J-1 Sponsorship Tutorial for UCSC Departments
Agenda

- J-1 Exchange Visitor (EV) Program Overview
- Hosting/Invitation Process
- DS-2019 Issuance
- Pre-Arrival and Arrival Information
- Maintaining J-1 Status
- Program Extension
- Program Completion/Transfer Out
Purpose of the J-1 Exchange Visitor Program

“…To increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges…”

~ Taken from the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act of 1961)

• 14 unique J-1 programs with different requirements
• Form DS-2019 or “Certificate of Eligibility for Exchange Visitor (J-1) Status” is basic document
• DS-2019 created in Student Exchange Visitor Information System (SEVIS). Program sponsors are required to report and monitor international students, exchange visitors (EVs), and their spouse/dependents while in the United States.
• J-1 Visa Exchange Visitor Program website at https://j1visa.state.gov/.
Role of International Student & Scholar Services (ISSS)

- Interprets U.S. immigration regulations
- Serves as a liaison to appropriate local, state, and federal government agencies
- Issues DS-2019, maintain J-1/J-2 EV record
- SEVIS record reporting
- Advise on J-1/J-2 immigration matters
- Conduct orientations and relevant workshops
- Conduct programming, e.g. Coffee Hours, Hikes, Bowling, Annual picnic
International or visiting faculty, researchers, or students, invited to participate in a non-tenure track UCSC academic appointment

Activities may include research, teaching, consultation, observation, training, or demonstrating expert knowledge

Can be a courtesy or paid appointment

Over 200 scholars on campus over the course of a calendar year

Brought in three common J-1 categories: Short-term Scholar, Research Scholar, or Professor
Key Players

- Department/PI
- Divisional Coordinator
- Scholar
- ISSS
### J-1 EV Eligibility

#### Institutional Requirements
- Must be offered an academic appointment
- Paid or unpaid position
- Activity takes place at UCSC or with UCSC affiliation
- See APO CAPM 609.430 and APO CAPM 102.530

#### Regulatory Requirements
- Must have completed at least a bachelor’s degree with appropriate experience in the field in which research or teaching is to be conducted.
- If no bachelor’s degree may consider non-degree seeking student category.
- Individual cannot hold tenure or be a candidate on tenure-track position
- Must not have immigrant intent
- Additional program specific requirements (English language proficiency, mandatory health insurance coverage)
# Common J-1 Categories at UCSC

<table>
<thead>
<tr>
<th>J Category</th>
<th>Minimum to Maximum Period of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Scholar</td>
<td>Up to 6-months</td>
</tr>
<tr>
<td>Research Scholar</td>
<td>3 weeks to 5-years</td>
</tr>
<tr>
<td>Professor</td>
<td>3 weeks to 5-years</td>
</tr>
</tbody>
</table>
J-1 Processing Timeline

1. Dept requests DS-2019 (timeline varies)
2. Division confirms appointment (timeline varies)
3. ISSS issues DS-2019 (3 to 5 business days)
4. EV pays SEVIS fee; applies for J-1 visa (1-12 weeks)
5. EV enters U.S.; onboards, attend orientation (2-4 weeks)
6. Validate J-1 record (1-2 days)
When to request a DS-2019

If Outside of the United States
3-4 months prior to anticipated start date

Within the United States
Transfer of J program from another institution to UCSC
1-2 month prior to anticipated start date

Within the United States
Change of status to J-1
At least 4-6 months prior to start date
The DS-2019 Request Form

---

**REQUEST FOR FORM DS-2019 FOR NON-TENURE TEACHING OR RESEARCH POSITIONS**

This process is initiated by the UC Santa Cruz sponsoring department. Upon approval from the Department Chair forward this request to the Divisional Coordinator. Please submit completed form to ISSS office (issss@ucsc.edu) or MS Global Engagement.

