



Application Instruction for Visiting International Faculty J1 Visa Sponsorship

The J Exchange Visitor program was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor program, 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 J Exchange Visitor program is administered by the Office of Exchange Coordination and Designation under the Bureau of Educational and Cultural Affairs of U.S. Department of State (DOS). J1 regulations are found in Title 22 of the Code of Federal Regulations (CFR), Part 62.

Rutgers-Newark is an independent sponsor of J1 Exchange Visitor program approved by DOS. Participants of the Exchange Visitor Program are divided into different categories, each with its own set of rules and regulations. Currently, Rutgers-Newark is sponsoring the following categories: Research Scholar, Professor, Short-term Scholar, College and University Student with subcategories of Graduate Degree Student, Graduate Non-degree Student, Undergraduate Degree Student, and Undergraduate Non-degree Student.

All J1 exchange visitors must obtain a Form DS-2019, the Certificate of Eligibility for Exchange Visitor Status in order to apply for a J1 visa to enter the U.S. or to transfer from another J1 sponsoring institution to Rutgers-Newark. The Office of International Student and Scholar Services (OISS) is responsible to issue Form DS-2019 through the Student & Exchange Visitor Information System (SEVIS), the web-based computer system used by the U.S. Department of Homeland Security to track and monitor international students and scholars. Please fill out the application form and attach required documents on the checklist before submitting to OISS for a Form DS-2019.

Application Deadline: **SIX WEEKS** Before Visitor Arrival Date

An exchange visitor coming from abroad needs a minimum of five weeks from the date the Form DS-2019, the Certificate of Eligibility for Exchange Visitor Status, is received at his/her home country to the date he/she arrives in the U.S., since he/she must be given time to apply for a J1 visa at a U.S. Embassy/Consulate with the original DS-2019 and plan for international travel. **Visitors should not make an appointment with the U.S. Embassy or Consulate until receiving confirmation that the DS-2019 has been sent.** OISS needs reasonably **3 – 5 business days** to process the application depending on the office workload in the particular time of a semester when the application is submitted. Therefore, please plan early and submit completed application to OISS **SIX weeks before** the arrival date. Your cooperation is greatly appreciated by the visitors as well as by OISS staff.

Checklist of Complete Application Packet:

1. Visiting International Faculty J1 Visa Sponsorship Application (Form A - Completed by Department)
2. Visiting International Faculty J1 Visa Sponsorship Application (Form B - Completed by Visitor)
3. Journal voucher for SEVIS administration fee **with reference number**
4. Journal voucher, **with reference number**, for transfer of health insurance fees OR proof (**in English**) of alternate insurance coverage for full period of DS-2019
5. Copy of appointment/invitation letter with clarification of funding sources
6. If not funded by Rutgers, proof of funding in English
7. Visitor's own very brief research/teaching plan (less than half page)
8. Visitor's CV/resume (NOT required for EXTENSION)
9. Copies of passport photo page and expiration date of visitor and dependents (if family coming)
10. Copies of previous DS-2019s for J1/J2 status issued by Rutgers and/or any other U.S. institutions (if visitor was in J1 status previously)