
ROLES AND RESPONSIBILITIES OF AN EXCHANGE VISITOR

J-1scholars on WSU's DS-2019's should be aware of how the new federal immigration regulations will affect them (more information can be found on our website under SEVIS Information).

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. You should contact the Office of International Students and Scholars at (313) 577-3422 to arrange an appointment to discuss any changes in your program, or questions or concerns related to your legal status in the United States.

ARRIVAL OF A J-1 SCHOLAR

- You must attend OISS New Scholar Orientation (includes check-in) immediately upon arriving in the United States. If this not possible, you must report to OISS within 7 days of your program start date. This includes all J-1 scholars (paid or unpaid by the university). If your SEVIS record is not activated within 30 days of the program start date, you are out of status and must leave the country. This start date can be found on your form DS-2019 issued by WSU.

Note: If you are unable to make the arrival date listed on your DS-2019, the host department must contact OISS, so that your entry date can be deferred in the SEVIS system. If this is not done, and you check in beyond 30 days, there will be no way to activate your record in SEVIS. It is, therefore, critical for you to be in contact with your host department and OISS to confirm your arrival date.

- New Scholar/Employee Orientation is at 9:00 a.m. on Mondays, and 2:00 p.m. on Thursdays. J-1 Scholars should inform the OISS front desk that they are here for "New Scholar Orientation." J-1 Students should state that they are here for "New Student Check-in" and can come Monday thru Friday. Upon orientation, you must provide OISS with your U.S. address. This address must describe a residence. It cannot be a P.O. Box or an office address. It can be a "care of" address. Bring your DS-2019, your I-94, and your passport to check in.

WHILE YOU ARE HERE

- You and your dependents must have current passports at all times. An expired passport will mean you are out of status. If you, as the J-1, are out of status, so are your J-2 dependents.
- You must always be in possession of a valid DS-2019, which accurately reflects your purpose for being at WSU. If it is close to expiring, you should request an extension from your host department (no earlier than three months in advance).
- **You and your dependents are required to maintain health insurance and repatriation coverage (which is not covered by health insurance provided through your employment with WSU – repatriation insurance can be purchased at OISS) during your J exchange visitor program in the United States.**
- You must come to OISS to have your DS-2019 signed, if you will travel outside the United States.
- You must also report any life event that may affect your immigration status, such as birth of a child, marriage, change of legal name, divorce or death. This rule also extends to J-2 dependents.
- **All J-1 scholars are required to pay Wayne State University's Institutional SEVIS Fee (\$50) each term. The first payment is required during New Scholar Orientation, and the subsequent payments are due by the second week of each term.** The fee is mandatory and will be assessed every term. Please pay the fee at the Office of International Students and Scholars (OISS) in person. Payment can be made online with a credit card, or in the office with a personal check/bank cashier's check/money order (payable to "Wayne State University"). Or if your department is willing, this fee could be paid by an IRB (internal requisition and inter-account bill).

- You must report any change of address to OISS within 10 days.
- If you are working at WSU, you will need a social security number. If you do not have a social security number, come to OISS for further information.

DEPARTURE/CHECK-OUT

- When your program is finished, you must check out at OISS. OISS is required to report your program end date to the federal government. This could be the end date on your DS-2019, or it could be a prior date if you complete your program early.

EXTENSION OF STAY

- A request for extension must be made by your host department.
- Your program must be extended before the end date on your current DS-2019. If the end date lapses, please see an OISS advisor immediately.
- To ensure that this process runs smoothly, have your host department send OISS any extension paperwork at least a month prior to the program end date, but no earlier than three months prior to the current program end date. OISS will then verify that you are eligible for an extension and process the paperwork.

TRANSFER TO ANOTHER J PROGRAM

- J-1 scholars who plan to transfer to another institution must inform OISS of their intent to do so prior to transferring, so that this can be properly noted in the SEVIS system. The transfer out form is available at the OISS website (http://www.oiss.wayne.edu/forms/j-1transferout_usedby_evs.pdf). You should download the form, complete it, and bring it to an OISS scholar advisor. Under the SEVIS system, the current J program and the transferring J program will work together to complete the transfer process.

OTHER ISSUES OF CONCERN

- Reinstatement to legal status will rarely, if ever, be granted in the U.S. to scholars who lose their status. If you are out of status, you must immediately meet with an OISS scholar advisor to discuss your options.
- J-2 dependents may request work permission from USCIS or attend school while they are in the United States.
- If you have any U.S.-source of income in any given year, you must file U.S. income tax returns. Please contact the U.S. Internal Revenue Services for more information.

