

INFORMATION FOR INVITING J-1 EXCHANGE VISITOR SCHOLARS

1. Please have the J-1 exchange visitor (EV) complete ALL questions on the “J-1 Data Request Form.”
2. Please read the information below thoroughly, and the responsible faculty member and Department Chair/ Academic Dean must sign this form.
3. The academic department must complete the Post-Doc hire form for J-1 EV's who will be funded in part by the university and serve as professors or research associates.
4. Please return the following documents to: John Mark Jones, Responsible Officer (RO), Director, International Student Services (ISS), BA 350, Fax (903) 468-3200, Phone (903) 886-5097, Email John_Jones@tamu-commerce.edu
 - This form with appropriate signatures
 - J-1 Data Request form completed by the applicant
 - Post-doc hiring form with appropriate signatures (if applicable)
 - Letter of invitation from Academic Department or Provost of Academic Affairs (if applicable)
 - Copy of J-1 passport
 - Financial documentation and any other relevant documentation

PLEASE NOTE:

- The J-1 exchange visitor must physically report to the ISS office during the first 30 days after the program start date. If the exchange visitor fails to physically report to the ISS office, the exchange visitor's SEVIS immigration record will be automatically voided.
- There is a mandatory health insurance requirement in order for exchange visitor to maintain their visa status. Failure to maintain health insurance during their stay in the U.S. and affiliation with TAMU-Commerce may result in the exchange visitor being required to return to their home country immediately.
- The host department must report immediately to the ISS office if the exchange visitor fails to report to the host department or ends their program before the program end date on their DS-2019.

IMPORTANT INFORMATION ABOUT J-1 EXCHANGE VISITOR SCHOLAR

Short-term Scholars: A professor, research scholar, or a person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions. Short-term scholar programs last from one day to a maximum of six months.

Research Scholar: An individual primarily conducting research, observing, or consulting in connection with a research project. Research scholars may instruct, and may engage in occasional lecture or consultation for compensation with written

permission from ARO/ RO. Research scholars program is a minimum of three weeks to a maximum of five years (with a possible six month extension).

Professor: An individual primarily teaching, lecturing, observing, or consulting. J-1 professors may not be candidates for or hold tenure positions. Professors may engage in occasional lecture or consultation outside university with written permission from RO/ ARO. Professor program length is the same as Research scholar (see above).

Financial: Proof of financial support is mandatory in order for a DS-2019 document to be issued for an exchange visitor. This documentation may include, but is not limited to, letter of financial support from the host university, home university/ government, employer, personal funds, family or private sponsor, bank statements from J-1 visitor, family member, or private sponsor, evidence of foundation grants, etc. The minimum amount of support required for the principal alien (with no dependents) is \$15,500 per year or \$1,292.00 a month, plus health/repatriation insurance. If the exchange visitor wishes to bring a dependent to the U.S., the minimum amount of support is an additional \$3,000/ per dependent per year or \$250.00/ per dependent a month, plus health/repatriation insurance for the dependents.

Insurance: Health and Repatriation insurance coverage for the exchange visitor and his/her dependents are mandatory, and a condition of their immigration status. It is strongly recommended that the host department notify the exchange visitor of the health insurance requirement when issuing the letter of invitation. The ARO/ RO will monitor the exchange visitor's compliance with the health insurance requirement. Exchange visitors who qualify for Texas A&M staff insurance will be required to purchase an additional policy for repatriation and medical evacuation coverage, which is required by the regulations but is not included in the employee insurance coverage. If the exchange visitor is not eligible for staff insurance or Texas A&M student insurance, he/she must obtain coverage from another insurance carrier. Information for alternate health insurance providers will be provided by ISS office upon request. *The cost for health insurance is not included in the minimum financial support total listed above.*

Required coverage must include minimum coverage of \$50,000 for each illness or accident with less than \$500 deductible, \$10,000 for medical evacuation, and \$7500 for repatriation of remains to the home country in case of death.

Orientation: Regulations require the program sponsor (i.e. A&M-Commerce) to furnish the exchange visitor with information about the insurance requirement and the J-1 visa before his arrival, and to conduct an orientation program for the exchange visitor and his family upon arrival. We strongly encourage the departments to provide the exchange visitor with help in finding housing, banking, applying for the Social Security card, and getting settled at A&M-Commerce. Since J-1 exchange visitors arrive at different times throughout the year, a one-on-one orientation will be conducted by the ISS office once the J-1 exchange visitor has reported to the ISS office. ***It is required that the J-1 exchange visitor report to the ISS office as soon as possible upon arrival at TAMU-***

Commerce so that we may confirm their arrival, and review their immigration documents and insurance information.

Cross-cultural Activities: Regulations also require that cross-cultural activities be available to the exchange visitor and his family both on and off campus. The International Student Office will ensure that exchange visitors are informed of events and activities available for students, faculty and staff on campus. The exchange visitor will be added to the “intl-stu” Listserve so they can receive all information sent by e-mail. We expect that, in addition to academic activities, the department will include the exchange visitor in departmental social functions, and will encourage them to take part in cultural and social activities off campus.

Departure and Annual Report: To remain in compliance to Department of State regulations, when a J-1 exchange visitor terminates or completes his/ her activity, the ARO/ RO in the ISS office is required to report this event to the Exchange Visitor Program immediately. The host department will need to report any such event to the ARO/ RO in the ISS office immediately by completing the Departure Notification Form and returning it to the ISS office.

Each year, the ISS office is required to file an annual report with the Department of State which describes the activities of our exchange visitors, confirms that all exchange visitors and dependents complied with the health insurance requirement, and to provide statistical accounting of all DS-2019's issued by the ISS office. *It is vital that the host department provide the ISS office with the above information each year so that we may file this report as required and continue to sponsor J-1 exchange visitor's at our university.*

Off-Campus Employment: *J-1 visiting professors and research scholars may accept incidental employment only with the prior written approval of the ARO/ RO in the ISS office.* The proposed employment must be directly related to the objectives of the program, must be incidental to the primary program and must not delay the program's completion.

In signing below, the responsible faculty member and the Department Chair/ Academic Dean certify that they have read the information for inviting the J-1 exchange visitor scholar and agree to provide overall guidance to the exchange visitor to enable them to complete their objective and to return home upon completion of their program.

Signature of responsible faculty member

Date

Print or type name of responsible faculty member

Signature of Department Chair or Dean

Date

Print or type name of Department Chair or Dean