Please include the following:
- Copies of I-9 and any J-1 Passport Identity Pages
- Financial Certification Letter (if necessary, UCCSS)
- Copies of Previous J-1 and/or J-2 (DS-2019) Forms (if applicable)
- J-1 Transfer of Form (if applicable)

**SECTION A: Program Information**

To be completed by sponsoring department:

<table>
<thead>
<tr>
<th>DS-2019 Request Type:</th>
<th>☐ New Appointment</th>
<th>☐ Transfer In</th>
</tr>
</thead>
</table>

**J-1 Category:**
- ☐ Short-Term Scholar (research or teaching for 6 months or less)
- ☐ Research Scholar (research or teaching for 4 months or more)
- ☐ Professor (teaching for more than 6 months)

**Department:**

**Division:**

**Appointment Start Date:** (mm/dd/yyyy)

**Appointment End Date:** (mm/dd/yyyy)

**UC Payroll or Non-Paid Title:**

**Percent Effort:** (paid titles only)

**Activity:** (Select all that apply)
- ☐ Teaching/Lecture
- ☐ Research
- ☐ Observing/Consulting

**Describe Subject or Field of Research:** (For example: Teach courses in ..., observe techniques, learn skills, or conduct research in ...)

**Site of Activity:** Indicate the physical location of scholar’s activity. Include all relevant on- or off-campus sites.

- ☐ Main UCSC campus – 1156 High Street, Santa Cruz, CA 95064
- ☐ Out/Primary or Secondary Site (provide location name and address below)

**Location Name:**

**Address:**

---

**SECTION B: Certification of English Language Proficiency Statement**

Completed by sponsoring professor or supervisor:

By signing below, I confirm that I have conducted an interview with the prospective J-1 scholar either in-person, by videoconferencing, or by telephone (videoconferencing is not a viable option). In English and that the scholar has sufficient English proficiency not only to successfully participate in his/her program but also to function on a day-to-day basis.

**Date and Time of interview:** (mm/dd/yyyy)

**Time:**

**Method Used to Interview (circle one):**
- ☐ in-person
- ☐ videoconferencing
- ☐ telephone

**Signature of Supervisor:**

---

*Page 1 of 5*
Select Exchange Visitor Category

- **Short Term Scholar**
  - A professor, research scholar, specialist, person with similar education for purpose of lecturing, observing, consulting, training, demonstrating skills.

- **Research Scholar***
  - Primarily to conduct research, observe, consult

- **Professor***
  - Primarily to teach, lecture, observing, or consult

*Activities of a Research Scholar and Professor can be intertwined so it is possible to alternate between two categories using SEVIS functionality. Be aware of 24-month bar on repeat participation for these two categories.
Program Information

UC Payroll or Non-Paid Title
• Temporary appointments; e.g. Postdoctoral Research Scholars, visiting faculty or researchers, Lecturers

Describe Subject or Field of Research
• Please be as specific as possible

Site of Activity
• Indicate Primary Site of Activity. If not main campus, please add off-campus location and address. Okay to add secondary site of activity, if needed.
Review of English language ability is still done by a consular officer at time of J-1 visa application process.

Under Subpart A final rule, program sponsors must now make their English language proficiency determinations using an objective measurement. Program sponsors must retain evidence so it may be available to DOS upon request.

![SECTION B. Certification of English Language Proficiency Statement](image)
Financial Requirements

• All J-1 EVs and dependents must provide sufficient funding throughout the period of his/her program.
• Financial support can come from the program sponsor (UCSC), home institution, other organizations, or in combination with personal or family funds. In the form of an appointment letter, scholarship/grant award letter, on logo/letterhead paper, bank statement, or bank letter.
• Proof of finances must be issued within the past six months, converted to U.S. dollars using online currency converter (www.xe.com); in English, or translated into English.
• Minimum monthly funding requirements are below.

<table>
<thead>
<tr>
<th>Self</th>
<th>J-2 Spouse</th>
<th>J-2 Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2000</td>
<td>$1000</td>
<td>$500</td>
</tr>
</tbody>
</table>
**Proof of Financial Funding**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount Per Month</th>
<th>Number of Months</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, Santa Cruz-Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of California, Santa Cruz- Other (Specify below, e.g. reimbursement, per diem, cost of living, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government Agency (Specify below)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholar’s Home Government (Specify below, e.g. China Scholarship Council)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Organization (Paid directly only, e.g. EMBO, NATO, UN, WHO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilateral Commission (Paid direct only, e.g. Fulbright)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Specify below, e.g. home institution, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Funds (Include personal bank account letter or sponsor’s bank account with Affidavit of Financial Support)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Sponsor Fund**
UCSC salary, grant, honorarium, per diem, stipend

**Other Organization Funds**
Home university salary or sabbatical leave; travel grant. Calculate living expenses only (do not include travel, health insurance funding)