J-1 (DS-2019) APPLICATION CHECKLIST

Name	Banner ID
<input type="checkbox"/> An IRB for \$225 made payable to OISS. The \$225 is a departmental fee and cannot be paid by the scholar. This departmental fee has been revised effective January 5, 2015 to include the mailing charges of the DS-2019 to the visiting scholar *	
<input type="checkbox"/> OISS DS-2019 Request Forms	
<input type="checkbox"/> Copy of Wayne State University's Letter of Offer of employment	
<input type="checkbox"/> Copy of WSU's invitation letter, if funded by source other than WSU	
<input type="checkbox"/> Certified financial document, if funded by source other than WSU	
<input type="checkbox"/> Copies of previous DS-2019/IAP-66's, if any	
<input type="checkbox"/> Copies of objective measurement of English Language proficiency *	
<input type="checkbox"/> Copy of their resume or CV, indicating a completion of a bachelor's degree (minimum) in a related field	
<input type="checkbox"/> Copy of their passport	
<input type="checkbox"/> School of Medicine only - original Alien Physician Letter for an initial DS-2019 for M.D.	
<input type="checkbox"/> Number of dependent(s) accompanying J-1 scholar	
<input type="checkbox"/> If requesting J-2 DS-2019(s), attach proof of relationship, such as a marriage or birth certificate	
<input type="checkbox"/> If requesting J-2 DS-2019(s), attach a copy of the dependent's passport	
<input type="checkbox"/> Other	

***Effective January 5, 2015, as a requirement from the Department of State (DOS), the DS-2019 cannot be faxed or emailed to the visiting scholar. To ensure this requirement, OISS will be mailing the DS-2019 directly to the visiting scholar. DOS also requires proof of English language proficiency, so please provide a recognized English language test like TOEFL; or Signed documentation from an academic institution or English language school; or a documented interview conducted by the department either in-person or by videoconferencing, or by telephone.**

Please allow 10 business days for processing. In certain cases, such as transfer, amendment, etc., we will require more documentation/information. Please note that it could take more than 10 days for processing, as coordination with another J-1 sponsor might be needed.

OISS STAFF ONLY

	From Date	To Date
<input type="checkbox"/> Verified Health Insurance Coverage		
<input type="checkbox"/> Verified Repatriation Coverage		
<input type="checkbox"/> Verified SEVIS Payment		

Verified by: _____ Date: _____

J-1 (DS-2019) EXTENSION APPLICATION CHECKLIST

Name	Banner ID
<input type="checkbox"/> An IRB for \$150 made payable to OISS. The \$150 is a departmental fee and cannot be paid by the scholar	
<input type="checkbox"/> OISS DS-2019 Request Forms	
<input type="checkbox"/> Copy of Wayne State University's Letter of Offer of employment	
<input type="checkbox"/> Copy of WSU's invitation letter, if funded by source other than WSU	
<input type="checkbox"/> Certified financial document, if funded by source other than WSU	
<input type="checkbox"/> Copies of previous DS-2019/IAP-66's, if any	
<input type="checkbox"/> Copy of their resume or CV, indicating a completion of a bachelor's degree (minimum) in a related field	
<input type="checkbox"/> Copy of their passport	
<input type="checkbox"/> School of Medicine only - original Alien Physician Letter for an initial DS-2019 for M.D.	
<input type="checkbox"/> Number of dependent(s) accompanying J-1 scholar	
<input type="checkbox"/> If requesting J-2 DS-2019(s), attach proof of relationship, such as a marriage or birth certificate	
<input type="checkbox"/> If requesting J-2 DS-2019(s), attach a copy of the dependent's passport	
<input type="checkbox"/> Other	

Please allow 10 business days for processing. In certain cases, such as transfer, amendment, etc., we will require more documentation/information. Please note that it could take more than 10 days for processing, as coordination with another J-1 sponsor might be needed.

OISS STAFF ONLY

	From Date	To Date
<input type="checkbox"/> Verified Health Insurance Coverage		
<input type="checkbox"/> Verified Repatriation Coverage		
<input type="checkbox"/> Verified SEVIS Payment		
Verified by: _____ Date: _____		

FORM INSTRUCTIONS

THIS FORM IS TO BE COMPLETED BY THE WSU HOST DEPARTMENT

Please include the following:

- Copies of the J-1's and any J-2's Passport Identity Pages
- Financial Certification Letter (if not funded by WSU)
- Copies of Previous J-1 and/or J-2 DS-2019 Forms (if applicable)
- J-1 Transfer-In Form (if applicable)

PURPOSE OF THE FORM (CHECK ALL THAT APPLY)

- The applicant is overseas and will be applying for a U.S. visa abroad
- The applicant is in the U.S. in another immigration category and will apply for change of status
- The applicant is currently with another WSU department and wishes to transfer to our department
- Facilitate entry of spouse and/or children to the U.S.
- Other

POSITION INFORMATION

I am requesting a DS-2019 for a:

- New Appointment Deadline: 10 weeks prior to start date
- Program Extension Deadline: 1 month prior to DS-2019 end date
- Transfer-In Deadline: 2 month prior to start date
- Change of Status Deadline: 4-6 months prior to start date

Visa Category:

- Short-Term Scholar (research or teaching for 6 months or less)
- Research Scholar (research or teaching for more than 6 months)
- Professor (teaching for more than 6 months)
- J-1 Intern

Program Dates:

Start: _____ End: _____
(month/day/year) (month/day/year)

WSU Title:

Specific Field:

Percent Time:

Description of the scholar's proposed Research/Teaching at WSU:

Site of Activity:

Will the scholar participate only in the primary activity at WSU? Yes No*

*If No, please indicate the other site(s) of activity, using a separate sheet if necessary.

