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### **A Guide to International Faculty Exchange**

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# Hosting J-1 Exchange Visitor Scholars at the University of Hartford

## Introduction

The J-1 Exchange visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of the Act, and the objective of the exchange visitor visa category, is to “increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” The Exchange Visitor Program involves the collaboration of the U.S. Department of State (DOS), the Department of Homeland Security (DHS) and exchange visitor program sponsors.

Under the terms of its Exchange Visitor Program, the University of Hartford is authorized by the Department of State to invite international students, faculty and visitors to campus for the “purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills or receiving training in the general interest of international academic exchange. *Inherent in this permission are legal responsibilities assumed by the University of Hartford and the International Center.* The International Center is the office responsible for the University’s Exchange Visitor Program; it is empowered by the DOS to issue the **DS-2019 Form** (the form required by a U.S. Embassy to verify an exchange visitors program before a visa may be issued).

The sponsoring University faculty member or Department also assumes responsibilities for the sponsored visitor. A successful international experience begins with, and is heavily dependent upon, the active commitment of an individual faculty member, staff person, or administrator to assisting the visitor with her/his smooth integration into the campus culture as well as with the challenges of living in the U.S. It is important to remember that many exchange visitors may have never been to the United States before, may not have strong English language skills, or may be away from their families for the first time. Thus, they will often need support and encouragement from their faculty or department. This certainly involves personal time on the part of the sponsor and might, in emergency situations, even call on personal resources.

We ask that you consider the following as you think about sponsoring an exchange visitor to the University of Hartford.

- Does the faculty sponsor or academic department have the necessary resources to support the anticipated exchange? Will the exchange visitor need office space, support staff and computer access?
- As a sponsoring faculty member, do you have adequate time to devote to the exchange visitor? Who will pick the visitor up at the airport? Who will arrange for housing, a Social Security number, a driver’s license, daily transportation, food etc.? Do you know how many family members can legally live in a one bedroom apartment? Do you have copies of taxi and bus schedules to provide to the visitor?
- Does the exchange visitor have the necessary English language skills to be successful?

- Are you prepared to help the visitor with the issues associated with a dependent spouse and/or children? What will the spouse do? Does the spouse speak English? Will the children require schooling etc.?

Hosting an exchange visitor is a rewarding experience for the scholar, the faculty sponsor and the University. However, it also entails serious responsibility and can be fraught with unexpected surprises and demands.

## **Classification of Exchange Visitors**

Proper classification of the exchange visitor is very important because Federal regulations governing the Exchange Visitor Program do not permit certain exchange visitors to change categories (i.e., changing from research scholar to a student) or activities after arriving in the U.S. Thus the primary purpose of the visit of a research scholar or professor must always be some combination of research, teaching or observation, although they may also audit and/or enroll in course work part-time as part of their campus activities. Since their stay in the U.S. is limited to a maximum of five years, they should not be encouraged to begin any combination of activities lasting more than five years in duration.

If any question exists as to whether the primary purpose of the exchange visitor's activities at the University of Hartford is research/teaching/training or formal degree studies, please contact the International Center before the issuance of the official Immigration DS-2019 Form. *Persons whose primary purpose is study must follow the normal procedures for admission as a student.* They may not be brought to campus as research scholars. Furthermore, Department of State regulations prohibit exchange visitors previously in this country in any J-1 research/professor category from reentering the U.S. as J-1 researchers or professors for 12 months.

In considering whether or not to bring an **Exchange Visitor Scholar (see page 1)** to the University, employing departments may also want to consider other visa classes which may offer different benefits for your exchange proposal:

- **H-1B Scholar Nonimmigrant status:**  
Appropriate for temporary employment for up to 6 years, or possibly permanent appointments. H-1B applications are filed through legal counsel approved by the International Center.
- **B-1/B-2 Visitor Nonimmigrant status:**  
Appropriate for short-term visits. An individual in this visa class cannot visit more than five academic institutions (only the sponsoring institution can give an honorarium to the visitor). No paper work is required through the International Center. Departments may facilitate this visa by providing a Letter of Invitation or Intent.

