Guide to Hosting a J-1 Scholar
For MSU Departments

A step-by-step guide to help MSU departments know when to use the J-1 scholar visa, how to apply, what to do when the scholar arrives, and how to maintain the J-1 visa through the end of the scholar’s program.

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Step One: Preparation

Choosing a Visa

Once you know you will host an academic guest from abroad, it is important to choose the correct visa for the situation. The fact that you are reading this guide indicates that you will most likely use the J-1 visa, however some programs might be better served by using a different visa.

In very general terms:
- The B-1/B-2 visitor visa is best for very short visits (1-2 months or less)
- The H-1B employment visa is the best for incoming employees who will be paid salaries commensurate with US faculty pay scales

If you think that a visitor visa or an employment visa might be a better fit for your situation, please visit the “Scholar Visa Decision Tree” on our website at:

http://www.oiss.msu.edu/scholarintree.php

If you view the decision tree and still aren’t sure, please contact OISS for clarification.

Choosing a J-1 Category

Once you are sure that the J-1 visa is right for your situation, it is now time to choose the appropriate J-1 category to use. MSU has authorization to use the following three categories for hosting international scholars:

- Research Scholar
- Professor
- Short-Term Scholar

For complete definitions of the above categories, please see Appendix A.

General rules for choosing a category:
- If you are certain that the scholar will be at MSU for six months or less, the Short-Term Scholar category is best.
- If the scholar will be here longer than six months, or if there is a strong possibility of an extension that would push the program beyond six months, the Research Scholar or Professor categories are best.
  - If the scholar will primarily conduct research, collaborate, and/or observe in connection with a research project, the Research Scholar category is best.
  - If the scholar will primarily teach courses, the Professor category is best.

When choosing a category, you should also be aware of the potential for certain restrictions. The scholar may already be subject to one of these restrictions, which may hinder his/her ability to use the J-1 visa. By using the J-1 visa, the scholar may also incur restrictions on future visa use. For a table describing J-1 visa restrictions please see Appendix B. If you have questions about these restrictions or need help interpreting how the restrictions will affect your choice of a J-1 category, please contact OISS.
Departmental Responsibilities

Before you move forward with the J-1 visa process, please make sure that your department is prepared to take on the responsibility of hosting a J-1 scholar. For a complete list of J-1 Host Department Responsibilities, please see Appendix C.

The host department must also ensure that sufficient funding is available for the program. Some scholars are funded by the host department and others are funded by outside sources, which may include US or foreign governments, a college/university in the scholar’s home country, a non-government agency, or the scholar’s personal/family finances.

**Funding Minimums:**
- J-1 Scholar: US$1,500 per month / US$18,000 per year
- J-2 Spouse of J-1 Scholar: US$5,000 per year (may be pro-rated for shorter programs)
- J-2 Child of J-1 Scholar: US$3,000 per year (may be pro-rated for shorter programs)

While the J-1 visa does not require that the host department pay any fees, there is a $180 fee (called the SEVIS fee) that must be paid prior to the scholar’s visa application. This fee may be paid by the host department or by the scholar – the host department decides.

**Dependent Family Members**

The spouse and dependent children (unmarried and under age 21) of a J-1 scholar are eligible to apply for J-2 dependent visas. J-2 documentation may either be requested at the same time that the J-1 scholar’s documentation is requested or it may be requested after the scholar has arrived. In the latter case, the scholar will request these documents directly from the OISS; no departmental involvement is required.

A J-2 spouse may apply for work authorization after arrival. The OISS has an application packet available in 105 International Center or on the website. No job is needed in order to apply for work authorization. Once work authorization is granted, the J-2 spouse is free to work anywhere in the US, part- or full-time. A J-2 spouse may also attend classes at any level of study, though we recommend a spouse who enters a degree-seeking program strongly consider gaining an independent student visa status.

J-2 children may attend public or private primary and secondary schools and may also study at a college or university. J-2 children who are approaching age 21 must either change their visa status or depart the US before their 21st birthday.