WSU Site of Activity	
Site Name:	
Address:	
Other Site of Activity	
Site Name:	
Address:	
Other Site of Activity	
Site Name:	
Address:	

SCHOLAR INFORMATION (ENTER ALL INFORMATION AS IT APPEARS ON THE PASSPORT)

Family/Last Name:	
Given/First Name:	Middle Name(s):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:
City of Birth:	Country Birth:
Country of Citizenship:	Country of Legal Permanent Residence:
Position in Home Country: <input type="checkbox"/> Graduate Student <input type="checkbox"/> Researcher <input type="checkbox"/> Professor <input type="checkbox"/> Other: _____	
International Phone Number:	Email Address:
Residential Address in Home Country (DO NOT list a work address. DO NOT list a P.O. Box)	
Street: _____	
City: _____	State/Province: _____
Postal Code: _____	Country: _____
Mailing Address, if different than above (DO NOT list a P.O. Box)	
Street: _____	
City: _____	State/Province: _____
Postal Code: _____	Country: _____
Is the scholar currently in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, what is the scholar's current visa status? _____	
If YES, include the scholar's past and current legal documents (e.g. DS-2019, I-94, I-797 approval, etc.)	
IMPORTANT: If the scholar is transferring their J-1 program to WSU, include the WSU J-1 Scholar Transfer In Form	
Has the scholar previously participated in a J-1 or J-2 program in the past 24 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, include all previous DS-2019 form(s)	
Will any dependents (e.g. spouse or children) accompany the scholar? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, complete the Dependent Information section of this form. Also include copies of the dependent's passport(s) and documentation of appropriate additional funding.	

DEPENDENT INFORMATION

Only complete this session if requesting a J-2 DS-2019. Only spouses and unmarried children younger than 21 are eligible. Enter information as it appears on the passport and attach additional pages if necessary.

1.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	
2.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	
3.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	
4.	Family/Last Name(s):		
Given/First Name(s):		Middle Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child		Date of Birth:
Place of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
International Phone Number:		Email Address:	

HOST DEPARTMENT INFORMATION

WSU Host Department:

Department Address:

Department Contact:

Phone Number:

Fax Number:

Email Address:

ENGLISH LANGUAGE PROFICIENCY STATEMENT BY SUPERVISOR/PI (FOR NEW APPOINTMENTS ONLY)

By signing below, I conform that I have conducted an interview with the prospective J-1 scholar either in-person, by video-conference, or by telephone, and that the scholar has sufficient English proficiency not only to successfully participate in their program but also to function on a day-to-day basis.

Date of Interview: _____

Time of Interview: _____

Method used: In-Person Video-conference Telephone

Interviewer's Signature: _____

FINANCIAL INFORMATION

Financial certification in English and in U.S. Dollars is required for financial support not supplied by WSU. If a funding document does not list funding in U.S. Dollars, a conversion must be submitted. Scholars must provide at least \$1,454/month proof of funding for self plus an additional \$500/month for a spouse and an additional \$400/month for each child.

Funding Source	Amount Per Month	Number of Months	Total Amount
Wayne State University			
US Government Agency Please Specify: _____			
Scholar's Home Government Please Specify: _____			
International Organization Please Specify: _____			
Other Organization Please Specify: _____			
Personal Funds			
Total Required for Program:			
Total Scholar has for Program:			

DOCUMENT CERTIFICATION BY SCHOLAR

I hereby attest that the copies of the documents that I have submitted are exact photocopies of unaltered original documents. I understand that I may be required to submit original documents to immigration, consular, or WSU school official at a later date. I confirm that I have signed the J-1 Scholar Statement of Responsibility Form.

Scholar Name:

Scholar Signature:

Date:

SIGNATURE AUTHORIZATION

I hereby state that I have verified this information and confirm that WSU meets U.S. Department of State's standards listed in this Request to host the aforementioned J-1 scholar and their J-2 dependent(s).

SPONSORING PROFESSOR

Name:

Department:

Email Address:

Phone:

Signature:

Date:

DEPARTMENT CHAIR

Name:

Department:

Email Address:

Phone:

Signature:

Date:

DEAN, DIV. COORDINATOR, OR OFFICIAL DESIGNEE

Name:

Department:

Email Address:

Phone:

Signature:

Date:

DEPARTMENT / DIVISION CONTACT IF OTHER THAN ABOVE

Name:

Department:

Email Address:

Phone:

Signature:

Date:

EXCHANGE VISITOR STATEMENT OF RESPONSIBILITY

Please review each item below carefully. You are responsible for adhering to these rules and regulations. By signing at the bottom, you declare that you understand the consequences, if you fail to do so.