Note: Immigration law defines “non-immigrants” as: “persons who have intent to return to their home countries when they have completed their stated program.” Departments and prospective visiting foreign scholars should keep these distinctions in mind in preparing documents dealing with nonimmigrant status and in all relationships with consular and immigration officers.

## **J-1 Exchange Visitor Categories**

The Department of State has designated the University of Hartford as a sponsor of J-1 exchange visitors for the following categories: (1) Professor, (2) Research Scholar, and (3) Short-term Scholar.

**1. Professors** are scholars who are primarily engaged in teaching. J-1 Professors may engage in research even if it is not the primary objective of their visit. They may also engage in "observation." J-1 professors may not be appointed to tenure-track positions and limited to five years in this status.

**2. Research Scholar** are scholars who are primarily engaged in research. J-1 Research Scholars may teach even if it is not the primary objective of their visit. Research Scholars are also limited to five years in J-1 status.

**3. Short-term Scholars** are defined as "scholars coming to the United States for a period of up to six months to lecture, observe, consult, and to participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities" (22 CFR 514.21[b]). There is no possibility of extending the program beyond six months.

Note: Rules governing each classification are subject to change. Contact the International Center for the most up-to-date regulatory information.

## **Procedures to Bring a Visiting Scholar to the University**

The process of facilitating an exchange visitor's time at the University of Hartford involves a number of steps which will require the sponsoring faculty member or department to initiate plans at least three to four months in advance of the anticipated program start date. By following the recommendations and steps below, you will help to insure a smooth integration into university life for your exchange visitor.

### **Planning Ahead (three to four months in advance of proposed visit)**

Academic departments or faculty sponsors must first consider whether it is feasible to obtain proper immigration status for a prospective exchange visitor within an available time frame. Departments must prepare all the necessary supporting documents needed for immigration applications early and carefully, and take into consideration the complexities of immigration regulations in planning for staffing positions. Departments need to be aware of the fact that immigration paperwork prepared by the International Center may take time.

After an agreement in principle has been reached between the faculty host and an exchange visitor, you must make an appointment to meet with a staff member from the International Center. At that time you will receive information regarding all the processes and procedures needed to make your program a success. It will provide you with an opportunity to learn about faculty exchange as well as an opportunity to ask questions. You will also be given a *J-1 Scholar Packet* which will include this publication as well as the forms required to process the immigration document(s) needed by the exchange visitor to secure his/her J-1 visa.

## The Steps to Bringing a J-1 Exchange Visitor to the University

### Step 1

The first step in bringing a visiting scholar to the University is writing him/her an official **Letter of Invitation**. This letter should detail the nature of the exchange collaboration and specifically what the department will be able to offer to the scholar. It should explain whether or not the department will be able to offer office space, staff assistance, departmental facilities, salary and or stipend, and the agreed length of stay/dates the scholar will be on campus.

A sponsoring faculty member should obtain the approval of the Department Chair or Dean before sending out a **Letter of Invitation**. The appropriate signer of the invitation letter varies from college to college: in some cases the Department Chair's signature is sufficient; in others, the Dean's signature is required. It is prudent to include both parties in all aspects of the proposed exchange to avoid potential problems or conflicts.

### Step 2

Once the **Letter of Invitation** has been accepted by the exchange visitor, an official **University Appointment Letter** indicating that the visitor has an academic relationship to the University of Hartford must be issued. For those scholars who will not be paid by the University, the appropriate appointment is generally as a "University Affiliate – Visiting Scholar – Non-Employee." Any scholar who will be on the University payroll should be appointed according to the specifications of their contract with the specific department in accordance with college, HRD and Payroll requirements.

### Step 3

- (A) The faculty sponsor will continue the process by forwarding the **Biographical Information Data Form (Form 1)** to the prospective exchange visitor. This form is required in order to capture biographical information from the scholar that is needed to prepare the DS-2019 immigration document.
- (B) The exchange visitor must complete **Form I** and return it with supporting documentation, including a **curriculum vita and financial support statements**.