*All J-2 dependents must maintain health insurance coverage at all times while in the US.* Health insurance requirements are discussed in more detail under “Step Three: Preparing for Arrival.”
Step Two: Submitting an Initial J-1 Request

Timing

It is crucial that you allow **eight weeks** in between the day you submit the completed J-1 request and the day you would like the J-1 scholar to walk through your door. This allows sufficient time for internal processing, shipping the documents to the scholar, application for a US visa, and travel to East Lansing. *Applications submitted with a shorter time frame are subject to date changes at the discretion of OISS.*

Initial or Transfer?

If the scholar is currently in his/her home country, then you will submit a J-1 request indicating “Initial Request.” If the scholar is already in the US in J-1 scholar status, you will submit a J-1 request indicating “Transfer to MSU from a US Institution.” The components of the Initial and Transfer requests are essentially the same. The Transfer request requires a little bit of additional information about the institution that will transfer the scholar to MSU. If the scholar is already in the US but in a visa status other than J-1 scholar, indicate “Initial Request” and attach documentation of the prospective scholar’s current visa status. The OISS can help the scholar change his/her status to J-1 scholar.

Components of the J-1 Request

The host department submits a J-1 Request to OISS. The OISS will create a DS-2019 form, which is the Certificate of Eligibility for Exchange Visitor (J-1) Status. The DS-2019 is used to obtain a J-1 visa stamp from a US Consulate abroad (unless the scholar is already in the US) and for verification purposes throughout the J-1 scholar’s program.

A complete Initial Request for a J-1 scholar consists of the following documents:

1. Completed J-1 DS-2019 request form
2. Invitation letter on departmental letterhead, which must include the following information:
   a. Specific beginning and ending dates of the scholar’s program
   b. Summary of the scholar’s proposed activities
   c. Specific amount of payment, if any
3. Photocopy of the scholar’s passport (identification page only)
4. Photocopies of dependents’ passports (if applicable)
5. Scholar’s CV
6. Proof of funding (if not being fully funded by the host department). Documents must be in English or be at least clearly understood by someone who does not speak the language in question. Sponsorship letters must list a specific funding amount. Acceptable documents for proof of funding include:
   a. Sponsorship letter from US Government agency
   b. Sponsorship letter from foreign government
   c. Sponsorship letter from non-government agency
d. Personal or family bank statement showing a positive balance meeting the minimum funding requirements.

7. If the scholar has been in J-1 status during the previous 5-year period, please include photocopies of all previous DS-2019s.

NOTE: When choosing the beginning and ending dates of the program, do not factor in extra time for travel. J-1 scholars may enter the US up to 30 days prior to the program start date and may depart the US up to 30 days after the program end date.

Three examples of a complete Initial Request for a J-1 scholar may be found in Appendix D.

What to Expect

The OISS asks for 7-10 business days to complete a new DS-2019. Once the documents are ready, we will notify the departmental contact listed on the application form. Due to the sensitive nature of visa documents, we do not use campus mail to send original documents to departments. Please arrange for someone from the host department to pick up the documents in room 103 of the International Center. OISS office hours are Monday through Friday, 8am to 12pm and 1pm to 5pm.

The envelope you will receive will contain two packets, one for your department to keep and one for you to send to the scholar.

The department packet will include:
- Summary of departmental responsibilities
- Photocopy of the scholar’s DS-2019 (and photocopies of dependents’ DS-2019s, if applicable)
- ZPID notification page (the SSN listed on this page is not a real SSN – it is only a placeholder)
- SEVIS Fee instructions

The scholar’s packet will include:
- Welcome letter
- Brochure from the US Department of State outlining the J-1 Exchange Visitor program
- Original DS-2019 (and DS-2019s for dependents, if applicable)
- ZPID notification page
- Flier about scholar health insurance
- Summary of scholar responsibilities
- SEVIS Fee instructions

NOTE: If your department has elected to pay the SEVIS fee, you must do so and include the receipt with the packet that is sent to the scholar. The fee may be paid online with a credit card at www.fmjfee.com and the receipt may be printed immediately. For more detailed information on the SEVIS fee, please see Appendix E.
Step Three: Preparing for Arrival