I understand it is **my responsibility** as a J-1 Exchange Visitor that:

- I can only engage in activities as specified on my DS-2019 form.
- In the case of a transfer to another university, I must process my J-1 SEVIS transfer on or before the ending date of the program, which is stated at #3 on the DS-2019 form. I will meet with an OISS Advisor at least 10 business days before I transfer out of WSU.
- I may not accept employment at WSU in a department other than the one stated on my DS-2019 form without authorization from OISS.
- I will keep my passport valid at all times.
- I must have a valid J-1 visa stamp in my passport, as well as a travel signature on my valid DS-2019, to enter the U.S. after a temporary visit abroad.
- I will report any change of field of studies, funding source or name change to OISS within 10 days of such change.
- I will provide OISS with any change in my (and my dependent's) place of residence in the U.S. within 10-days of such change. The address I provide will be the actual physical location where I reside.
- I understand that, per the requirement from the U.S. Department of State, during my period of appointment at Wayne State University as a J-1 Exchange Visitor, I must comply with the Department of State (DOS) regulations which require that I purchase health insurance for myself and my accompanying J-2 dependents (spouse and children), if applicable, throughout the duration of my/our visit in the U.S. I understand that failure to comply with this requirement will result in termination from the Exchange Visitor Program at Wayne State University.

Signature of Exchange Visitor

Name (Print)

Date

J-1 SCHOLAR MINIMUM FUNDING REQUIREMENTS

	Per Term (4 Months)	Per Academic Year (9 Months)	Calendar Year (12 Months)
Room and Board ¹	\$3,860	\$8,685	\$11,580
Health Insurance ²	\$324 and up	\$620 and up	\$829 and up
Miscellaneous ³	\$1,632	\$3,672	\$4,896
Total	\$5,816 and up	\$12,977 and up	\$17,305 and up
<ol style="list-style-type: none"> 1. Room and Board estimates are based on an average monthly rent of \$600 and approximately \$12 for food per day. 2. Health Insurance is required and total costs will depend on how many dependents are accompanying the scholar to the U.S. 3. The miscellaneous expense will vary with the needs and spending habits of the scholar, and might include: clothing, transportation, laundry and cleaning, toiletry articles, medical expenses not covered by insurance, haircuts, leisure activities, etc. 			

J-2 DEPENDENT MINIMUM FUNDING REQUIREMENTS

Add \$500 per month for the first dependent, and an additional \$400 per month for each additional dependent.

Insurance rates also increase with each additional dependent.

Example Funding Estimate – One Term (4 Month) Program		
J-1 Scholar	Room & Board + Misc.	\$5,492
J-2 Dependent #1	Additional \$500 per month (\$500 x 4)	\$2,000
J-2 Dependent #2	Additional \$400 per month (\$400 x 4)	\$1,600
Health Insurance	Scholar + Dependents*	\$1,641
Total for Scholar and two dependents for a 4 month program		\$10,733
* Rates taken from insurance rate sheet that was current at the time this document was created. Insurance rates change from year to year, so be sure to check the current insurance rate sheet for up to date rates.		

HEALTH INSURANCE

HEALTH INSURANCE IS MANDATORY

You must purchase insurance for yourself and your J-2 dependents immediately upon arrival to the U.S.

THE I-901 SEVIS FEE

As of September 1, 2004, unless exempted, F-1 and J-1 students and J-1 exchange visitors receiving an initial SEVIS Form I-20 or DS-2019 with an issuance date of September 1, 2004 or later will be required to pay the Department of Homeland Security (DHS) SEVIS Fee of \$200 USD for F-1 students and \$180 for J-1 visa applicants. **Note: On June 24, 2019 these fees increase to \$350 and \$200 respectively.**

What does this mean for you? It depends on your situation...

If you are a continuing F-1 or J-1 student or J-1 scholar, you will **not** need to pay the federal SEVIS fee, as long as you maintain your current status.

You **will** need to pay the fee if you change your visa status or if you fail to maintain your status and must apply for reinstatement.

If you are a Canadian citizen who is currently a part-time student, you will receive a notation on your I-20 each term to designate that you are a continuing student and are thus not subject to the SEVIS fee.

Paying the SEVIS Fee:

The fee can be paid to DHS either through a mail-in procedure or via the U.S. Immigration and Customs Enforcement (a division of DHS) website <https://www.fmjfee.com/index.html>. The fee must be paid after you have received your I-20 or DS-2019 and before your visa appointment. The U.S. Immigration and Customs Enforcement website (<http://www.ice.gov/sevis/i901/>) also has helpful information about the federal SEVIS fee.

As of May 1, 2005 you can verify online if your SEVIS fee payment was received and when the official receipt for the payment was issued. This capability is available for payments made on the Internet, by check or money order, by Western Union, and by bulk filing. Verification can be made by visiting the SEVIS fee website <https://www.fmjfee.com/index.html>

Please note:

The Wayne State Institutional \$50 SEVIS fee is mandatory and is assessed each term. The fee is charged to all students and scholars in F-1 or J-1 status.