The **curriculum vita** is important as the University is obligated to substantiate the academic credentials of all exchange visitors to insure compliance with DOS regulations

The State Department's Exchange Visitor Program also requires that the prospective visitor have access to financial resources that are adequate to provide for a reasonable standard of living while in the United States. In addition, that requirement is meant to ensure that the visitor does not become an "economic burden" on our local, state, or federal governments. In advance of the DS-2019 being issued, the visitor must **provide proof of this adequate financial support**. For a current estimate of expenses for a visiting scholar and dependents, please contact the International Center. Certification of those funds may be in the form of a bank statement, scholarship or fellowship letter from a government agency, or institutional sponsor (such as the Fulbright program) or some combination of those

sources. If the exchange visitor will receive funding from the UofH, a statement from the Dean or Department Chair will be necessary.

- (c) Upon return receipt of the **Biographical Data Information Form** and supporting documents, the faculty sponsor will then complete the **Exchange Program Goal Statement Form (Form 2) and the Request for DS-2019 Immigration Form (Form 3)**. The program “goal statement” is important because that information will be used on the DS-2019 to substantiate the program’s objective to the Department of State.

Your J-1 request packet should now include:

1. *Letter of Invitation*
2. *University Appointment Letter*
3. *Curriculum Vita*
4. *Exchange Visitor Biographical Data Form (Form 1)*
5. *Exchange Program Goal Statement Form (Form 2)*
6. *Request for DS-2019 Immigration Form (Form 3)*
7. *Financial Support Documents*

#### Step 4

The J-1 request packet, which includes all the documents listed in Step 3, will then be forwarded to the International Center for review and preparation of the DS-2019 Form. The International Center will produce the form electronically, using the government’s **SEVIS system**. The completed form will be verified for accuracy, signed and returned to the faculty sponsor for mailing to the exchange visitor. Included in this mailing should be the DS-2019 Form, SEVIS fee payment instructions and information about applying for a visa

Note: The SEVIS program is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor’s stay in the United States.

#### Step 5

After receiving a DS-2019 Form and the Appointment Letter, the exchange visitor will **make an appointment with an Embassy or Consulate** in his/her home country to secure a J-1 visa. Prior to making the appointment, the exchange visitor will have to pay a SEVIS fee.

Proof of this fee payment must be presented at the visa interview. The SEVIS fee **cannot** be paid at the embassy or consulate, or at the U.S. Border but must be paid electronically or through Western Union. Instructions for this payment are available at the International Center and should be forwarded to the exchange visitor as part of their “appointment” package.

The scholar must be able to prove that the fee has been paid when they appear for their visa interview and again when they enter the United States. This is done by presenting a

printed receipt, either from the Internet if payment was made on-line, or a mailed receipt if they paid by Western Union.

Additional Information about the SEVIS fee requirement may be found at:  
<http://uhaweb.hartford.edu/intcenter/SEVISfee.html>

Note: Currently, the SEVIS fee is \$100.00 and is generally a one-time fee. The sponsoring department or college may wish to reimburse the exchange visitor for this cost. While there is no policy to this effect for exchange scholars, F-1 and J-1 students are reimbursed by the University.

Following the payment of the SEVIS fee, the exchange visitor will make an appointment for a visa interview. Visa requirements are often updated and may vary from Embassy to Embassy. It is prudent for your exchange visitor to call ahead to verify what forms or documents he/she will need to bring (i.e., birth certificate). If all goes well, a visa stamp will be placed in the visitor's passport and the DS-2019 Form returned. Together, these two items make the scholar valid for entry into the U.S. under the J-1 category.

Additional Information about visa applications may be found at:  
<http://uhaweb.hartford.edu/intcenter/applyingforvisa.html>

#### *Step 6*

The J-1 scholar enters the U.S. using a valid passport, J-1 visa stamp and DS-2019. Newly arrived J-1 scholars are required to make an appointment with International Center staff, which will review the scholar's documents and discuss pertinent information concerning the University and the community.

## **Division of Responsibility**

### **The International Center**

*The International Center is responsible for:*

- The issuance of all State Department or Immigration Service related documents including the DS-2019 Form.
- Monitoring the admission and continued status of an exchange visitor to insure compliance with DOS, SEVIS and health insurance requirements.
- Letters verifying the legal status of an exchange visitor, including those required by the U.S. Social Security Administration and the CT. Department of Motor Vehicles.
- Consultation and guidance to the visitor's faculty sponsor or department regarding proposals, procedures and expectations of the exchange program.
- Advice regarding the visitors' stay in the U.S., including recommendations for housing, Social Security numbers, driving license, health insurance and other related issues.

