Male                  Female		U.S. Social Security Number: (if any)		
Marital Status:      Single                  Married		Do you have Children under 21 years old?      Yes      No		
<b>CURRENT OCCUPATION:</b>				
Name of Employer in home country:				
Job Title/Position in home country:				
Home Country Position Category:      Professor                  Researcher                  Physician                  Graduate Student				
Other (Please Specify):                                  Is this a government position?      Yes      No				
Highest academic degree awarded:			Date awarded:	
Major Field:				
How long do you plan to be in the U.S.?				
Do you expect to return to the U.S. for a long stay within two years of departure?				
<b>Home ADDRESS Abroad</b> (J-1 Exchange Visitors are required to have a permanent residence abroad.)				
Street Address:				
City:		State:		Zip Code:
E-mail:		Phone:		Country:
<b>Current U.S. ADDRESS:</b> (if any)				
Street Address:				
City:		State:		Zip Code:
E-mail:			Phone:	

# International Research Center

Midwest University

FORM B – Page 2 of 5

## FUNDING

(Complete the following section if you are not fully funded from Midwest University)

The Midwest University requires J-1 exchange visitors to show a minimum of **\$18,000 USD per year (1,500/per month) + \$12,000 USD per year (\$1,000/per month)** for spouse and **\$6,000 USD per year (\$500/per month)** for each child.

All financial documentation **must be original**, written in **English** and refer to United States Dollars (**USD**).

- Documentation must be obtained in **duplicate (2) original documents**, one for Midwest University and one to show the American Embassy in your home country and U.S. Immigration Inspector at the port of entry.
- If you are being sponsored or receiving your funds through a **fellowship**, please provide an **original official award letter** from the government or organization detailing the name of the recipient, the amount of funding, the duration of the award (including beginning and ending dates), and the requirements of the award.
- Personal funds must be documented with **original** bank letter (in English, US Dollars, dated no more than 6 months prior to entry) indicating: Date account opened, total amount deposited for last year, and present balance.

**Note:** All J-1 exchange visitors (and dependents) must obtain health insurance **prior to beginning their J program.**

## SOURCE AND AMOUNT OF FUNDING

If you are not receiving full funding from Midwest University, please **specify your source and amount of financial support** in blank boxes. Enter other sources of funds. Separate documentation must accompany all sources of financial support except funds provided by Midwest University. Minimum support of **\$18,000 USD per year (1,500/per month)** is required for the principal visitor, **\$12,000 USD per year (\$1,000/per month)** for spouse; and **\$6,000 USD per year (\$500/per month)** for each child.

If your visit Midwest University will be less than 1 year then you only need to provide documentation of funding for the number of months that you intend to be in the U.S. Please note that the cost of living in the Wentzville area is very high. The level of support required is minimal. Using the table below, complete all information that pertains to your situation.

	NAME OF AGENCY / INSTITUTION:	USD AMOUNT	Indicate per month or year	Required documentation
MIDWEST UNIVERSITY		\$		Provided by host department
U.S. GOVERNMENT		\$		Official letter of support. See instructions
INTERNATIONAL ORGANIZATION		\$		
FOREIGN GOVERNMENT		\$		
OTHER ORGANIZATION		\$		
PERSONAL FUNDS		\$		Original bank letter See instructions

## J-1 PROCESSING

(Select the manner in which you plan to obtain your J-1 status)

- Attach a legible photocopy of the biographic page from your passport, U.S. Visa pages, copies any previous immigration documents such as: Form I-94 (if inside the U.S.), Forms DS-2019, etc.
- Are you currently in the U.S.?  No  Yes
- If NO:** At which U.S. Embassy/Consulate will you apply for your visa? (City/ Country):
  - Expected Date of arrival in U.S.:    Month    Day    Year
  - Proposed Port of Entry into U.S.:
- If YES:**
  - I plan to depart the U.S. and return before starting my appointment at Midwest University.
    - Give destination abroad and travel dates:
  - I am requesting a Change of Immigration Status to J-1.
  - I am currently in J-1 status and I am requesting a Transfer from another J-1 sponsor to Midwest University's J-1 Program
  - I am currently in J-1 status sponsored by Midwest University and I am requesting an Extension of my Midwest University program

# International Research Center

Midwest University

FORM B – Page 3 of 5

## IMMIGRATION HISTORY (Required for all applicants)

During the last three years, have you been in the U.S. in any visa status, other than tourist? [ ] YES [ ] NO  
If YES, please complete this section. Begin with your most recent visa status and work backwards chronologically.