Individuals with F-1 status will be charged automatically through their Wayne State University account. Individuals with J-1 status will be required to pay at the Office of International Students and Scholars (OISS) or via Wayne State's CashNET (<https://commerce.cashnet.com/WSUOISSA>).

WAYNE STATE UNIVERSITY

TO: Kelli E. Dixon, Acting Director
Office of International Students and Scholars

FROM: Dean, School of Medicine

Signature

Department Chair, School of Medicine

Signature

DATE: ____/____/____

RE: **Patient Contact Involving Foreign National Physician**

This memo serves to confirm that the program in which _____ (print family, first name of foreign national physician) will participate is predominantly involved with observation, consultation, teaching and/or research.

Any incidental patient contact involving the foreign national physician will be under the direct supervision of a physician who is a United States citizen, or Resident Alien who is licensed to practice in the State of Michigan.

The foreign national physician will not be given final responsibility for the diagnosis and treatment of patients.

Any activities of the foreign national physician will conform fully with the state licensing requirements and regulations for medical and health care professionals in the State of Michigan.

Any experience gained in this program will not be credible toward any clinical requirements for medical specialty board certification.

J-1 EXCHANGE VISITOR TRANSFER OUT REQUEST

Complete this form if you are transferring from Wayne State to another program sponsor.

Important Note: You cannot continue your exchange program with Wayne State after the Release Date, and it is currently not possible to cancel a transfer-out one it is executed.

EXCHANGE VISITOR TRANSFER REQUEST	
Last Name:	First and Middle Name(s):
SEVIS ID:	Date of Birth:
New Sponsor:	
Release Date:	Reminder that you cannot continue your program at WSU after this date, and that the transfer cannot be canceled once it's been processed.
Signature of Exchange Visitor:	Date:

CONFIRMATION FROM WSU SPONSORING DEPARTMENT	
I have reviewed the information above and request that the Exchange Visitor be released to the new exchange program sponsor listed above. I understand that he/she cannot continue the current program at WSU after the Release Date, and that it is currently not possible to cancel a transfer-out once it is executed.	
Supervisor Name:	Title:
Supervisor Signature:	Date:

TRANSFER CLEARANCE FROM THE TRANSFER-IN INSTITUTION	
We have determined that the above mentioned J-1 scholar is eligible to transfer into our institution.	
Name of Institution:	Program Number:
ARO/RO INFORMATION	
Name:	
Email Address:	Phone Number:
Signature:	Date:

Upon completion, please forward this form to the Office of International Students and Scholars, Suite 416, Welcome Center. Please allow 5-10 working days for processing.

If you have any questions or concerns, please contact OISS at (313) 577-3422.

J-1 EXCHANGE VISITOR INCIDENTAL EMPLOYMENT

In general, J-1 scholars shall conduct their exchange visitor activity only at their sponsoring department at Wayne State University. An exception exists for occasional lectures and short-term consultations in the field of endeavor, known as "incidental employment". All incidental employment must be approved by an OISS advisor in writing before the employment takes place. Proposed incidental employment (i.e. occasional lectures or short-term consultation) must meet the following criteria:

- Be directly related to the objectives of the exchange visitor's program
- Be incidental to the exchange visitor's primary program activities
- Not delay the completion date of the exchange visitor's program at Wayne State University.

In order to receive written approval for J-1 scholar's incidental employment, the scholar must present the following two documents to OISS:

- A letter from the prospective employer/host setting forth conditions of the offer to lecture or consult, including:
 - the duration
 - the number of hours
 - the field or subject
 - the amount of compensation
 - the detailed description of such activity
- A letter from the WSU host department chair or supervisor recommending the incidental employment (i.e. occasional lectures and short-term consultations) and explaining how it would enhance the scholar's program.

After receiving the above documents, an OISS scholar will note the approval in the SEVIS database and issue an approval letter to the scholar prior to the start of such activity. Please allow 10 working days for processing. Note: If your J-1 visa is sponsored by an organization other than Wayne State University, the WSU OISS cannot approve incidental employment. Please contact the sponsoring organization that issued your DS-2019, with questions concerning incidental employment authorization.

CHANGES IN J-1 PROFESSOR AND RESEARCH SCHOLAR PROGRAM

On May 19, 2005, the U.S. Department of State (DOS) published a final rule to implement a few changes to the Exchange Visitor (EV) regulations. Below you will find two major changes to the rule.

1. Increase in the maximum period of participation for J-1 professors and research scholars from three years to five years and
2. Creation of the Two-Year Bar on repeat participation in the J-1 professor and research scholar categories for those who complete their program participation in the same categories.

FIVE YEAR PROGRAM PARTICIPATION

A professor or research scholar may be authorized to participate in the Exchange Visitor Program for up to five years. Under no circumstances will an extension beyond the five year stay be granted.

The five-year period is continuous and begins with the initial program begin date documented in SEVIS (via SEVIS Validation after necessary deferment of the begin date due to late arrival) or the date such status was granted by USCIS (via Change of Status). During this fixed five-year window, an EV can participate in one or more programs via transfer, if needed.