- Provide assistance in the review of non-university contracts as requested by either the faculty sponsor or the exchange visitor.
- Provide access to the International Center's CINTAX Income Tax software for the purpose of filing required income tax returns.
- Assist in the recommendation of appropriate health insurance coverage.

*The international Center will not:*

- Pick up an exchange visitor on their arrival to the U.S. or provide transportation for any future needs.
- Actively secure housing accommodations, furniture, utilities or any other necessities required during the "settling" in process.
- Sign or co-sign contracts on behalf of the academic department or the exchange visitor.
- Prepare an exchange visitor's income tax return nor provide tax advice or strategies.

### **Sponsoring Faculty or Department**

*The Faculty member or department is responsible for:*

- Inviting scholars as early as possible. Allow a minimum of three months from the date that the International Center receives the DS-2019 Application Form to the anticipated arrival date of scholar. Insure that the DS-2019 Application Form is complete and all supporting documents are attached before submitting it to the International Center.
- Answering queries from a prospective exchange visitor. The exchange visitor should be given names, addresses, telephone numbers and email addresses of all University contacts.
- Making appropriate arrangements for office space, clerical support, computer access, etc.
- Notifying the International Center immediately upon the arrival of the exchange visitor to the University and bringing the exchange visitor to the International Center to check in within three days of arrival on campus. The Visitor's passport and Immigration documents must be available at that time.

*It is important to notify the International Center if scholar does not arrive within 30 days of start date on DS-2019.*

- Insuring that the exchange visitor and all dependents have obtained sufficient medical insurance coverage.

- Informing the exchange visitor that he/she will need “start-up” money readily available upon arrival in the U.S. In particular, funds will be needed to secure housing which may require not only the first month’s rent in advance, but a security deposit as well. Funds will also be needed for food and transportation costs as well as the typical costs associated with “setting-up” an apartment. The International Center can provide you with “start-up” cost estimates.
- Cautioning exchange visitors about bringing dependents with them immediately. It is often better for the scholar to arrive alone and prepare all academic, living and financial arrangements before bringing dependents.
- Insuring that the exchange visitor applies for a University ID card (dependents will not be issued a card).
- Insuring that the exchange visitor notifies the International Center of any changes in scholar’s (or dependents) name, address and telephone number within 10 days of that change.
- Monitoring scholar’s activities and notifying the International Center of any problems or controversies. Any changes to the goals or functions of the exchange visitor must have prior authorization from the International Center.
- Notifying the International Center within 10 days when an exchange visitor completes his/her program or is terminated.
- Applying for any extensions of stay at least three months in advance.
- Insuring the completion of all necessary HRD employment forms, including the Federal and State forms for income tax and employment purposes.

### **Health Insurance Requirement**

J-1/J-2 exchange visitors and their dependents must also carry accident and sickness health insurance which satisfies the mandatory insurance requirements of the University of Hartford and the Exchange Visitor Program. The University of Hartford student accident and sickness plan *does not* meet the DOS insurance coverage requirement and *is not applicable* to exchange scholars. Therefore, all exchange visitors, regardless of their exchange status, are required to either enroll in the University’s employee insurance program, purchase medical coverage outside the university system or show proof that they are covered by a policy issued in their home country that is valid in the U.S.

The International Center has access to private insurance companies which have been endorsed by the National Association of Foreign Student Advisors (NAFSA). These companies offer insurance policies which meet or exceed DOS insurance requirements. Proof of insurance coverage *must* be presented to the International Center upon the arrival of the exchange visitor or immediately after arrival by showing proof that the visitor has applied for coverage through a U.S. insurance carrier.

The *faculty sponsor is responsible* for informing exchange visitors about this requirement, since it involves the scholar's financial arrangements. The cost of health insurance, if borne by the scholar, can be very expensive and may result in thousand's of dollars in additional costs particularly if the scholar is accompanied by dependents.

Note: The determination as to whether a scholar may enroll in the University's employee insurance program is determined by the university's Human Resources Department.