**Personal Funds**
Self-supported, family sponsor. Must attach bank account letter or sponsor’s bank account with Affidavit of Financial Support form
**SECTION D. Signature Authorization**

Your signature indicates you agree to the following: The sponsoring department will provide assistance to the scholar upon arrival at UCSC. The proposed activity is suitable to the scholar’s background, needs, and experience. The scholar and family members have sufficient funding for their stay. The scholar is aware of the health insurance requirement and is clear as to who is responsible for paying for insurance premiums. The scholar will engage only in activities that are consistent with the intended program while at UCSC. Inform ISSS when conditions of financial support change, position/title change, early completion or termination of program or if the scholar will be outside the U.S. for more than 30 days.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Phone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsoring Professor:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Department Chair and Department Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Dean, Div Coordinator, or Official Designee:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Department/Division Contact: (if different from above)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scholar Information

- J-1 EV must provide copy of passport or self and any dependents
- Name will entered on DS-2019 as it appears in the passport

- Address must be the residential address, cannot be scholar’s work address
**Eligibility**

- Spouse or unmarried child under 21 years
- Contact ISSS for same sex marriages
- Include dependent passports with DS-2019 Request

### Dependent Information

<table>
<thead>
<tr>
<th>Family/Last Name(s):</th>
<th>Given/First Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Spouse</td>
</tr>
<tr>
<td>☐ Child</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth: (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City &amp; Country of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship:</th>
<th>Country of Legal Permanent Residence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Family/Last Name(s):</th>
<th>Given/First Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Spouse</td>
</tr>
<tr>
<td>☐ Child</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth: (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City &amp; Country of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship:</th>
<th>Country of Legal Permanent Residence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Roles & Responsibilities

<table>
<thead>
<tr>
<th>Department/Division</th>
<th>J-1 EV and Dependents</th>
<th>ISSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Makes decision to host visiting faculty or researcher</td>
<td>• Provide required documents for DS-2019 request(s)</td>
<td>• Review DS-2019 request</td>
</tr>
<tr>
<td>• Confirm funding and appointment</td>
<td>• Pay SEVIS Fee</td>
<td>• Issue and forward completed DS-2019(s) to the</td>
</tr>
<tr>
<td>• Complete DS-2019, assemble required documents</td>
<td>• Apply for J-1/J-2 visa</td>
<td>department or Division for mailing</td>
</tr>
<tr>
<td>• Send DS-2019, welcome packet, appointment letter to J-1 EV</td>
<td>• Purchase required health insurance coverage</td>
<td>• Conduct J-1 orientation; validate SEVIS record after check-in</td>
</tr>
<tr>
<td>• Report any program changes to ISSS</td>
<td>• Onboard with Academic Personnel staff</td>
<td>• Report any funding or program related changes to SEVIS</td>
</tr>
<tr>
<td></td>
<td>• Attend mandatory J-1 orientation</td>
<td>• Advise J-1 EVs and J-2 dependents, as needed</td>
</tr>
</tbody>
</table>
• Form DS-2019s are issued in SEVIS
• Required for visa interview and to obtain a J-1/J-2 visa
• Each Form DS-2019 contains unique SEVIS ID number and UCSC Program Sponsor ID number and information
• Program start and end dates should match appointment
• Travel Validation. Travel signature is required for re-entering the U.S. after trip abroad.
After the DS-2019 is Issued

- Original Form DS-2019(s) must be sent to the prospective visiting faculty or researcher. J-1 EV signs his/her DS-2019.
- Pay the SEVIS I-901 fee
- Apply for J-1/J-2 visa at a U.S. embassy or consulate; schedule visa interview appointment. Exceptions: Canadian citizens do not need to apply for a visa. Canadians will present SEVIS fee payment receipt, valid passport, DS-2019, appointment letter to a CBP official at the port-of-entry for admission.
- If visa application is subject to ‘Administrative Processing’, visa issuance will be delayed until background/security screening is completed.
- Contact ISSS if arrival is delayed. Program dates may need to amended. Upon department and Division approval amended DS-2019 is issued. If there is time, amended document will be mailed to the J-1 EV. Otherwise original given to J-1 EV at orientation/check-in.
Pre-Arrival and Arrival

Recommend incoming J-1 EV check Pre-Arrival and Arrival pages on ISSS website: https://isss.ucsc.edu/scholars/j1/arrival.html

Attend J-1 Scholar Orientation, usually offered bi-monthly on Wednesdays at 10 am. Orientation reminder email with instructions will be sent a week prior to orientation day close to J-1 EV program start date.