Housing Arrangements

It is the host department’s responsibility to make housing arrangements for the J-1 scholar and any accompanying family members. Please finalize these arrangements prior to the scholar’s arrival. If the scholar would prefer to live on the MSU campus, please contact University Housing:

University Housing Assignments Office
Phone: 355-9550
Email: housing-info@uh.msu.edu
Location: 100 University Housing Building

Visa Application

If the scholar is outside the US, he/she should contact the nearest US Consulate to schedule an appointment to apply for a J-1 visa. If the scholar is paying the SEVIS fee, they must do so prior to the visa application. The visa application process could be anywhere from a matter of a few days in some cases to weeks or months in other cases. The length of time it takes to get a visa depends on many factors, including the location of the Consulate, the scholar’s citizenship, and/or the scholar’s area of study. For more detailed information on potential visa problems, please see Appendix F.

Transfers and Changes of Status: If the scholar is already in the US in J-1 scholar visa status, they will make the transfer arrangements with their current institution and with OISS and then simply show up on or after their transfer date. OISS will issue the DS-2019 at the time they arrive at MSU. (The DS-2019 is not needed in advance of a transfer arrival.) If the scholar is already in the US in a different visa status, arrangements may vary depending on their current visa status.

Health Insurance

All J-1 and J-2 visa holders are required by federal regulation to carry sufficient health insurance at all times during their stay in the US. If the scholar will receive health insurance as a benefit of MSU employment, then this requirement will be fulfilled. If the scholar is not receiving health insurance from MSU, he/she is responsible for obtaining sufficient health insurance coverage. Minimum health insurance requirements are listed under Appendix G.

Alternative health insurance coverage can come from one of the following three sources:

1. MSU Benefits Office – scholars may purchase an optional plan from Aetna Student Health. This is the same group plan used by MSU international students.
2. Home country – scholars may bring a health insurance policy from home. The policy must meet the minimum requirements.
3. Private company in US – scholars may purchase health insurance from a private company in the US.
Scholars will be asked to verify their health insurance coverage shortly after arrival.

For more information on health insurance requirements, family coverage, how to shop for a private insurance policy, and where to go for health care, please visit [www.oiss.msu.edu/health.php](http://www.oiss.msu.edu/health.php).

**Determining the Date of Arrival**

Though you may have picked an approximate arrival date when you determined the J-1 program start date, we recognize that certain events may serve to either accelerate or delay the arrival of the scholar. **J-1 Scholars may enter the US up to 30 days prior to or up to 20 days after the program start date.** If you foresee that the actual arrival date will fall outside of this window, it is very important to contact OISS immediately.

### Step Four: Arrival and Getting Started

**Airport Pickup**

It is the host department’s responsibility to ensure that the scholar has safe transportation from the airport to their lodgings. If the scholar is flying into the Lansing Capital City Airport, please arrange for a departmental representative to pick them up. If the scholar is flying into the Detroit Metro Airport, please either send a representative to pick them up or help them book a ticket on the Michigan Flyer bus service ([www.michiganflyer.com](http://www.michiganflyer.com)), which runs from the Detroit Metro Airport to the City Center Marriott in East Lansing. If the bus service is used, please arrange to pick up the scholar at the Marriott.

**Initial Shopping Trip**

It is also the host department’s responsibility to assist the scholar in obtaining items that are immediately necessary (i.e. bedding, towels basic cooking supplies if needed). This usually involves a single trip to a discount retailer (i.e. Meijer, Wal-Mart) and/or a grocery store, but may include more if the scholar has unique needs. Thereafter the scholar should be able to either navigate the CATA bus system ([www.cata.org](http://www.cata.org)) or purchase/lease a car for use while they are here.

**Check In With OISS**

The scholar should complete the mandatory check-in process at the OISS as soon as possible after arrival. This process is necessary to properly activate their J-1 visa status. *Failure to check in with OISS in a timely manner can result in loss of J-1 visa status!* The scholar should bring the following documents to the check-in:

- Passport
- I-94 card (small white card received at the Immigration post in the airport)
- DS-2019
• Emergency contact information – one contact in home country and one in US

At the check-in, the scholar will receive a welcome packet and an appointment to attend the next Scholar Orientation. If the scholar will also be an employee, we will complete the I-9 form and sign the Social Security endorsement letter.