Unlike the six years of H status eligibility, which only counts physical presence in the U.S. in such status, the five-year period for J-1 professors and research scholars is not an aggregate of five years. Thus, this period is given to a participant on a "use or lose" basis.

Please note that the Five-Year eligibility window will be closed, if the EV's SEVIS (Student and Exchange Visitor Information System) record no longer remains "active." Therefore, it is crucial that the scholar communicates with us in a timely manner regarding any absence from WSU or from the U.S.

ABSENCE FROM THE UNITED STATES

Since OISS needs to keep the EV's (including dependent J-2's) record active in SEVIS to keep the five-year window open, OISS needs to monitor any absence from the U.S. by J-1 professors and research scholars.

Using the form, **Notice of Absence from the United States**, OISS will keep track of any absence by J-1 professors and research scholars. The EV's will be advised to see an OISS Scholar Advisor, to submit the form.

For a **program**-related reason, an EV can be outside the U.S. for up to six months. OISS will keep the SEVIS record active for such cases, as long as the EV (including J-2's) has purchased the federally-mandated health insurance covering the period of the authorized absence outside the U.S. OISS will require the sponsoring department to submit an official memo from the department chair (or dean, in the chair's absence), in addition to the Notice of Absence from the United States form. The department memo should include:

- Nature of the visit outside the U.S.
- How it relates to the EV's original program objectives
- Length of the visit outside the U.S.
- Address of where the EV will conduct their EV program objective during the visit
- An attestation that the sponsoring department will pay for the EV's federally mandated health insurance for themselves and J-2 dependents (if any), if EV neglects to do so prior to departure

An EV who is a professor and will not teach classes over the summer, must complete the Notice of Absence from the United States Form to keep the SEVIS record active. OISS will keep such records active in SEVIS, as such absence is considered a valid program-related reason.

For a non-program related reason, the EV can be outside the U.S. for up to 30 days. He/she must complete the Notice of Absence from the United States Form to keep the SEVIS record active.

HEALTH INSURANCE

Per DOS regulations, Wayne State University, as an exchange visitor program sponsor, must require each exchange visitor to have adequate health insurance coverage during the period of time that an EV participates in our exchange visitor program even if the EV leaves the U.S. as described above. To meet this requirement, all exchange visitors must purchase the WSU-approved health insurance plan, or have health insurance provided by another WSU-provided plan.

In order for us to keep the SEVIS record in active status, the J-1 professor/research scholar and their J-2 dependents (if any) must have health insurance coverage during the period in which their SEVIS records are in active status. Thus, prior to an absence from the U.S., EV's must purchase health insurance from OISS; or provide proof of comparable health insurance coverage by another WSU-provided plan.

If there is no health insurance coverage, the EV's SEVIS record will be terminated. This means the J-1 professor/research scholar will be subject to the Two-Year Bar on "future" repeat participation in those categories.

FUNDING REQUIREMENTS

If the EV is not a salaried employee at Wayne State University, OISS needs to make sure that he/she has enough funding to cover the entire period of stay. For example, if the EV will be at WSU for four years, he/she should provide proof of funding for \$69,220 (= 4 x \$17,305, which is the minimum funding requirement for 12 months) plus funding for dependents, if any.

If the EV is funded by an organization, the funding promise letter from the organization should list the entire funding required or the annual funding, in addition to the length of its financial sponsorship for the EV. For example, the letter could list \$69,220 for all four years as in the previous case, or it could state \$17,305 per year.

If the funding is not adequate, OISS will issue Form DS-2019 for the period which could be covered by the available funding. The EV can later apply for an extension, with a new financial document that is less than six months old.

TWO-YEAR BAR

The Two-Year Bar will apply only to those who have participated in the J-1 Professor or Research Scholar program in the past and want to return to the same category. This rule is to prevent "repeat participation" in those categories.

The Two-Year Bar will apply to J-1 Professors and Research Scholars who will complete their EV program on or after November 17, 2006 (i.e. the effective date of the rule). For example, if Dr. Doe is completing her J-1 professor stay of three years on 12/31/2006, she will be subject to the Two-Year Bar, as she is finishing her participation in the J-1 Professor Category after November 17, 2006.

The Two-Year Bar will apply to the J-1 Professors and Research Scholars who either complete a full five years of program participation; or whose SEVIS record becomes "inactive" even before the full five-year period is over. In the latter case, the five-year window is closed when the SEVIS record is no longer active. Thus, the foreign national is not eligible to access the remaining unused time, and must wait for two years before beginning a new program as a J-1 professor or research scholar.

To avoid an accidental closure of the five-year window, the EV's SEVIS record must continuously remain active and maintained. According to DOS, the continuity of the five year eligibility period is broken, if the EV completes a program before the five-year limit has been reached, and where the SEVIS record status changes to "Inactive."

