

Departmental Responsibilities for Sponsoring J-1 International Scholars

(For UNO departments who wish to bring international scholars to UNO as J-1 Exchange Visitors)

Immigration regulations mandate that U.S. universities and colleges that sponsor international scholars must report exchange visitor information via SEVIS (Student and Exchange Visitor Information System). The University assumes responsibility in undertaking sponsorship for an Exchange Visitor. International Programs (INPR) depends on departments to provide complete and accurate information about the Exchange Visitor and his/her funding.

INPR must report to SEVIS the exchange visitor's arrival at UNO within 30 days of the program start date listed on the DS-2019 form and report the exchange visitor's U.S. address, email and phone number.

- **Please Note:**
 - J-1 visas may not be used for tenured or tenure-track positions.
 - INPR MUST be notified if the scholar has been in the US on a J visa previously.

This application packet must be completed by the hosting academic department and signed by the department dean, director, or chair and sent to INPR as soon as the Exchange Visitor's plans are known, preferably 12 weeks before the scholar's expected arrival date.

Each department sponsoring the exchange visitor is responsible for the following:

- Providing a minimum of three (3) months lead time in preparing paperwork for new visiting scholars. Departments should be aware that delays in visa processing and security checks can mean that some scholars may need up to six (6) months to secure a J-1 visa and arrive at UNO.
- Ensuring accuracy of the information provided on the DS-2019 Request Form for International Scholars
- **Providing a letter of invitation from the department as well as proof of Export Control clearance**
- Mailing the DS-2019 by express mail (or providing INPR with a cost center to charge the express mail fee)
- Informing INPR immediately if the scholar changes plans, decides to arrive earlier or later than stated on the DS-2019 form, or cancels their proposed appointment with UNO
- Ensuring the scholar's attendance at the mandatory UNO orientation (within 7 days of arrival or earlier). Scholar must bring passport(s), I-94(s), and DS-2019(s).
- Providing support to the scholar during their research/teaching at UNO including, but not limited to, arranging housing, airport pickup, university ID card, and assisting employees with a visit to Social Security
- Communicating immediately with INPR regarding information about the scholar's appointment at UNO which includes the following SEVIS reportable events: the arrival, departure, and/or termination of the scholar from UNO, changes in the scholar's US address, and any program change in the scholar's appointment
- Informing INPR at least one (1) month before the expiration date on a current scholar's DS-2019 form about any extension requests and providing additional funding documentation
- Informing INPR immediately prior to early termination of the exchange visitor program of the exchange visitor program in your department (if leaving more than two (2) weeks prior to end date)
- Informing INPR about any prospective non-UNO paid engagements in which the scholar wishes to participate (INPR must authorize such employment in advance if the scholar meets the immigration requirements.). All employment must take place during the program dates on the DS-2019.

For questions, please contact INPR at 402-554-2293 and ask for the RO or ARO officials.

Requesting Department: _____ Department Contact: _____

Department Address: _____ Email: _____ Phone: _____

Name of the Exchange Visitor: _____

I accept the responsibility for the accuracy of the information provided on this form, for sponsoring the scholar at the University of Nebraska at Omaha, for facilitating communication between the scholar and INPR.

I understand that all additional materials required by the applicant and the sponsoring department must be received by INPR in order to complete this application.

I understand that the scholar must check in and attend a mandatory orientation with INPR.

I agree to notify INPR immediately if the scholar leaves or is terminated more than two (2) weeks before the end date on the DS-2019.

I, the undersigned, understand and agree to comply with the above outlined responsibilities

Scholar's direct supervisor (typed)	Signature	Date
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Name of Dean, Director, or Chair (typed)	Signature	Date
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Necessary Documents and Information to Complete this Application Form

Has the pending J scholar previously been in the US on a J visa? (see pages 3 and 8 regarding restrictions)

Copy of the passport data page (see page 8)

Curriculum Vitae (see page 8)

Original copy of the invitation/appointment letter (see page 4)

Copy of a recent bank document in English (within the past 6 months) and/or funding letter. Letters from funding organizations must specify dates and amounts. (see pages 5 and 9)

Proof of English Proficiency (see page 5) – English proficiency interview form is pages 6 and 7

If planning non-UNO paid engagements, copy of the offer letter for each institution (see pages 4 and 9)

If bringing dependents, copy of the passport biographical page for each dependent (see page 10)

J-1 Scholar Application for DS-2019 Issuance

Please provide the following information to enable INPR to prepare a DS-2019 for the scholar seeking permission to enter the U.S. with a J-1 Exchange Visitor visa status. A DS-2019 is normally issued for one year at a time.