MSU Identification Card

A newly arrived scholar is immediately eligible for an MSU Identification Card. To request a card, the scholar should go to the Campus Card Services office in room 50 in the Administration Building and present his/her passport, DS-2019, and the Z-PID notification page. Spouses of visiting scholars may also obtain an MSU ID Card.

Social Security Number

Scholars who will be paid by MSU must apply for a Social Security Number (SSN). Scholars who will not be paid by MSU are not required to apply for an SSN, however they are eligible to apply for one if they wish. Social Security is now a requirement for a Michigan driver’s license, therefore if the scholar intends to drive, they should apply for the SSN.

IMPORTANT: Newly arrived scholars must wait 10 days after their date of entry to the US before applying for a Social Security Number. Applications submitted too early often result in added delays of one month or more.

Applications for an SSN are submitted at the local Social Security Administration office, which is located at 5210 Perry Robinson Cir, Lansing, MI 48911. The following documents are required for an application:

• Passport
• I-94 card
• DS-2019
• Social Security endorsement letter (from OISS)

If possible, please help the scholar find transportation by car to the Social Security Administration office. It is possible to go there by bus; however it is quite time consuming (45-60 minutes each way with a bus transfer downtown).

J-2 dependents are not eligible for an SSN unless he/she has been granted J-2 work authorization.

Payroll

If the scholar will be paid by MSU, he/she should visit the MSU Payroll Office (Room 350 Admin. Bldg.) after receiving the Social Security card. In addition to the Social Security Card, the scholar should also bring his/her passport, DS-2019, and MSU ID card. The Payroll Office will calculate the proper amount of tax to be deducted from the scholar’s income according to the tax treaty between the US and the scholar’s country of citizenship.
MSU NetID and Email Accounts

To request a new MSU NetID and email account, the scholar should take the following steps:

- Go online to [http://help.msu.edu/netid](http://help.msu.edu/netid).
- Click on "2. Request my PIN (Lost PIN or New PIN)".
- Click on "Postdoc/Visiting Scholars".
- Under "Employment Status" choose the option that describes the scholar’s situation: If he/she is being paid by MSU, click the dot next to "Postdoc/Visiting Scholar with Appointment". If the scholar is not being paid by MSU, click the dot next to "Postdoc/Visiting Scholar without Appointment".
- The scholar should choose his/her preferred NetID. It must be between two and eight characters long and use letters or numbers.
- Under "MSU ID Number", use the 9-digit ID number on the MSU ID Card (the ZPID).
- Follow the remaining instructions on the website and the MSU email account will be activated within 24 hours. The scholar can choose to pick up his/her information in Room 220 of the Computer Center or receive the information by mail.

*NOTE: If the scholar is being paid by MSU, he/she must also fax the appointment papers to (517) 353-2006.*

**Step Five: During the Program**

**Consultations**

If the scholar wishes to consult with an advisor at OISS regarding his/her visa status or any other related concerns, our office is open for walk-in advising (no appointment needed) every weekday between 1pm and 3pm. If the scholar cannot come to walk-in advising, he/she can call (517) 353-1720 to schedule an appointment for another time. Our lobby is located in room 105 of the International Center.

**Notification of Changes**

If a significant aspect of the scholar’s program changes at any time, please notify the OISS immediately. Examples of events that would need a notification include:

- Change in funding (i.e. scholar gains or loses funding from the host department or other source)
- Change in biographical data (i.e. legal name change, change in permanent residence status)
- Change in site of activity (i.e. transfer from one MSU department to another, transfer from one research site to another)
- Acceptance of a tenure-track faculty position
Program Extensions

Extending a scholar’s program end date is both common and easy to do. Extensions cost nothing to either the host department or the scholar and are processed internally at the OISS – no outside application to any government agency is needed.