The Two-Year Bar is not a home-residence requirement. The Bar requires only that the person not be in J professor or research scholar status for two years before becoming eligible for another participation in J professor or research scholar category. This Bar does not prevent an EV from participating in other J categories, such as in the J-1 student category.

OISS should use the J-1 Short-Term Scholar category for a stay up to six months when possible to prevent the EV from being subject to the Two-Year Bar. However, we need to make it clear to the sponsoring department that the short-term scholar can stay in the U.S. only for six months.

CHANGE IN TERMS AND CONDITIONS OF EV PROGRAMS

As all J exchange visitors must maintain their original exchange visitor program objective, any changes in terms and conditions of their EV program should be cleared by an OISS scholar advisor after reviewing an official memo from the department chair (or dean, in the chair's absence) detailing the changes and the logic behind the changes. The changes will be cleared by OISS only if they do not alter the EV's original program objective.

For more information, please contact OISS at 313-577-3422.

NOTICE OF ABSENCE/DEPARTURE FROM THE UNITED STATES

- For use by J-1 professors and research scholars only.
- Please also see an OISS advisor before departing the U.S.

PERSONAL INFORMATION		
Last Name:		First & Middle Names:
Date of Birth:	SEVIS ID:	Banner ID:
Email:		Phone:
OVERSEAS CONTACT INFORMATION		
<i>Please provide the address of where you will be and an email and/or phone number we can reach you at, if needed, during your absence.</i>		
Street Address:		
City:	Country:	Postal Code:
Email (if other than above):		Phone (if other than above):
NOTE: You are required to present your new I-94 printout and passport to OISS upon your return.		
PURPOSE OF ABSENCE OUTSIDE OF THE U.S.		
Temporary Absence	Departure Date:	Return Date:
<input type="checkbox"/> Personal <ol style="list-style-type: none"> 1. Please attach a copy of your plane tickets 2. The absence from the U.S. cannot be more than 30 days. If more than 30 days, your SEVIS record will be terminated and the Department of State and Homeland Security will be notified. <input type="checkbox"/> J-1 Program Related <ol style="list-style-type: none"> 1. Please attach a copy of your plane tickets. 2. The absence from the U.S. for a program-related reason cannot be more than six months. If more than six months, your SEVIS record will be terminated and the Department of State and Homeland Security will be notified. 3. Please attach an official memo from your WSU department chair stating: <ul style="list-style-type: none"> • Nature of the visit outside the U.S. • How it relates to the EV's original program objectives • Length of the visit outside the U.S. • Address of where the EV will conduct their EV program objective during the visit • Attestation that the sponsoring department will pay for the EV's federally-mandated health insurance, if EV neglects to do so prior to departure, for themselves and J-2 dependents, if any. 		
Departure from U.S.	Departure Date:	
<input type="checkbox"/> Due to Termination/Resignation of Employment <input type="checkbox"/> Due to Completion of Program		
ATTESTATIONS		
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will inform OISS and my department if my flight schedule changes	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will purchase health insurance for myself and my dependents (if any) to cover the period of absence to keep my SEVIS record active with Wayne State University	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	I will inform OISS if my J-2 dependent(s) will remain in the U.S. during my absence	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will inform OISS of my address and/or name change within 10 days from moving/name change.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	I will inform OISS if my J-2 dependent(s) depart the U.S.	
Signature:		Date:

J-1 CHANGE OF CATEGORY

The following information regarding J-1 Change of Category is taken from the Federal Register/Rules and Regulations:

- (a) The Department of State (DOS) may, in its discretion, permit an exchange visitor to change his or her category of exchange participation. **Any change in category must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances.**
- (b) A request for change of category along with supporting justification must be submitted to the DOS by the participant's sponsor, i.e., Office of International Students and Scholars. See item 2 of Form DS-2019 (formerly IAP-66). Upon DOS's approval the sponsor shall issue to the exchange visitor a duly executed Form DS-2019 reflecting such change of category and provide a notification copy of such form to DOS through SEVIS (Student Exchange Visitor Information System).
- (c) Requests for change of category from research scholar to student will be evaluated recognizing the fact that in some cases, research skills can be substantially enhanced by doctoral study.
- (d) An exchange visitor who applies for a change of category pursuant to these regulations is considered to be maintaining lawful status during the pendency of the application.
- (e) An exchange visitor who applies for a change of category and who subsequently receives notice from the DOS that the request has been denied is considered to be maintaining lawful status for an additional period of thirty days from the day of such notice, during which time the exchange visitor is expected to depart the country, or for a period of thirty days from expiration of the exchange visitors' Form DS-2019, whichever is later.