Scholars must pay a \$220 SEVIS fee before going to their visa interview. The fee can be paid on-line at <www.fmjfee.com>. The SEVIS fee is in addition to the visa fee.

This form must be filled out by the sponsoring department and not by the Exchange Visitor. Please type or print this form to ensure accuracy on the DS-2019.

****Important Please Read****

J Scholar Categories:

Research scholars may stay for a maximum of five (5) years. Prior teaching or research while on a J visa sponsored by another organization in the U.S. could reduce the number of years of eligibility. There is a 3-week minimum stay.

Professors may stay for a maximum of five (5) years. Prior teaching or research while on a J visa sponsored by another organization in the U.S. could reduce the number of years of eligibility. There is a 3-week minimum stay.

NOTE: Professor and research scholars must:

- not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program
- not have participated in a J-visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
 - the participant is currently in a professor or research scholar program and transferring to another institution in the United States to continue their current J-1 program
 - the participant's prior physical presence in the United States on a J-visa program was less than six (6) months in duration
 - the prior participation was as a short-term scholar

Short term scholars* may stay for a maximum of six (6) months. NO EXTENSIONS. No minimum stay. This category does not trigger the 24-month or 12-month bar between periods of J status.

More information may be found at <http://j1visa.state.gov/programs/>

For the Department to Complete

Program Information – Attach an original copy of the invitation/appointment letter

- The Visitor will: () begin a new program
() extend J-1 status (for those at UNO only)
() transfer to UNO from another U.S. institution (include all required documents)
() will be accompanied by ____ immediate family members (complete Dependent Information section)

Dates of appointment (mm/dd/yyyy): ____/____/____ to ____/____/____ (5-year maximum, must include time spent at previous institutions for transfers)

- There is a 30-day grace period for travel after the DS-2019 program end date

Category of Exchange Visitor - descriptions can be found at: <http://j1visa.state.gov/programs/>

Primary Activities while at UNO: () Research () Short-Term Scholar* () Teaching () Both () Other

- Researchers and professors have a 5-year maximum limit on program participation

Primary academic discipline of Exchange Visitor while working at UNO: _____

Non-technical description of UNO appointment: (will appear on DS-2019) _____

Explain how the purpose of the scholar's stay is connected to your department by email or appointment letter on departmental letterhead. **NOTE: The J-1 visa may not be used for tenured or tenure-track positions.**

Will the visitor participate in any federally funded research? ____ yes ____ no

Will the visitor be involved in development work for any pathogens, toxins, chemical agents, or radioactive materials? ____ yes ____ no

Will any confidential or proprietary information be released to the visitor? ____ yes ____ no

NOTE: If Yes to any answer, please describe below

Planned Travel – Attach a copy of the offer letter for each institution

INPR must authorize in SEVIS all prospective non-UNO paid engagements in which the scholar wishes to participate in advance. Please list any other institutions the applicant will visit on business during their time in the US. If more visits are planned than can be listed below, please provide them on a separate piece of paper.

Name of Institution: _____

Address of Institution: _____

Date of visit (mm/dd/yyyy): ____/____/____ to ____/____/____

Name of Institution: _____

Address of Institution: _____

Date of visit (mm/dd/yyyy): ____/____/____ to ____/____/____

Mailing DS-2019 to Scholar

_____ The Department will pick up from INPR and ship directly

_____ INPR should ship and charge the express mail charges against the following cost center:

Cost center: _____

Financial Information – Letters from funding organizations must specify dates and amounts.