VISA Status	START & END DATES OF STATUS	PURPOSE OF STAY & NAME of INSTITUTION

Have you ever been sponsored as a J-1 by Midwest University?	NO	YES
If yes, when were you last sponsored by Midwest University?		
Which department hosted you?		

### Complete only if you are currently in the United States

VISA Status	EXPIRATION OF I-94:	Expiration date of current immigration document (e.g., DS-2019)

**If you are currently in the U.S. or you were previously in J Status at any time in the past 3 years, you must include photocopies of the following documents (for you and each dependent) with this form:**

- Forms DS-2019 current AND all previous forms
- Legible copies of the U.S. visa and biographic pages of your passport
- FORM I-94 (printed electronically)
- If you currently hold an F-1 status, enclose a copy of your I-20 (and EAD if applicable)

**J-1 TRANSFER.** If currently in J-1 status, the following information is needed to pursue a J-1 Transfer  
Note: Midwest University's MIO must coordinate the J-1 Transfer process with the J-1 Responsible Officer at your current institution.

Name of J-1 Program Sponsor:

CONTACT INFORMATION for RESPONSIBLE OFFICER of current J Sponsor:

Name of J-1 Responsible Officer:

Address J-1 Responsible Officer:

Phone:

Email Address:

# International Research Center

Midwest University

FORM B – Page 4 of 5

## **HEALTH INSURANCE Acknowledge my Understanding & Intent to Comply with Federal Requirements**

The U.S. government requires all J-1 exchange visitors and J-2 dependents to be covered by medical insurance meeting specific minimum criteria during their entire stay in the U.S. It is the sole responsibility of each exchange visitor to obtain and maintain such insurance. Failure to obtain or maintain adequate insurance for yourself or any J-2 dependents is considered a violation of DOS regulations, which will result in termination of your exchange visitor program. Regulations define the following minimum coverages that are necessary:

- Medical benefits of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$ 25,000;
- Medical evacuation to your home country in the amount of \$ 50,000;
- A deductible not to exceed \$ 500 per accident or illness.
- The insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above, a Standard & Poor's Claims paying Ability of "A-" or above, a Weiss Research, Inc. rating of B+ or above, or insurance backed by the full faith and credit of the government of the exchange visitor's home country.

Signature of J-1 Applicant

Date:

## **CERTIFICATION STATEMENT - READ THE FOLLOWING STATEMENT CAREFULLY, AND SIGN BELOW**

*I understand that if I enter the U.S. as a J-1, or change status to J-1, under the Research Scholar / Professor / Short-Term Scholar category, I will not be permitted to change categories to be a J-1 student. Further, I may be subject to section 212(e), the two-year home-country physical presence requirement. Individuals subject to 212(e) are ineligible for a change of status while in the U.S. to another nonimmigrant status other than A or G. Individuals subject to 212(e) are ineligible for H, L, or permanent residence status until the two-year requirement has been met. These provisions will also apply to my J-2 dependents.*

***I certify that the information provided in FORM B PROSPECTIVE J-1 SCHOLAR DATA SHEET is true and correct.***

Signature of J-1 Applicant

Date:

# International Research Center

Midwest University

## PROSPECTIVE J-1 SCHOLAR DATA SHEET - DEPENDENT INFORMATION

### Dependent Information

(Spouse or children under 21 only)  
(To be completed by prospective visitor)

Do you have dependents (Spouse and / or children under 21 years old)? No                      Yes

**If yes**, please complete the following:

Family will travel to U.S. with me.

Family will arrive later. Expected date of arrival (*Month/Day/Year*)

Family will remain abroad and will not travel to the US for the duration of my J-1 program.

### DEPENDENT DATA

Please complete this section for any family members who will travel with you to the U.S. or who will arrive later to join you. Each dependent in J-2 status will need a separate DS-2019 prepared for them. Only your spouse or children under 21 are eligible for J-2 dependent status.

Please Note: Financial support must also be shown for family members; at least \$12,000 USD per year (\$1,000/per month) for spouse; and \$6,000 USD per year (\$500/per month) for each child plus the cost of insurance.

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		
<b>NOTE: List all Names as it appears in the Machine-Readable section of the Biographic page of the Passport</b>			

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		

# International Research Center

Midwest University

## FORM B – Page 5 of 5

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		
<b>NOTE: List all Names as it appears in the Machine-Readable section of the Biographic page of the Passport</b>			

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		

<b>Last Name:</b>		<b>First Name:</b>	
Middle Name: (Include with First Name)	Gender: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Relationship to J-1:	
Email:	Date of Birth: (Month/Day/Year)		
City of Birth:	Country of Birth:		
Country of Citizenship:	Country of Legal Permanent Residence:		