The extension application is submitted by the host department, not the scholar. A complete extension application will contain the following documents:

- Completed J-1 Scholar DS-2019 Extension Request
- Extension memo from the host department. The memo should be printed on departmental letterhead and contain the following information:
  - New end date of the scholar’s program
  - How much funding the scholar will receive from the department, if applicable
- Supplemental funding documentation, if needed

An example of a complete request for a J-1 scholar program extension can be found under Appendix H.

The OISS asks for 7-10 business days to complete a J-1 scholar extension request. Once the new DS-2019 is ready, we will notify the departmental contact listed on the application form. Please arrange for someone from the host department to pick up the documents in room 105 of the International Center. If you wish, you can send the scholar to pick it up. If the scholar is also an employee, he/she can bring his/her passport and I-94 card to our office and then fill out the new I-9 form as well.

**Note on Visa Stamps:**
When an extension request is completed, the DS-2019 is extended, but the J-1 visa stamp in the passport is not. The J-1 visa stamp will expire on the original end date of the J-1 program. This is not a problem while the scholar stays inside the US because the visa stamp is an entry permit only. While inside the US, only the DS-2019 and the passport must be valid in order to maintain valid J-1 visa status. If a scholar has an expired J-1 visa stamp, it means that if he/she makes a temporary visit outside the US during the program, the scholar must apply for a new J-1 visa stamp in order to re-enter the US. (*Limited exceptions exist for travel within North America – if this question comes up, please ask the scholar to consult with OISS before traveling.*)

Temporary Departures

It is becoming more and more common for scholars to leave the US for a relatively lengthy period of time yet still maintain academic collaborations with the MSU host department. It is possible for MSU to maintain a scholar’s visa status while they are out of the country for a maximum of one year. During the absence, the academic collaboration must be ongoing and the scholar must still maintain health insurance coverage.

In order to arrange for such an absence, the scholar should submit a Notice of Departure form at OISS. The form should be marked for “Departing the US for one year or less” and must include a letter or memo from the host department on department letterhead confirming the ongoing nature of the program and the date of expected return.
It is strongly recommended that J-2 dependents do not remain in the US while the J-1 scholar is out of the country. In the absence of the J-1 scholar, it would be difficult for J-2 family members to prove that they are maintaining a valid visa status.

Notice of Departure forms do not need to be filed if the scholar will be absent during the summer months (May-August) or for absences of two months or less during the Fall or Spring semesters.

For an example of a completed Notice of Departure accompanied by the department’s endorsement memo for temporary departure, please see Appendix I.

Step Six: Ending the Program

Transfers

It is often possible for a scholar to transfer visa sponsorship from Michigan State University to another institution. If the scholar has an offer to continue his/her work in the same academic area at another institution, and if that institution is approved to sponsor J-1 scholars, we can transfer that scholar’s record to the new institution.

If the scholar wishes to transfer, it is the scholar’s responsibility to submit the Transfer Out form to the OISS. This form must be signed by the collaborating professor in the host department. The form may be downloaded from the following page:
http://oiss.msu.edu/documents/students/transfer_out.pdf

There may be no more than 30 days in between the end of the scholar’s activities at MSU and the beginning of the scholar’s activities at the new institution. The new institution will not be able to issue a new DS-2019 to the scholar until after the end of his/her activities at MSU.

Early Departures

If it becomes necessary for a scholar to leave their program at MSU more than 30 days prior to the program end date on the DS-2019, it is crucial that the scholar file a Notice of Departure with OISS. We will then issue a new DS-2019 to reflect the shortened end date of the scholar’s program. Failure to file a departure form may result in more lengthy restrictions on future use of the J-1 scholar visa. The Notice of Departure may be downloaded from the following page:
http://oiss.msu.edu/documents/students/notice_departure.pdf

Normal Departures

If a scholar departs within 30 days before or 30 days after the program end date on the DS-2019, it is considered a “normal” departure. There is no formal “check out” procedure performed at the OISS. The only requirement is that the scholar files a Notice of Departure with the OISS. The notice can be submitted electronically, by fax, campus mail, or in person. The Notice of Departure may be downloaded from the following link:
http://oiss.msu.edu/documents/students/notice_departure.pdf
We will begin sending email notices regarding the program end date to the scholar and the host department within 60 days of the program end date on the DS-2019.