Please mark "X" if the following is true: () UNO will not pay the visitor scholar with US government funds obtained specifically for international exchange. _____ initials

Funds from US government agency (identify ministry or agency) \$ _____

Funds from or administered by UNO (UNO offer letter required from Chair/Head or Director) \$ _____

Proof of English Proficiency (State Department Required) – Attach 1) a copy of a qualifying TOEFL or IELTS score taken within the last 5 years or 2) a copy of undergraduate/graduate diploma received within the last 10 years from a university in an English-speaking country or 3) video conference or in person interview by the academic department using the International Programs form provided. Phone interview permitted if videoconferencing is not a viable option (a copy of the interview form should be attached) or 4) Interview by Intensive English Director or instructors.

The US Department of State requires that all J1 "exchange visitors possess sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day to day basis." [22 CFR 62.10(a)(2)]

J-1 Exchange Visitor (Scholar)

English Proficiency Form for Academic Department Review

Visiting Scholar Name: _____

Last/Family Name

First/Given Name

Middle Name

Proof of English Ability:

DETERMINING ENGLISH PROFICIENCY OF PROSPECTIVE EXCHANGE VISITORS

Sponsors have always been required to determine whether a prospective exchange visitor's English proficiency was sufficient to enable the visitor to participate in the sponsor's exchange visitor program. The new Subpart A rule beefs up this requirement at 22 CFR [62.10\(a\)\(2\)](#), and now requires sponsors to determine not only that the prospective visitor's English is sufficient to participate in the program, but is sufficient "to function on a day-to-day basis" outside of the direct activity of the exchange (e.g., outside the lab). The new Subpart A also requires sponsors to make their determinations regarding English proficiency using an "objective measurement of English language proficiency," by means of one of the following three methods:

1. "A recognized English language test,"
2. "Signed documentation from an academic institution or English language school," **or**
3. "A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option"

Sponsors must also "retain evidence of how they measured applicants' English language proficiency so that it may be made available to the Department upon request." [[79 FR 60294](#), 60301]

Suggested Interview Questions – Please take legible notes

1. Please introduce yourself to me and tell me about your family.
 2. How have your past experiences, training, and language study prepared you to operate in an English-speaking environment in your occupational field?
 3. What do you expect to learn about American culture and society?
 4. What skills and knowledge do you expect to gain while at UNO?
 5. How do you plan to share what you have learned upon your return home to your country?
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English Proficiency Checklist

Proficient

**Somewhat
Proficient**

**Not
Proficient**

The scholar demonstrated understanding of the questions asked.

The scholar spoke clearly and fluently (without unnatural pauses) about every day and academic topics.

The scholar developed answers at least two or three minutes long in response to multiple, open-ended questions and behavioral questions about academic topics.

The scholar demonstrated appropriate communication strategies for resolving misunderstandings as needed.

Based on this interview, is the scholar's English ability adequate for the proposed program at UNO?

YES. Scholar was able to, in most circumstances, understand and answer the interview questions. The scholar should be able to handle communication in English in his or her own field and would understand safety rules and/or instructions in English.

NO. Scholar was not able to understand and answer interview questions. The scholar would not be able to handle communication in English in his or her own field and would not be able to understand safety rules or instructions in English.

Interviewer Signature

Date

Dean/Chair Signature

Date

For the Prospective J-1 Scholar to Complete

Personal Information – Attach a copy of the passport data page & Curriculum Vitae

Passport Surname Name: _____

Passport First Name: _____

Passport Middle Name: _____

Marital Status () Single () Married Date of birth (mm/dd/yyyy): ____/____/____

City of Birth: _____ Country of Birth: _____

Legal Permanent Resident of: _____ Citizen of: _____

Permanent Address: _____
(Street) (City) (Postal Code) (Country)

Telephone: _____ E-mail: _____

Gender: ____ Male ____ Female Highest Degree Earned: Master's ____ PhD ____

Other (specify type) _____

Is the Exchange Visitor already in the U.S. at another institution on a J visa? ____ yes ____ no

Has the Exchange Visitor obtained a waiver of the 212(e) two year home residence requirement for the current J program? ____ yes ____ no

NOTE: If you have obtained a 212(e) waiver approval, you no longer qualify for an extension or transfer of your current J program.

Has the Exchange Visitor been in the U.S. in J status during the last five (5) years? ____ yes ____ no

If you answered yes to any of these questions, please attach a copy of the Exchange Visitor's I-94 (if currently in the U.S.) and copies of all previous DS-2019 forms.