J-1 EV must complete orientation and/or check-in with an advisor before SEVIS record is validated.

If required, J-1 EV applies for a SSN after SEVIS record has been validated; the EV has been in the U.S. for at least 10 days for POE admission record to be located in SAVE.
J-1 Visa

- Issued by U.S. Department of State-Establishment or Consulate
- Purpose: for entering the U.S.
- Not required for Canadian citizens
- Cannot be renewed within U.S.
• At time of U.S. entry must possess a valid passport at least six months beyond period of stay

• If expiring, J-1 EV will need to check with his/her home government for instructions to renew or obtain new passport
I-94 Electronic Record

- Admission/Departure record, proof of legal U.S. admission
- J-1 EVs are admitted for “D/S” or Duration of status
- Retrieve I-94 record online: https://i94.cbp.dhs.gov/I94/#/home
Maintaining Status

Taken from ISSS J-1 website: https://isss.ucsc.edu/scholars/j1/maintaining-j-status.html

• Maintain program objective.
• Maintain a valid DS-2019 (J-1 and J-2). Do not allow your DS 2019 to expire. Request a program extension if necessary.
• Maintain valid health insurance for the entire period of stay in the U.S.
• Obtain prior authorization from ISSS prior to engaging in any off-campus work or activities.
• Notify ISSS of changes to your work site or adding another location (Site of Activity).
• Keep your residential address information up to date. Notify ISSS by sending an email to ischolar@ucsc.edu with your new address within 10 days of moving (J-1 and J-2).
• Notify ISSS and your host department of early completion of your program (more than 15 days before the program end date listed on your DS-2019). This information will be reported to SEVIS so you will not be held accountable if completing the program early and departing the U.S. (J-1 and J-2).
• **Transferring your J program.** If you are offered a position at another institution you will likely need to transfer your program sponsorship to the new institution. Please contact a scholar advisor to discuss the transfer out process.
• After completing your program you are allowed 30 days to prepare to depart the U.S. You cannot work during the **grace period.** If you leave the U.S. during the grace period this is considered your final departure, in order to return you will need to enter in a different visa status.
Institutional Reporting Obligations

- Department of faculty sponsor will provide assistance to EV upon arrival at UCSC.
- During J-1 program report changes to:
  - Funding (gain or loss of financial support)
  - Change to primary site of activity or adding additional site of activity
  - Appointment title
- Report Off-campus payment/Reimbursement activity (non-UCSC reimbursements or payments must be approved prior to participation in off-campus activity)
- Report early program completion or out-of-country research activities
- Request program extension if needed
- Report if J-1 EV is applying for waiver of 212(e)
Extension of Program

If the DS-2019 is expiring but EV has not complete his/her program objective, must work with hosting faculty, department, and Division to request a program extension. Reappointment paperwork may be necessary. Extension request form: https://isss.ucsc.edu/files/scholars/j1scholarforms-ds2019extension.pdf.

Eligibility
- Must continue relevant program objectives or activity. In rare cases, EV may switch from research to teaching (or vice versa) if in the Professor or Research Scholar category.
- A J-1 EV subject to 212(e) is not eligible for a program extension if he/she has applied for waiver of the two-year home country physical presence requirement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Period of Stay (can extend up to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Scholar</td>
<td>6 months</td>
</tr>
<tr>
<td>Research Scholar</td>
<td>5 years</td>
</tr>
<tr>
<td>Professor</td>
<td>5 years</td>
</tr>
</tbody>
</table>
Completion of Program

Grace Period
• J-1 EV is allowed 30 days to prepare to depart the U.S.
• The grace period cannot be used for continued employment.
• If the EV leaves the U.S. during the grace period it is considered the final departure. He/she will have to re-enter in a different visa status.

Transferring J program
Relevant for those are offered a position at another institution, want to maintain or remain in J-1 status. They will request to transfer out, have UCSC SEVIS record release to new program sponsor by a certain date.
Questions?
Contact Information

Email: ischolar@ucsc.edu or lilharri@ucsc.edu
Telephone: 831-459-2859 or 831-459-2858 (main office)
Mailstop: DGE/ISSS
Thank You!