For an example of a completed Notice of Departure, please see Appendix J.

Transition to H-1B Employee Visa Status

Sometimes departments wish to hire J-1 scholars more permanently by sponsoring them for an H-1B Employee visa. The department does have some measure of discretion in determining the appropriate time to sponsor a scholar for an H-1B visa. However, if the department wishes to place a J-1 scholar in a tenure-track faculty position, the transition to H-1B must be completed before the tenure-track position may begin.

Some scholars may carry the J-1 two-year home residency requirement. If this is the case, the residency requirement must either be waived or served before the scholar can be sponsored for an H-1B visa. All J-1 scholars who are being considered for H-1B sponsorship should consult with OISS regarding whether or not he/she has the requirement, and if so, what can be done to remove it.

Please see the OISS website (www.oiss.msu.edu) for more information on how to sponsor a scholar for H-1B visa status.

After the Program

Two-Year Bar

All J-1 scholars in the Research Scholar or Professor category are subject to a two-year bar on repeat participation. This means that after completing a J-1 Research Scholar or Professor program, the scholar cannot begin a new J-1 Research Scholar or Professor program (anywhere in the US) for the next two years. Please note that this restriction applies only to J-1 scholars in the Research Scholar or Professor category, not to J-1 scholars in the Short-Term Scholar category.

Scholars who are subject to the two-year bar are still eligible for J-1 Short-Term Scholar visa status, B1/B2 visitor visa status, F-1 student visa status, and possibly even H-1B visa status.

Two-Year Home Residency Requirement

Some J-1 scholars are subject to the two-year home residency requirement, and some are not. Scholars of any category (Research Scholar, Professor, Short-Term Scholar) may be subject to the requirement.

There are three ways for a scholar to become subject to the two-year home residency requirement:

- Participate in a program for foreign medical graduates (MSU does not have the ability to sponsor this kind of program; you will rarely if ever encounter this).
• Receive program funding from either the US Government or a foreign government.
  o Please note that working on government research grants rarely if ever qualifies as
direct US Government funding for the purposes of the two year home residency
requirement. Please consult OISS for more clarification.
• Participate in a program that is on the Exchange Visitor Skills List for the scholar’s country of citizenship. (OISS can advise on the Skills List.)

If a scholar is subject to the two-year home residency requirement, it will affect him/her in two different ways:

• While in the US under J-1 status, the scholar cannot apply for an in-country change to any other visa status (with the exception of A or G visas for diplomatic/government purposes).
• Once the scholar has left the US, he/she cannot apply for an H employment visa, L employment visa, K fiancé/e visa or US permanent residency.

A scholar who is subject to the requirement can only be released from these restrictions if he/she receives a waiver of the requirement or spends two years in the country of last residence. The country of last residence is most often the country of citizenship; however sometimes it is the country of permanent residence, if different from the country of citizenship). The two years do not have to be spent consecutively – they can be spent cumulatively as long as accurate records are kept for each span of time in the home country.

Scholars who wish to apply for a waiver must do so independently. OISS cannot assist in this process; however we can give basic advice before the process begins.

Staying Connected

J Department Contacts List

An email list has been established to keep J department contacts connected with OISS. The list will be used to send out notices about regulatory changes, internal practice updates, and event / workshop information.

To join the list, send an email to listserv@list.msu.edu with a blank subject line and the following information in the body of the email:

SUBSCRIBE jdeptcontacts yourfirstname yourlastname
For Additional Questions:

**MSU Office for International Students and Scholars**
103 International Center
East Lansing, MI 48824
(517) 353-1720
oiss@msu.edu

**Brooke Stokdyk**
J-1 Program Coordinator
International Student and Scholar Advisor
(517) 432-8238
stokdyk@msu.edu

**Krista Smith**
J-1 Program Assistant
Front-Desk Supervisor
(517) 353-1720
krista@msu.edu
Appendix A

Definitions of J-1 Scholar Categories

These definitions are copied verbatim from the US Code of Federal Regulations.
Specific Citation: 22CFR§62.4

Research Scholar

A research scholar is defined as: an individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the sponsor.