There is a two-year bar for repeat participation in professor or research scholar categories.

Emergency Contact Information. The contact does not have to be in the U.S. and does not have to speak English.

____ Mr./ ____ Ms. First Name _____ Last Name _____

Relationship to you: ____ Parent ____ Spouse ____ Child Speaks English ____ Speaks _____

Home/Cell Phone: _____ Work Phone: _____

Email: _____

Address: _____

Planned Travel – Attach a copy of the offer letter for each institution

INPR must authorize in SEVIS all prospective non-UNO paid engagements in which the scholar wishes to participate in advance. Please list any other institutions the applicant will visit on business during their time in the US. If more visits are planned than can be listed below, please provide them on a separate piece of paper.

Name of Institution: _____

Address of Institution: _____

Date of visit (mm/dd/yyyy): ____/____/____ to ____/____/____

Name of Institution: _____

Address of Institution: _____

Date of visit (mm/dd/yyyy): ____/____/____ to ____/____/____

Financial Information – Attach a copy of a recent bank document in English (within the past 6 months) and/or funding letter for each category below. Letters from funding organizations must specify dates and amounts.

Source and total amount of exchange visitor’s financial support for the period above. An Exchange Visitor must show a minimum of \$20,400 per year for a scholar/\$1,700 per month, \$8,800 per year for a spouse and \$4,400 per year for each child is required.

Personal Funds:	\$ _____
Funds from Exchange Visitor’s government	\$ _____
Funds from US government agency (identify ministry or agency)	\$ _____
Funds from another non-U.S. organization	\$ _____
Funds from or administered by UNO (UNO offer letter required from Chair/Head or Director)	\$ _____

Required Health Insurance

Health and accident insurance is a federal mandate for the scholar and dependents. **We recommend that J-1 scholars purchase the UNO health and dental insurance plan for themselves and their dependents for the duration of their program or a policy which meets Department of State minimum requirements approved by UNO international advisors.** Scholars who do not purchase the required health insurance policy immediately must prove they have the minimum Department of State coverage and sign a waiver of taking the recommended policy.

Scholars covered by UNO’s employee health insurance policy are exempt from purchasing the UNO student health insurance policy but will be required to immediately purchase additional health coverage for medical evacuation and repatriation for themselves and any dependents at the stated Department of State minimum coverage level.

International advisors in ASH 241 (unointladvising@unomaha.edu) have the enrollment and coverage information. Also, United Healthcare has a representative which serves UNO part-time.

Dependent Information – Attach a copy of the passport biographical page for each dependent. The information below must match the machine readable zone on the passport.

If the Exchange Visitor plans to bring dependents (spouse or unmarried minor children under the age of 21), who will be requesting J-2 dependent immigration status, please complete the following table even if family members will be entering the U.S. separately from the visiting scholar. We will prepare a separate DS-2019 for each dependent. If more than three (3) dependents will be coming, please attach additional pages.

Passport Surname Name: _____

Passport First Name: _____

Passport Middle Name: _____

Relationship to Scholar: () Spouse () Child Date of birth (mm/dd/yyyy): ____/____/____

City of Birth: _____ Country of Birth: _____

Legal Permanent Resident of: _____ Citizen of: _____

Gender: ____ Male ____ Female Email if 13 or over: _____

Passport Surname Name: _____

Passport First Name: _____

Passport Middle Name: _____

Relationship to Scholar: () Spouse () Child Date of birth (mm/dd/yyyy): ____/____/____

City of Birth: _____ Country of Birth: _____

Legal Permanent Resident of: _____ Citizen of: _____

Gender: ____ Male ____ Female Email if 13 or over: _____

Passport Surname Name: _____

Passport First Name: _____

Passport Middle Name: _____

Relationship to Scholar: () Spouse () Child Date of birth (mm/dd/yyyy): ____/____/____

City of Birth: _____ Country of Birth: _____

Legal Permanent Resident of: _____ Citizen of: _____

Gender: ____ Male ____ Female Email if 13 or over: _____

For short visits, a tourist visa may be preferable for dependents.