



INTERNATIONAL PROGRAMS CENTER (IPC)
PACKET FOR INVITING AN INTERNATIONAL
VISITING SCHOLAR

Dear Faculty Member/Department,

As an internationally recognized institution, UNCG welcomes students, researchers, faculty and staff from all over the world. If you wish to invite an international scholar on a temporary basis to visit, teach, conduct research, observe or demonstrate a special skill, this packet provides information about the responsibilities and procedures, and contains the appropriate forms for this process.

Enclosed in this packet is the following:

1. An overview: important information regarding inviting a visiting scholar
2. Procedures/checklist for inviting a visiting scholar
3. Visiting Scholar DS-2019 Data Form, Part A (Department Request and Verification) and Part B (Visiting Scholar Profile)
4. Insurance Attestation Form
5. Sample memos to request items and forms from the visiting scholar and to request the visiting scholar appointment from the Provost's Office

After reviewing these documents please go the following website to find each of these forms in writable/editable form: <http://www.uncg.edu/ipg/dataforms.html>. If you should have any questions or need further information, please contact our office. I am also available to meet with you and/or your prospective international visiting scholar (or correspond by phone or email) to answer questions and discuss best options.

International Student and Scholar Services (ISSS)
International Programs Center
207 Foust Building
Greensboro, NC 27402-6170
Phone: (336)334-5404
Fax: (336) 334-5406
Email: nivelazq@uncg.edu

Sincerely,

Norma Velazquez
International Student Advisor
International Student and Scholar Services (ISSS)

Policies and Visa/Status Overview

Sponsoring Faculty/Department Responsibilities: Sponsoring faculty in coordination with the respective department are expected to provide workspace, arrange library and computer access, and offer cross-cultural interaction between the J-1 Scholar and the department's faculty and staff. The sponsoring faculty/Department also assist the visiting scholar with housing arrangements and arrival issues (The International Programs Center can provide information and resources upon request). IPC relies on departments to refer any concerns about immigration, orientation to the campus & community, insurance, or other related assistance to our office. Departments are also required to 1) notify IPC if the J-1 Scholar will not arrive within 30 days of the begin date, 2) send the J-1 Scholar to IPC immediately upon arrival at UNCG and 3) notify IPC when the J-1 Scholar completes his/her program at UNCG.

Academic Credentials: The department must ensure that the J-1 Scholar has the appropriate academic credentials to perform the proposed activity. A Bachelor's degree is a minimum requirement for international visiting scholars.

English Proficiency: English proficiency for J-1 Scholars from countries where English is **not** the official language must be evaluated by the Department prior to submitting the J-1 Scholar Request Form.

Lead Time: Please begin the scholar invitation process 90 days prior to the intended start date of the J-1 program. Beginning the process early is important since consular/visa security clearance may delay visa approval due to such circumstances as a name check, country of citizenship or sensitive area of research.

Categories: The J-1 program is for temporary visits to the US for the purpose of teaching, instructing or lecturing, observing, conducting research, consulting, or demonstrating special skills. J-1 Scholars are classified by the Department of State Exchange Visitors Program as follows:

Research Scholar: An individual primarily conducting research, observing, or consulting in connection with a research project at the University of North Carolina at Greensboro. The research scholar may also teach or lecture, unless disallowed by the sponsor.

Professor: An individual primarily teaching, lecturing, observing, or consulting at the University of North Carolina at Greensboro. A professor may also conduct research, unless disallowed by the sponsor.

Short-Term Scholar: A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at the University of North Carolina at Greensboro.

Specialist: An individual who is an expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills.

Maximum Length of Stay:

Research Scholar or Professor	5 years
Short-term Scholar	6 months
Specialist	1 year

Two Year Home Residency Requirement 212 (e): Certain J-1 Exchange Visitors are subject to the two-year home country physical presence requirement, Section 212(e) of the U.S. Immigration and Nationality Act. Those who are subject to this requirement are not eligible to change to another nonimmigrant visa status permitting employment, such as H-1B or adjust status to permanent resident, until they return to their home country for an aggregate period of two years or until they receive a waiver of the requirement. More information about the 212(e) requirement is available from ISSS.

12 Month Bar: Anyone who has been in the US in any J status for more than six months, such as in the *Specialist* category, is barred from reentering the US as a *J-1 Research Scholar* or *Professor* for 12

months following the completion of his/her program or stay. This regulation does not apply to Short-term Scholars.

24 Month Bar: Anyone who has been in the US as a *J-1 Research Scholar or Professor* for any length of time and whose SEVIS record is no longer active is barred from reentering the US as a *J-1 Research Scholar or Professor* for 24 months following the completion of his/her program or stay. This only applies to those who completed programs after 11/17/2006.

Minimum Required Financial Support*: Sufficient financial support is required for a J-1 Scholar. J-2 dependents who accompany the J-1 require additional funding. The minimum amounts required are:

- J-1 Scholar \$1,000 per month = \$12,000 per year
- J-2 Spouse \$ 500 per month = \$6,000 per year
- J-2 Child \$ 500 per month = \$6,000 per year **per child**

*Subject to periodic changes in amounts required.

Evidence of Financial Support: If the J-1 Scholar's support is from a source other than UNCG, evidence of funding must be included with this request. If supported by personal funds, a bank statement in US\$ must be provided. If supported by government or international funds, an official statement translated into English with funds converted to US\$ must be provided.

Insurance Requirement: Health and accident insurance coverage is mandatory for all J-1 Scholars and their J-2 dependents while they are in the US. Please refer to the attached Insurance Requirement Attestation Form for further details.

Special Circumstances

- *Visiting Scholar Whose DS-2019 Visa Documents are Issued and Sponsored by an External Agency* – Occasionally, a visiting scholar you invite to UNCG will be sponsored by an external agency such as Fulbright (administered by CIEE), in which case the DS-2019 document is **not** issued by ISSS. In this case, only steps toward obtaining an appointment from the Provost's Office (e.g. Dean's letter, PD-7 form, etc.) are required as well as submission of Parts A and B of Visiting Scholar DS-2019 Data Form to ISSS. Forms such as the Insurance Attestation Form and proof of financial solvency are not required for the purposes of ISSS.
- *Visiting Scholar Transferring from Another U.S. Institution* – If the visiting scholar will be transferring from another higher education institution in the U.S., please follow the normal instructions in this packet and provide additional information on the Visiting Scholar DS-2019 Data Form regarding the visiting scholar's position at the other institution. Because the individual is already in the U.S., the time necessary to complete the invitation process is typically less.
- *Visiting Scholar Transferring to Another U.S. Institution* – Should your visiting scholar wish to transfer from UNCG to another institution of higher education in the U.S., please have him or her contact the International Programs Center at least one month prior to the intended transfer.
- *Extension of UNCG Program* – If your visiting scholar has the opportunity to extend his or her stay in your department, please request the extension of appointment from the Provost's Office through your Dean. Have the international visiting scholar contact the International Programs Center at least one month in advance to the end of his or her current program.
- *Adding Dependents After Arrival*– If your visiting scholar would like to bring his or her dependents to UNCG after his or her arrival, please have the international visiting scholar visit ISSS at the International Programs Center.
- *Change of Status from J-1 International Visiting Scholar* - If your visiting scholar wishes to change his or her status from J-1, please have him or her contact ISSS at the International Programs Center.

Procedures for Inviting an International Visiting Scholar

In order for International Student and Scholar Services (ISSS) of the International Programs Center (IPC) to issue a DS-2019 form “Certificate of Eligibility for Exchange Visitor (J-1)”, the following procedures need to be completed. The respective UNCG sponsoring faculty/department needs to begin the invitation process 90 days prior to the intended start date of the J-1 program. Beginning the process early is important since consular/visa security clearance may delay visa approval due to such circumstances as a name check, country of citizenship or sensitive area of research.

PART 1: STEPS FOR THE SPONSORING FACULTY/DEPARTMENT AND VISITING SCHOLAR (All steps to be initiated by the Hosting Department/College or School.)

Sponsoring Faculty/Department

- 1. Discuss your interest in inviting the visiting scholar with your Associate Dean of Research. Address issues such as department/college policies for visiting scholars, involvement of grant funding, other resources, import/export control issues, etc.
- 2. If the visiting scholar will be paid by the University, the hosting sponsoring faculty/Department confirms that the position is EPA and a position number has been assigned. If not, contact the Provost’s Office to create the position. Paid positions require additional position documentation as outlined on the Provost’s HR website:
http://provost.uncg.edu/Academic/EPA_Personnel/forms/.

NOTE: International visiting scholars paid by the University through grants or other external funds must contact the UNCG Office of Contracts and Grants for further information and requirements.

- 3. The hosting department chair provides a letter to the Dean requesting the visiting scholar appointment, indicating whether the appointment is paid or unpaid and including the sponsoring faculty member’s name. Sample memo available.
- 4. The sponsoring faculty member/Department completes the IPC “Visiting Scholar DS-2019 Data Form, Part A - Department Request and Verification” (located at <http://www.uncg.edu/ipg/j1scholardataparta.pdf>).
- 5. The sponsoring faculty/Department completes the PD-7 “Personal Action Form” (located on the Provost’s Human Resources webpage at <https://provost.uncg.edu/secure/epa/pd7.asp>).
- 6. *If applicable, the sponsoring faculty/Department completes the “Phone Verification of Credentials” process (located at https://provost.uncg.edu/secure/epa/epa_phone.asp).

Requests to Invited Visiting Scholar from Faculty/Department

- 7. Sponsoring faculty/Department faxes or sends by email to the scholar the following forms and instructions for completion and signature. Forms should be returned to the faculty/department:
 - The “J-1 Scholar Request Form, Part B Scholar Profile” to the visiting scholar (located at <http://www.uncg.edu/ipg/j1scholarrequestpartb.pdf>)
 - “Insurance Attestation Form” (located at <http://www.uncg.edu/ipg/insurattestationform.pdf>)
 - PD-7a “Personal Action Form” (located at <https://provost.uncg.edu/secure/epa/pd7a.asp>)
 - “EPA Background Check Authorization Form” (located at <https://provost.uncg.edu/secure/backgroundcheck/BackgroundCheck.aspx>)
 - Certification Form (located at <https://provost.uncg.edu/secure/epa/Certification.asp>)
 - *If applicable, request for academic transcripts and phone verification of credentials (located at https://provost.uncg.edu/secure/epa/epa_phone.asp)

- ❑ 8. Sponsoring faculty/Department requests the following copies (including for dependents if applicable) from the visiting scholar to be faxed or emailed to the department.
 - A copy of the scholar's biographical page of the passport
 - A copy of the scholar's curriculum vitae (CV) or resume
 - Proof of financial support (i.e. letter from the sponsoring department stating the amount available from the department; or letter from the home institution verifying financial support of the scholar for sabbatical leave; or a letter from the home government verifying financial sponsorship; or verification of personal financial support; or a combination thereof). Appropriate levels of financial proof are outlined at <http://www.uncg.edu/ipg/funding.html>.

*Request for official academic transcripts from all post-secondary education institutions attended and phone verification of credentials is required only for those international visiting scholars who will be paid by and/or teaching at UNCG. Therefore, many scholars in the categories of Short-Term Scholar and Research Scholar will not need to complete this step since they will only be conducting research.

Sponsoring Faculty/Department

- ❑ 9. The Dean provides a letter of request for a visiting scholar appointment to the Provost's Office. Sample letters are available. The Dean submits this letter along with the following documents in steps 4, 5 and 6 above to the Provost's Office.
 - PD-7 "Personal Action Form"
 - PD-7a "Personal Action Form"
 - EPA Background Check Authorization Form
 - Certification Form
 - Official transcripts (if required as outlined in #s 6 and 7 above)
 - Phone Verification of Credentials form (if required as outlined in #s 6 and 7 above)
 - Visiting Scholar DS-2019 Data Form, Parts A and B
 - Insurance Attestation Form
 - Biographical page(s) of passport and CV or resume
 - Appropriate funding documentation if not financially sponsored by UNCG

If the visiting scholar is to be appointed for the summer term, the request for appointment may need to go through the Office of Continual Learning for appointment. Please contact the Provost's Office for confirmation.

- ❑ 10. Send duplicate copies of all documents mentioned in #13 above to the International Programs Center, Attention Norma Velazquez (x45406 fax or nivelazq@uncg.edu). If in an electronic format (scanned), you may submit to the digital drop box in Blackboard organization "IPC Inviting International Scholars to UNCG."

NOTE: Please follow up with the Provost's Office, Andrea Whitley, to ensure appointment request paperwork has been received and for status updates.

PART 2: STEPS FOR INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Upon Receiving the Provost's Appointment, IPC Will Do the Following:

1. Issue a DS-2019 form "Certificate of Eligibility for Exchange Visitor (J-1)";
2. Issue a welcome letter to accompany the original letter of appointment (which will be sent to the IPC from the Provost's Office), DS-2019 form and a brochure from the Department of State with insurance information;
3. Contact the scholar to confirm mailing address and to ensure delivery of DS-2019 package if the IPC is sending;
4. Maintain communication with scholar via e-mail to confirm issuance of visitor's J-1 visa.

Upon the Scholar's Arrival

1. The scholar will check in at IPC, whose staff will conduct the required New Scholar Orientation to discuss maintenance of immigration status issues and provide information about IPC services and programs;
2. Scholar will complete "Personal Data Sheet for Scholars" and copies of appropriate documents will be made, including a copy of form "Post-Employment Personnel Data Form PD-7a." provided by the hosting department.

Throughout the Stay of the Scholar

1. IPC is responsible for maintaining the scholar's current U.S. physical address in the SEVIS database;
2. The hosting department will help IPC collect current contact information for scholar (e-mail and physical address);
3. The hosting department will supervise the scholar while his/her stay in the U.S., and will report to the IPC the termination and/or departure of the scholar from the University.
4. IPC will provide cultural and social activities for the scholar throughout the year.

J-1 Scholar Request Form - Part B

Scholar Profile

Department inviting you as a J-1 Scholar _____

Program start and end dates you are requesting from inviting department _____

Family Name from passport _____ First Name from passport _____ Middle Name _____

Gender: Female Male

_____ Date of Birth (MM/DD/YY) _____ City of Birth _____

_____ Country of birth _____ Country of Citizenship _____ Country of Legal Residence _____

_____ Highest Degree Earned _____ Field of Study/Specialty _____ Position in Home Country _____

_____ Name of Current Institution/Employer in Home Country _____ Type (univ., private co., local gov't) _____

List all previous periods of J status (attach a separate sheet if necessary and include copies of all Forms DS-2019):

_____ Program Sponsor _____ Start Date _____ End Date _____ J Category _____

Will Your DS-2019 visa document be issued by UNCG or another agency (e.g. Fulbright)? _____

Dependent Data: If your dependents (spouse and unmarried children under age 21) will come to the US in J-2 status, you must provide evidence of sufficient financial support prior to the issuance of the Form(s) DS-2019 (\$350 per month per dependent). List below dependents who will come to the US in J-2 status:

	Dependent 1	Dependent 2	Dependent 3
Relationship to J-1 <i>(wife, son, etc)</i>			
First Name			
Middle Name			
Last Name			
Birth Date <i>(Month/Date/Year)</i>			
Birth City			
Birth Country			
Citizenship City and Country			
Permanent Residence Country			

(Please list additional dependents on separate page)

US Department of State regulations require that all J Scholars, have health and accident insurance meeting specific requirements during their J program in the US. If you or your dependents do not have insurance at the time of arrival, you must purchase an insurance policy upon arrival.

I certify that the information provided is true and accurate to the best of my knowledge.

_____ Signature of J-1 Scholar

_____ Date

_____ Mailing Address: _____

_____ E-mail address

Phone _____

INSURANCE REQUIREMENT ATTESTATION FORM

Mandatory Insurance Requirement Information

Before signing this form, please review medical insurance coverage information found here [<http://www.uncg.edu/ipg/ScholarsUNCGMedicalInsuranceCoverage.pdf>]. The following information regarding insurance must be read, signed, and returned to this office to process a request for issuance of Form DS-2019.

Insurance Requirement: Under the regulations of the United States Department of State all individuals who receive a Form DS-2019 (J-1 visa document) and enter the U.S. in J-1 exchange visitor status are required to have medical insurance to cover themselves and any accompanying J-2 dependents for the duration of their stay in the United States. The insurance coverage must provide the following minimum coverage:

- Medical benefits of at least \$ 50,000 per accident or illness (\$100,000 as of May 15, 2015);
- Repatriation of remains: \$ 7,500 (\$25,000 as of May 15, 2015);
- Medical Evacuation: \$10,000 (\$50,000 as of May 15, 2015);
- Deductible of \$500 or less per accident or illness;
- Co-insurance paid by J-1 not to exceed 25% of covered benefits per accident or illness.

The company providing the insurance must have:

- an A.M. Best rating of "A-" or above;
- an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above;
- a Standard & Poor's Claims-paying Ability rating of "A-" or above;
- a Weiss Research, Inc., rating of B+ or above; or
- be backed by the full faith and credit of the exchange visitor's home country.

Willful Failure to comply with this requirement will result in the termination of the exchange visitor's program!

I understand that as a J-1/J-2 visa holder, I am required to maintain health insurance with the minimum coverage as specified above for myself and any accompanying dependents.

I understand that if I willfully fail to purchase appropriate insurance coverage, UNCG is obligated to terminate me from its J-1 Exchange Visitor program and will notify DOS that I have been terminated. Such action will result in the termination of my legal immigration status.

I hereby affirm that I have (or will have) by the time I begin my visit at the University North Carolina Greensboro, the stated insurance for the duration of my stay in the United States. I understand that I, and accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act [22 CFR 62.14 (a)]

 (Exchange Visitor Signature)

 (Date)

 (Exchange Visitor Name)

 (Date of Birth)

 (Address)

 (E-mail Address)

SAMPLE MEMO TO REQUEST A VISITING SCHOLAR APPOINTMENT
FROM THE DEAN

Date: [Today's Date]
To: [Dean]
From: [Department Chair and/or Faculty Sponsor]
RE: Request for Appointment of Visiting Scholar

Paragraph I – Basic Information

The [Department Name] requests a [type of appointment: postdoctoral researcher, associate professor, etc.] for [name of visiting scholar], [title of visiting scholar in home country and name of home country institution]. The duration of [visiting scholar] visit will be from [appointment begin date] to [appointment end date].

Paragraph II – Purpose of Visit

[Visiting scholar] will be collaborating with [faculty sponsor] on the following project: [brief description of the project]

Paragraph III – Financial Sponsorship (for Paid Position)

The [department and/or faculty sponsor] has secured sufficient funds to support [list what the department will be providing: salary, living expenses, etc.]. The sources of these funds are as follows: [list the sources, such as grants, etc.]. Other funding which will be used to meet the minimum amount for inviting an international scholar as required by the International Programs Center comes from [list other sources, such as personal funding, private funding, salary from home institution, etc.].

OR

Paragraph III – Scholar's Financial Ability (for Unpaid Position)

The [visiting scholar] has confirmed sufficient funds to support her/his living expenses for the duration of the program as required by the International Programs Center. The sources of these funds are as follows: [list the sources, such as home institutional funds, personal funds, etc.].

Paragraph IV - Conclusion

Thank you for considering this request. If you should have any questions, please contact [Dean, Chair and/or faculty sponsor]

[Signatures]

SAMPLE MEMO TO REQUEST A VISITING SCHOLAR APPOINTMENT
FROM THE PROVOST'S OFFICE

Date: (Today's Date)
To: Provost Dana Dunn
From: (Dean)
RE: Request for Appointment of Visiting Scholar

Paragraph I – Basic Information

The [Department Name] requests a [type of appointment: postdoctoral researcher, associate professor, etc.] for [name of visiting scholar], [title of visiting scholar in home country and name of home country institution]. The duration of [visiting scholar] visit will be from [appointment begin date] to [appointment end date].

Paragraph II – Purpose of Visit

[Visiting scholar] will be collaborating with [faculty sponsor] on the following project: [brief description of the project]

Paragraph III – Financial Sponsorship (for Paid Position)

The [department and/or faculty sponsor] has secured sufficient funds to support [list what the department will be providing: salary, living expenses, etc.]. The sources of these funds are as follows: [list the sources, such as grants, etc.]. Other funding which will be used to meet the minimum amount for inviting an international scholar as required by the International Programs Center comes from [list other sources, such as personal funding, private funding, salary from home institution, etc.].

OR

Paragraph III – Scholar's Financial Ability (for Unpaid Position)

The [visiting scholar] has confirmed sufficient funds to support her/his living expenses for the duration of the program as required by the International Programs Center. The sources of these funds are as follows: [list the sources, such as home institutional funds, personal funds, etc.].

Paragraph IV - Conclusion

Thank you for considering this request. If you should have any questions, please contact [Dean, Chair and/or faculty sponsor]

[Signatures]

SAMPLE MEMO TO VISITING SCHOLAR REQUESTING
DOCUMENTATION

Date: _____

To: _____

From: _____

Re: Request for Documentation and Completion of Forms

In order to receive a Provost's appointment and your DS-2019 visa document, please complete the following forms and requests and return to *[Department contact name and address]*. If you have any questions or need further information, please contact *[Department contact name, phone and email address]*.

You will need to go to the following web site:

http://provost.uncg.edu/Academic/EPA_Personnel/forms/ to obtain the forms listed below:

PD7-A

Complete the form, print it, and then sign and date it at the bottom – return form to contact listed above.

Certification Form

Sign and date the form – return form to contact listed above.

EPA Background Check

Click on the EPA Background Check Authorization Form and complete – return to contact listed above.

Telephone Verification of Credentials (Only if necessary as outlined in the instructions)

List the name of your current or last employer, the dates you were employed, and the name, phone number, and email address of the person we need to contact to verify your employment – return to contact listed above.

In addition to the above items, we also need the following items (forms are also located at <http://www.uncg.edu/ipg/dataforms.html>):

Transcripts (only if necessary as outlined in the instructions)

Official graduate transcript showing the highest degree conferred. The transcript must come directly from the University where you received your degree to the contact listed above.

J-1 Scholar Request Form - Part B "Scholar Profile" (attached)

Complete attached form and return to contact listed above.

Insurance Attestation (attached)

Complete and sign the Insurance Attestation form and return to the contact listed above.

CV or Resume and Biographical Page of Passport (including any dependents)

Send a copy of your CV or resume, and the biographical page of your passport and passports of any of your dependents. Submit these copies to the contact listed above.

Proof of Financial Support

If UNCG is not fully sponsoring you financially, please submit a letter from your home institution verifying financial support for sabbatical leave; or a letter from the home government verifying financial sponsorship; or verification of personal financial support; or a combination thereof. A minimum of \$1,000 per month for you as the primary and \$500 per month for each dependent is required.

Thanks for your help in obtaining this information. Please refer to <http://www.uncg.edu/ipg/visiting-scholars.html> for further details regarding being a visiting scholar at UNCG, including important U.S. visa/immigration policies. If you have related questions, please contact Norma Velazquez, International Student Advisor, International Student and Scholar Services (ISSS) at nivelazq@uncg.edu or 336-334-5404.