## **Social Security Numbers**

All visiting scholars who will be on the University's payroll must have a Social Security number. Since an exchange visitor must have such a number to get on the University's payroll, there may be a delay in payment to your visitor. In order to be issued a number, the scholar must present his/her passport and immigration documents to the Social Security Administration at 960 Main St., Hartford, CT. An application is available on-line at <http://www.ssa.gov/online/ss-5.pdf>. Due to new immigration regulations, it can take from two to six weeks to get a social security card. It is very important for all employing departments to alert their exchange visitor that the UofH will not be able to pay them until they show evidence that they have applied for their social security card. All scholars should be advised to bring "start up money" to bridge this gap.

At the time of application, the exchange visitor will be required to present his/her DS-2019 form, passport, and I-94 Arrival/ Departure Card, Appointment Letter and a letter form the International Center verifying their status with us. A second form of photo ID may also be required.

## **Federal and State Income Tax Liability**

Many international exchange visitors are surprised to learn that non-US citizens who are in the United States studying, teaching, or engaged in research are subject to federal and state income taxes and may also be subject to federal Social Security tax (FICA) on wages earned. Tax liabilities for international scholars vary depending on whether the scholar is considered a resident or nonresident alien for tax purposes. A resident alien for tax purposes is someone who, for the majority of the tax year, had the right of legal permanent residence in the United States, i.e., had a "green card," or who was "substantially present" in the United States. Substantial presence is based on the number of days a scholar is in the United States over a period of several years.

If the scholar does not pass the Substantial Presence Test, he or she is a nonresident alien for tax purposes. Nonresidents are taxed only on income "effectively connected" with their stay in the United States, while resident aliens are taxed on their worldwide income. Income such as wages earned in the United States, compensation for services, and profit from the sale of real estate would be "effectively connected" income. A scholar in a nonimmigrant status (J-1, H-1, etc.) under certain circumstances may be considered a resident alien for tax purposes.

All resident and nonresident aliens are required to fill out an annual income tax form, which must be filed by April 15. Nonresident aliens with U.S.-source income file Form 1040NR-EZ or Form 1040NR (Nonresident Alien Income Tax Return) and Form 8843 (Statement for Exempt Individuals and Individuals with a Medical Condition) for federal returns and the corresponding

state income tax forms. If a scholar has already returned to his or her home country when the time comes to file a tax return, he or she will usually be able to obtain the appropriate tax forms from most U.S. embassies or consulates abroad. In many cases, international scholars will be due a tax refund. The United States requires employers to withhold tax on wages earned by all employees. The amount withheld often exceeds the amount of tax due, especially for scholars working only a portion of the year in the United States. Current regulations also require that anyone in J status, including dependents, file Form 8843 (Statement for Exempt Individuals and Individuals with a Medical Condition) even if the individual had no U.S.-source income.

If an exchange visitor is on the UofH payroll, they should receive and complete a W-4 form before receiving the first paycheck. The W-4 is an extremely important form. Completing it incorrectly could mean that you will owe taxes when filing tax returns in April. If there is a tax treaty between the visitor's home country and the United States, additional forms will be required.

Note: Because of legal restrictions, the staff of the International Center is not qualified to answer individual questions from exchange visitors regarding their tax liabilities. U.S. tax law is extremely complex, and each individual's situation varies. It is the responsibility of each international scholar at the UofH to understand his or her own tax situation. To assist faculty, researchers, and visiting scholars who are "nonresident aliens for tax purposes" in filing the relevant forms, the International Center has purchased a group license from CINTAX, web-based, user-friendly and complete international tax preparation software for nonresident aliens.

### **Incidental Employment for J-1 Scholars**

Researchers and scholars in J-1 status may be authorized to accept employment with an employer other than their program sponsor, provided that employment is directly related to the J-1 scholar's program objectives. Such employment is called "Incidental Employment", cannot be full-time and must be approved by the International Center before the work takes place.

### **Dependents of a J-1 Scholar**

J-1 regulations permit J-1 scholars to bring their dependents. A J-1 scholar's spouse or child will need a J-2 DS-2019 to enter the U.S. in J-2 status and may stay as long as the J-1 scholar is authorized to remain in the here. Other family members, such as parents, are not considered J-2 dependents and must enter the U.S. on a B-2 tourist visa.