IN ORDER TO APPLY FOR A CHANGE OF CATEGORY

1. See an OISS Scholar Advisor to discuss your reasons for wishing to make this change and determine if this is the best option for you. If your Program Sponsor (see item 2 of your Form DS-2019) is an agency or organization other than WSU, you should consult that sponsor who will make the final determination. Changes of Category are not available to short-term scholars or trainees.
2. When visiting the OISS Scholar Advisor, bring the following:
 - All copies of previous Forms DS-2019;
 - A statement of purpose (why are you applying for a change of category?);
 - A recommendation from a faculty member who supports your request to change category. Read rules and regulations (above); and
 - A check or IRB for \$198 made payable to OISS.
3. After the Scholar Advisor has reviewed the above material and is satisfied that the reasons for the change of category are consistent with your original exchange objectives, the advisor will update the DS-2019 in the SEVIS (Student Exchange Visitor Information System) and mail documentation to DOS at the address below.
U.S. Department of State
Office of Exchange Coordination and Designation
ECA/EC/AG - SA-44, Room 820
301 4th Street, S.W.
Washington, D.C. 20547
4. You and your faculty advisor will be notified by OISS on DOS action. If DOS approves the change of category, it will become effective immediately. If it is not approved, consult the Scholar Advisor.

J-1 EXCHANGE VISITOR TRANSFERING INTO A WAYNE STATE PROGRAM

IMPORTANT NOTES

- The Office of International Students and Scholars (OISS) at Wayne State University (WSU) cannot issue the DS-2019 until your current school processes an electronic “transfer out” of your SEVIS record. You must meet and discuss with your current school J-1 Responsible Officer (RO) to complete the transfer out which will release your SEVIS record to Wayne State University.
- The effective date of the transfer cannot be later than the end date of the DS-2019 issued by the current school.
- You must contact WSU OISS at oiysscholars@wayne.edu with the contact information of your current school J-1 Responsible Officer and your contact information such as email ID and telephone number.

STEPS COMPLETED BY WAYNE STATE UNIVERSITY REQUESTING DEPARTMENT

1. WSU hosting department will submit a request for a new DS-2019 to OISS. The check list and the forms are at <https://oiss.wayne.edu/immigration-visas/j1-j2-scholar-status>. The hosting department will ensure to complete the packet according to the check list and then submit the entire packet to OISS along with an IRB in the amount of \$150 for the administrative expenses.
2. Upon the receipt of the Request for a New DS 2019 scholar request, OISS will review the application and contact the transferring scholar and the RO at the scholar’s institution to explain the transfer process to WSU.
3. WSU RO will send the transferring school RO the J-1 Exchange Visitor Transfer Release Request.
4. The OISS RO must ensure that the scholar is transferring to the same field of research for which the scholar entered in the current institution.

STEPS COMPLETED AT WAYNE STATE’S OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS

1. After the school releases the SEVIS record to WSU, the scholar must immediately report to the WSU OISS office located at 42 West Warren, Room 416 at the Welcome Center. OISS is required to report the scholar's participation in the WSU J-1 Exchange Visitor program via SEVIS within 30 days of the program start date specified on their DS-2019. Due to the processing time required, s/he must report to OISS within 25 days of their start date.
2. Upon arrival to the WSU campus, the scholar must report to OISS for the New Scholar Orientation and must bring their passport, Form I-94, all previous DS-2019(s), and J-2 dependent documents, if applicable. **The New Scholar Orientation is provided ONLY on Mondays at 9:00am and Thursdays at 2:00pm.**
3. After the orientation, the J-1 RO at WSU will complete the transfer and prepare a WSU DS-2019 for the Scholar and dependents, if applicable.
4. The scholar must pay the WSU SEVIS administrative fee by personal check (not starter checks), money order, cashier’s check, traveler’s check, etc.
5. The scholar must purchase required health insurance. The OISS Health Insurance Advocate will help if needed.
6. Upon completion of orientation and taking care of the health insurance requirement the OISS RO will complete the J-1 validation in SEVIS.
7. The scholar will then complete the I-9 clearance process in OISS.

J-1 EXCHANGE VISITOR TRANSFER IN TO WAYNE STATE UNIVERSITY

EXCHANGE VISITOR INSTRUCTIONS

1. Complete Section A
2. Take it to the International Office of your current institution with copies of all of your DS-2019s, including any dependent forms.
3. Ask them to complete Section B and return it to you
4. Submit completed form to Wayne State's Office of International Students & Scholars

SECTION A: EXCHANGE VISITOR TRANSFER REQUEST	
Last Name:	First & Middle Names:
SEVIS ID:	Date of Birth:
Email:	Phone:
Start Date at WSU:	Reminder, there can be no gap in program dates between your current institution's end date and your requested WSU start date.
I request that my program sponsorship be transferred to: Wayne State University Program Number: P-1-01002	
Signature of Scholar:	Date:

SECTION B: CURRENT INSTITUTION	
Please complete this section and return the form to the scholar for submission to our office. Please do not release the scholar's record at this time. We will contact you to confirm the transfer and accept the release date.	
Name of Institution:	
End Date:	Reminder, there can be no gap in program dates between the end date at the current institution and the scholar's start date at WSU.
Current Subject/Field Code:	Subject/Field Remarks <i>(as stated on DS-2019)</i> :
Name of International Advisor:	
Email:	Phone:
Signature of Advisor:	Date: