



**Exchange/Visiting Student J1 Visa Sponsorship Application
(Form A - To Be Completed by Department)**

1. Hosting Department _____

Dept. Address (with zip code) _____

Faculty Sponsor: _____ Phone _____ Email _____

Name and Title of Individual Completing This Form _____

Phone _____ E-mail _____

2. Purpose of This Request:

- Initial Attendance
- Extension of Stay
- Transfer in J1 Status from Another U.S. Institution

If transfer, name of U.S. institution that issued current DS-2019 : _____

3. Address of Exchange/Visiting Student Activity Site (Info needed for SEVIS data entry to issue DS-2019)

- Same as Hosting Dept's address
- Different from Hosting Dept's address, list actual address blow:

4. Name of Exchange/Visiting Student

(Last Name) (First Name) (Middle Name[s])

5. Name and Country of Home School _____

6. Academic Degree & Major at Home School _____ / _____

7. Graduation (or Anticipated Graduation) Date of Degree Program at Home School: _____ / _____
month/ year

8. Program Dates at Rutgers

From: (official start date at Rutgers. Student may enter U.S. up to 30 days earlier.) _____ / _____ / _____
month/ day / year

To: (official end date at Rutgers. Student may leave U.S. up to 30 days later.) _____ / _____ / _____
month/ day / year

9. Student previously at Rutgers in J1 status? Yes* No

* **If yes**, dates of previous visit(s) at Rutgers _____

10. Briefly Describe Study/Research Plan at Rutgers _____

11. Exchange/Visiting Student Category at Rutgers:(Please check one):

IMPORTANT – ELIGIBILITY REQUIREMENT FOR J-1 EXCHANGE/VISITING STUDENT

By law, J1 program sponsors must ensure that students are academically eligible for admission, that they are in fact admitted, and that they will be pursuing a full course of study. (22 C.F.R. § [62.23\(d\)-\(e\)](#).) At Rutgers-Newark, a J1 student satisfies the full course of study requirement either by enrolling in classes full time or engaging in academic and/or scientific research defined by the hosting academic department as full time. In addition, a student is eligible for the J1 Exchange Visitor Program only if at any time during the educational program in the United States he/she meets one of the following four criteria (22 C.F.R. § [62.23\(c\)\(1\)-\(4\)](#)):

- (1) The student or his or her program are financed directly or indirectly by:
 - (i) The United States Government;
 - (ii) The government of the student's home country; or
 - (iii) An international organization of which the United States is a member by treaty or statute;
- (2) The program is carried out pursuant to an agreement between the United States Government and a foreign government;
- (3) The program is carried out pursuant to written agreement between:
 - (i) American and foreign academic institutions;
 - (ii) An American academic institution and a foreign government; or
 - (iii) A state or local government in the United States and a foreign government;
- (4) The student is supported substantially by funding from any source other than personal or family funds.

- Degree Student:** (Rutgers offers J1 sponsorship for degree students only if there is government or other official funding involved, such as Fulbright, IIE, or AMIDEAST.)
- Non-Degree Student To Be Enrolled Full-Time:** (Student who will take classes full-time at Rutgers with home school approval or on exchange agreement to earn credits to be applied to degree program at home country. Home institution written approval is required. A maximum of two years is allowed by law.)
- Non-Degree Student, Not Enrolled in Classes--also called "Special Visiting Research Student"** (Student enrolled at a foreign university whose degree program either requires him/her to conduct research in another country, or permits research conducted in another country to meet the requirements for his/her degree program. Home institution written approval is required. A maximum of two years is allowed by law.)

12. Will family members accompany student with initial arrival? Yes* No

*If yes, is spouse coming? Yes No Number of child(ren)coming: _____

13. Source(s) Of Funding

If tuition is not required to pay Rutgers-Newark, evidence of funding for living expenses must be provided. For 2009-2010 academic year, evidence of funding of at least \$21,400 per year, the same minimum amount paid to Teaching Assistants, is required at the Graduate level. At the Undergraduate level, evidence of funding must show at least \$17,873 per year. In both cases, required levels of funding will be calculated on a monthly basis for the duration of a student's expected study or research at Rutgers-Newark. 80% or more ("substantial amount") of the amount must come from sources other than personal or family funds unless there is an exchange agreement defining financial responsibilities of the participating students otherwise. (Note: *The graduate TA salary is set by the AAUP contract and changes annually. If the number changes in the future, it will be adjusted accordingly for the J1 students funding requirement.*)

List all sources applicable: **DOLLAR AMOUNT for period covered by this request only**

A) Rutgers University Funds, including grants paid through payroll \$ _____
Fund/Grant Name and budget # _____

B) Non-Rutgers Funding:

Sponsoring Institution: _____ \$ _____

Sponsoring Institution: _____ \$ _____

C) Personal Funding: \$ _____ (must be less than 20% of total expenses and original financial documents required)

D) Funding for dependents: \$5,000/year for spouse plus \$3,500 for each child \$ _____

Will student be paid via Rutgers Payroll Department? Yes No

Will student be eligible for Rutgers health benefits? Yes No

If yes, effective start date of health benefits: _____ / _____ / _____
month/ day / year

IMPORTANT – HEALTH INSURANCE REQUIREMENT FOR J-1/J-2 EXCHANGE VISITORS

All J1 Exchange Visitors are required by law to carry health insurance for themselves and accompanying family members in J2 status. Rutgers University requires its international students and scholars to carry minimum Health Insurance Coverage as follows:

Medical benefits of at least \$250,000 per accident or illness

Repatriation of remains benefits in the amount of \$7,500

Medical evacuation benefits in the amount of \$10,000

A deductible that does not exceed \$500 per accident or illness

A coinsurance no greater than 26% of the covered benefits per accident or illness

Except for students to be registered in classes while at Rutgers who will be automatically charged on tuition bill, DS-2019 cannot be issued without proof of health insurance coverage. J1 students may purchase health insurance policy through Rutgers University or purchase their own. Non-US policies must be **in English**.

CHECKLIST of Documents to Be Attached to This Application:

1. Exchange/Visiting Student J1 Visa Sponsorship Application (Form B - Completed by Student)
2. Journal voucher for SEVIS administration fee with **reference number**
3. Journal voucher, with **reference number**, for transfer of health insurance fees OR proof (**in English**) of alternate insurance coverage for full period on DS-2019
4. Copy of acceptance letter from Admissions Office or Hosting Department/School
5. Proof of non-personal funding in English OR copy of exchange agreement between Rutgers & Home School.
6. Home school written approval for the student's participation in the J1 program at Rutgers-Newark.
7. Student's own very brief study/research plan (less than half page)
8. Copies of passport photo page and expiration date of visitor and dependents (if family coming)
9. 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)

Departmental Chair or Director Approval: *This is to certify that the student above is eligible for participating in the J1 Exchange Visitor program and will engage in full time study/research during stay at Rutgers-Newark.*

Name (print): _____ Signature _____ Date: _____

Title: _____ Department _____

Dean's or Director's Approval:

Name (print): _____ Signature _____ Date: _____