An individual in J-2 status may apply to the U.S. Citizenship & Immigration Services (Vermont Service Center) for **permission to accept employment**. Permission will be granted only if the employment is intended to support the J-2 spouse and child/children, and not the J-1 scholar. The processing time for work authorization at the Vermont Service Center is approximately 6-12 weeks. Approval of a J-2's request for employment is not guaranteed and is at the discretion of the CIS.

Further information about J-2 employment is available at: <http://uhaweb.hartford.edu/intcenter/j1handbook.html#15>

## **The Two-year Home Residency Requirement**

The intent of the Exchange Visitor Program is for the home country to benefit from the J-1 scholar's experiences in the U.S. Accordingly, J-1 exchange visitors and their accompanying J-2 dependents may be subject to a "two-year home residence requirement." This means that they must spend two years in their home country or country of last residence after they complete their stay as J-1/J-2 exchange visitors in the U.S. before they may be allowed to file for H1B status or permanent residency in the U.S.

Further information about the two-year home residence requirement is available at:  
<http://uhaweb.hartford.edu/intcenter/j1handbook.html#14>

## **Post-Arrival Checklist**

- ⇒ Arrange for airport pickup
- ⇒ Arrange initial hotel accommodations until suitable long-term housing is found
- ⇒ Arrange for Permanent Housing / Furniture /Utilities / Food (on-campus housing is NOT available)
- ⇒ Check-in with the International Center – bring passport and Immigration documents
- ⇒ Arrange for tours of the department and campus
- ⇒ Secure a University ID card
- ⇒ Apply for a social security number if employed
- ⇒ Secure a University ID card
- ⇒ Meet with the Human Resource and Payroll Departments if employed
- ⇒ Insure the exchange visitor has the proper health insurance coverage
- ⇒ Arrange for daily transportation – secure University and city bus schedules
- ⇒ Make an appointment with the Department of Motor Vehicles for a State ID / Drivers License
- ⇒ Discuss with visitor arrangements for dependent spouse/children issues i.e. schooling

## **Resources**

- The International Center website is a great resource for you and your exchange visitor <http://uhaweb.hartford.edu/intcenter>
- The International Center's *J-1 Student Handbook* has a wealth of information regarding this visa class: <http://uhaweb.hartford.edu/intcenter/j1handbook.html>
- The International Center's *Guide to Hartford Area Resources* list places to shop, eat, visit and more: <http://uhaweb.hartford.edu/intcenter/hartfordarea.html>
- Many forms are available for download including the Social Security application form and federal income tax forms: <http://uhaweb.hartford.edu/intcenter/PDFgallery.html>
- Find information related to *living off-campus*, including a list of apartment complex's near the University: <http://uhaweb.hartford.edu/intcenter/offcampushousing.html>

- View this website to see an example of a typical *medical insurance plan* that meets DOS and University requirements: <http://www.compassbenefit.com/studentplan.html>

### **Where do I Obtain Further Information?**

Any question(s) that you may have regarding the process of bringing an exchange visitor scholar to the University of Hartford should be referred to the International Center, GSU327

Please contact

Richard Lazzerini  
Associate Director  
The International Center  
860.768.4873



Exchange Visitor Biographical Data Form (Form1)
Exchange Visitor Program

(TO BE COMPLETED BY THE INTENDING EXCHANGE VISITOR/SCHOLAR)

Directions: Complete each item below. Your answers will provide the university with the information required to issue a Form DS-2019 for your use in applying for a J-1 visa. If you are in the U.S. and wish to transfer to the University of Hartford, you must send us copies of: 1) Your CIS form I-94; 2) The J-1 visa page of your passport; 3) All previous Forms DS-2019 (or IAP-66 forms) you have been previously issued. Mail or Fax this completed form and any other required supporting documents to your University of Hartford faculty or department sponsor with whom you previously have maintained contact.

Name Last First Middle

Male Female email Address

Address Street City State Country

Date of Birth (mm/dd/yy) Place of Birth (City or Town)

Country of Legal Permanent Residence Citizenship

Position in Country of Residence: (professor, student, research scientist, economist, engineer, etc.)

Employer/Place of Employment: (Name and Address)

Requested dates of intended stay in U.S: From: (mm/dd/yy) To: (mm/dd/yy)

Source(s) and amount(s) of financial support for period specified above. Please provide documentation for all income sources. Exchange visitors are required to show financial resources at a minimum of \$1,000 per month for their proposed stay. Additional funding for first dependant is \$700.00 per month; and each additional dependant is \$300.00 per month. (check and complete below as applicable.)

- a. ( ) University of Hartford Department Name \$ Amount
b. ( ) U.S. Gov't Agency(ies) Agency Name \$ Amount
c. ( ) International Organization Organization Name \$ Amount
d. ( ) Exchange Visitor's Government Country \$ Amount
e. ( ) By-national Commission of Visitor's Country \$ Amount
f. ( ) Other Organization(s) Organization Name \$ Amount
g. ( ) Personal Funds \$ Amount

**Biographical Data Form pg. 2**

Specific educational field or non-study activity in which the exchange visitor is to be engaged:

Subject/Field \_\_\_\_\_ Description \_\_\_\_\_

Please print your University of Hartford host faculty member's name and department below:

\_\_\_\_\_  
(University of Hartford Faculty Sponsor Name) (College or Department)

English language Proficiency: TOEFL Scorer or Equivalent \_\_\_\_\_

List (immediate) family members, if accompanying visitor: (Use a blank sheet of paper for additional family members you wish to include in this request)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Last) (First) (Middle) (mm/dd/yy)

Relationship \_\_\_\_\_

Place of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_  
City

**Certification**

I certify that the above information has been completed by me and is accurate to the best of my knowledge. Further, I understand that I will be required to maintain an acceptable health insurance coverage during my stay for myself and any family members who accompany me to the U.S., and I agree to purchase this insurance coverage to be effective upon arrival in the United States and for the duration of my stay while on the University of Hartford J-1 Exchange Visitor Program. I understand that if I bring a spouse or dependent children to the U.S. with me, I must purchase health insurance for each of them throughout the period of their stay in the U.S. When requested, I will provide documentation to University officials that I am maintaining approved health insurance coverage for me and my family members who enter the U.S. on J-2 visa status to reside with me. Lastly, I understand that I must report to the International Center of the University within 3 days of my arrival in the U.S. and I am required to keep the International Center informed of my local US address and telephone number at all times.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Health Insurance Minimum Requirements**

Exchange visitors are required by Department of State regulations to maintain adequate health and accident insurance for themselves and any accompanying spouse and/or dependent(s). Information on recommended plans is available at the International Center, GSU 327. The *minimum* insurance coverage requirements are:

- \$50,000 medical benefits per accident or illness
- \$7,500 repatriation of remains
- \$10,000 medical evacuation to home country
- \$500 ceiling on deductible per illness or accident

You may be able to find an appropriate health insurance policy in your home country which will meet the above requirements. Please provide a copy of your insurance coverage (English translation required)

\*Information regarding the J-1 visa may be found at: <http://uhaweb.hartford.edu/intcenter/j1handbook.html>

**RETURN THIS FORM TO: Your University of Hartford Faculty Sponsor**



Goals Statement Form (Form 2)
Exchange Visitor Program

The purpose of this form is to identify for the International Center the goals and objectives of the proposed exchange visitor's period of stay at the University of Hartford. Please provide a complete listing of the program/visit goals. The faculty sponsor of an exchange visitor must complete and submit this form along with the other required forms including 1) The departmental invitation or appointment letter; 2) The exchange visitor's curriculum vita; 3) Documentation on financial arrangements; 4) The Exchange Visitor "Information Form." The Immigration Form DS-2019 will not be issued until all documents are received by the International Center.

1. Exchange Visitor's Name (Last) (First) (Middle)

2. Is this person's visit part of an on-going or periodic exchange program? Yes No

If "Yes", please identify the program name and summarize the frequency and duration of the exchanges below:

Two horizontal lines for program details.

3. What are the goals/objectives of this person's visit from the point of view of your department? Please note: One sentence briefing describing exactly what the exchange visitor will be doing while at the University of Hartford is required to be entered into SEVIS, failure to furnish this information will hold up the process of issuing the DS-2019:

Three horizontal lines for goals/objectives.

4. Are you aware of any previous J-1 Exchange Visitor Programs in which this person may have participated? If "yes" please give details and periods of participation:

Three horizontal lines for previous programs.

University of Hartford faculty sponsor completing this form: (Print Name & Dept.)

Signature:

Date:

RETURN THIS INFORMATION SHEET TO:

Richard Lazzerini, Associate Director
The International Center, GSU 327



Request for a DS-2019 Immigration Form (Form 3)
Exchange Visitor Program

Directions: Complete all items on both sides of this form and return it with the all required signatures. Please attach the following forms to this request for a DS-2019 Form 1) The departmental invitation or appointment letter; 2) The exchange visitor's curriculum vita; 3) Documentation of financial arrangements; 4) The Department's "Exchange Program Goals Statement Form;" 5) The Exchange Visitor "Biographical Information Data Form"

1. Exchange Visitor's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_
Male \_\_\_\_\_ Female \_\_\_\_\_

2. Dates of Intended Stay in U.S: From \_\_\_\_\_ To \_\_\_\_\_
The beginning date should be the last day you would accept this person's arrival. The ending date should be the last day of the proposed program.

3. English Proficiency: Indicate what evidence you have that this individual has adequate English proficiency:
TOEFL score \_\_\_\_\_ Degree from a U.S. university \_\_\_\_\_ Fluent in English \_\_\_\_\_ Other \_\_\_\_\_

4. Purpose of Visit: Research Scholar \_\_\_\_\_ Visiting Professor/Lecturer \_\_\_\_\_ Short-term Scholar \_\_\_\_\_
(Check the most appropriate category; see explanation below.)

Definitions of Visitor Categories

PROFESSOR - A person who is engaged in a program for the purpose of primarily teaching or a combination of conducting advanced research, teaching or observation in an institution of higher learning.

RESEARCH SCHOLAR - A person who is engaged in a program for the purpose of undertaking or participating in research.

SHORT-TERM SCHOLAR - A person engaging in a program for the purpose of undertaking or participating in research with no intention of remaining in the US for longer than 6 months.

5. Funding: If any funding will be provided by the University, please indicate the amount and source:
Amount \$ \_\_\_\_\_
Source \_\_\_\_\_

The Exchange visitor's total financial resources cannot be less than \$12,000/year or \$1,000/month. Additional funding for first dependant is \$700.00 per month; and each additional dependant is \$300.00 per month

6. Specific Educational Field or non-study activity in which the exchange visitor is to be engaged:

Subject/Field \_\_\_\_\_
Program \_\_\_\_\_

### Certification

I (we) certify compliance with University of Hartford policy and procedures related to the appointment of visiting exchange scholars. In addition we agree to the following requirements of the Exchange Visitor Program

- 1) Provide departmental assistance to the exchange visitor in defining the educational or research goals prior to the visit.
- 2) Keep the International Center informed of the exchange visitor's current local (U.S.) address and email address.
- 3) The Department will provide assistance to the exchange visitor in reviewing available health insurance policies and will make sure that the visitor purchases (immediately upon or before arrival) a health insurance plan which meets or exceeds DOS and University of Hartford Exchange Visitor Program minimum requirements (specified on the bottom of this form).
- 4) Provide the exchange visitor with an orientation program within a short period after arriving.
- 5) Within 10 days of a change in arrangements, the host department will inform the International Center when the exchange visitor: changes address, is terminated or the departmental host relationship is dissolved.
- 6) Notify the International Center two weeks prior to the completion of the exchange visitor's program.

Signature of Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

### Health Insurance Minimum Requirements \*

Exchange visitors are required by Department of State regulations to maintain adequate health and accident insurance for themselves and any accompanying spouse and/or dependent(s). Information on recommended plans is available at the International Center, GSU 327. If the exchange visitor has the appropriate health insurance plan from his/her home country which will meet the below stated requirements, a copy of the insurance policy must be submitted (English translation required).

The *minimum* insurance coverage requirements are:

- \$50,000 medical benefits per accident or illness
- \$7,500 repatriation of remains
- \$10,000 medical evacuation to home country
- \$500 ceiling on deductible per illness or accident

Information regarding the J-1 visa may be found at: <http://uhaweb.hartford.edu/intcenter/j1handbook.html>

RETURN THIS INFORMATION SHEET TO:

Richard Lazzerini,  
Associate Director,  
The International Center, GSU 327