Professor

A professor is defined as: an individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries, or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsor.

Short-term Scholar

A short-term scholar is defined as: 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 research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions.
Appendix B

Summary of J-1 Research Scholar / Professor Restrictions

The 12-month Bar and 2-year Home Residency Requirement were in effect prior to 11/18/06.

The new 2-year Bar went into effect on 11/18/06.

<table>
<thead>
<tr>
<th>Restriction</th>
<th>Trigger</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-month Bar</td>
<td>Participation in any J visa program (including J-2) except for Short-Term Scholar</td>
<td>At the time of application for a J-1 Research Scholar or Professor program, if the visitor has any part of the past 12 months in J-1 or J-2 status, <strong>and</strong> if that program was 6 months or longer in duration, s/he cannot begin a new J-1 Research Scholar or Professor program.</td>
</tr>
<tr>
<td>2-year Home Residency Requirement</td>
<td>Use of government funding for a J program (can be US gov’t or foreign gov’t) <strong>OR</strong> Participating in a J program that is listed on the Exchange Visitor Skills List</td>
<td>Visitor cannot change from J-1/J-2 status to any other status while inside the US <strong>AND</strong> Visitor cannot gain H-1B, L-1, or Permanent Residency status until the visitor has either spent two years in their home country or received a waiver of the requirement.</td>
</tr>
<tr>
<td>2-year Bar</td>
<td>Participation in a J-1 Research Scholar or Professor program <strong>OR</strong> Gaining status as the J-2 dependent of a J-1 Research Scholar or Professor</td>
<td>Visitor cannot start a new J-1 Research Scholar or Professor program until two years after the end of the first program. (Ban on repeat participation within two years.)</td>
</tr>
</tbody>
</table>
Appendix C

Hosting a J-1 Scholar – Departmental Responsibilities

When considering whether to host a J-1 scholar, MSU Departments should ensure that they are prepared to provide adequate logistical and academic support to the J-1 Scholar. MSU Departments wishing to host a J-1 scholar should be prepared to do the following:

Choose Appropriate Program Parameters

The program start date should be at least 8 weeks into the future at the time that the application is submitted to OISS. The requested program end date should reflect the best possible estimate of how long it will take to complete the program objectives.

Sufficient Academic Support

The department should be prepared to support the scholar’s academic program. A general rule of thumb is that the collaborating professor should be prepared to meet with the J-1 scholar a minimum of once per week, if not more often. Scholars should also be given appropriate access to library facilities, departmental seminars, course observations, etc.

It is strongly recommended, though not absolutely required, that the scholar be given office space and access to a computer and telephone line.

Housing Arrangements

The department is responsible for making housing arrangements for the J-1 scholar and any accompanying family members. Please finalize these arrangements prior to the scholar’s arrival. If the scholar would prefer to live on the MSU campus, please contact University Housing:

University Housing Assignments Office
Phone: 355-9550
Email: housing-info@uh.msu.edu
Location: 100 University Housing Building
Airport Pickup

The department should ensure that the scholar has safe transportation from the airport to their lodgings. If the scholar is flying into the Lansing Capital City Airport, please arrange for a departmental representative to pick them up. If the scholar is flying into the Detroit Metro Airport, please either send a representative to pick them up or help them book a ticket on the Michigan Flyer bus service (www.michiganflyer.com), which runs from the Detroit Metro Airport to the City Center Marriott in East Lansing. If the bus service is used, please arrange to pick up the scholar at the Marriott.

Initial Shopping Trip

Please assist the scholar in obtaining items that are immediately necessary (i.e. bedding, towels basic cooking supplies if needed). This usually involves a single trip to a discount retailer (i.e. Meijer, Wal-Mart) and/or a grocery store. Thereafter the scholar should be able to either navigate the CATA bus system (www.cata.org) or purchase/lease a car for use while they are here.

Check-in at OISS

The department should ensure that the scholar checks in with OISS as soon as possible after arrival. Failure to check in with OISS in a timely manner can result in a loss of J-1 visa status.

If the scholar has not checked in by the program start date, OISS will send an email to the scholar and to the department contact person requesting information about the scholar’s arrival. Please be mindful of the fact that scholars can arrive up to 30 days prior to the start date and up to 20 days after the start date.

The scholar should bring the following documents to the check-in:

- Passport
- I-94 card (small white card received at the Immigration post in the airport)
- DS-2019
- Emergency contact information – one contact in home country and one in US

Social Security Number

It would be helpful, though not required, if the department could provide transportation to and from the Social Security Administration office in Lansing so the scholar can apply for a Social Security number. Please remember that it is important for the scholar to wait 10 days after arriving in the US before he/she applies for a Social Security number.

Only scholars who will also be employed are required to obtain a Social Security Number. Scholars who will not be employed are eligible to apply, however they are not required to do so.
Departure Notification

It is essential that the OISS is notified when a scholar departs the US. If a scholar departs much earlier than the expected end date, the OISS has no way of knowing this unless the scholar or department sends a notification. If the scholar is nearing the expected end date, the OISS will send email notifications to the scholar requesting that if he/she plans to leave on time, before departure the scholar should fill out the OISS Notice of Departure: http://www.oiss.msu.edu/documents/scholars/scholar_departure_form.pdf

If the OISS does not receive a prompt response from the scholar, the department contact will be copied on future emails to the scholar. Departments who receive such emails should be prepared to work with the scholar to ensure that the OISS is properly notified of all future program plans, including departure, extension, or transfer.

Extensions

If the department wishes to extend a scholar’s J-1 program length, it is the department’s responsibility to submit the extension request. Please see page 10 of the “Guide to Hosting a J-1 Scholar” for more details on submitting an extension request.
Appendix D

Examples of Initial DS-2019 Requests

Example 1:
Initial DS-2019 Request with MSU Department Funding
J-1 SCHOLAR DS-2019 REQUEST

- Processing time for J-1 Scholar requests is 7-10 business days.
- Initial requests MUST be received a minimum of 8 weeks prior to the anticipated arrival date.
- Incomplete applications will be returned to the host department.

SUPPORTING DOCUMENTS THAT MUST ACCOMPANY THIS FORM:

INITIAL SCHOLAR
- RSSL/M/CV
- PROOF OF FUNDING
- OFFER LETTER (May include Proof of Funding)
- PASSPORT IDENTIYTITY PAGE ONLY - PLEASE INCLUDE PASSPORT IDENTITY PAGES FOR ALL DEPENDENTS

DEFINITIONS OF EXCHANGE CATEGORIES:

- **SHORT-TERM SCHOLAR** – Individual who is engaged in a research project or teaching activities not to exceed a 6-month period. The 12-month bar does not apply.
- **RESEARCH SCHOLAR** – Individual who is primarily participating in a research project, and may also be involved in teaching. Not to exceed 5 years. The 2-year bar does apply.
- **PROFESSOR** – Individual whose primary purpose is teaching; may also conduct a research project. Not to exceed 5 years. The 2-year bar does apply.

(PLEASE NOTE: Some scholars may be subject to the 2-year home residency requirement.)

FUNDING REQUIREMENTS:

<table>
<thead>
<tr>
<th>MINIMUM FUNDING REQUIREMENTS FOR J-1 SCHOLARS</th>
<th>LIVING EXPENSES</th>
<th>LIVING EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amounts listed may change</strong></td>
<td>Per month</td>
<td>Per year</td>
</tr>
<tr>
<td>SHORT-TERM SCHOLAR</td>
<td>$1,500</td>
<td>$18,000</td>
</tr>
<tr>
<td>SCHOLAR</td>
<td>$1,500</td>
<td>$18,000</td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>$1,500</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

FUNDING REQUIREMENTS FOR DEPENDENTS

- Spouse (wife/husband) $5,000 Per year
- Each child under 21 $3,000 Per year
- $3,000 x # of children

INSURANCE REQUIREMENTS:

Federal regulations require that all J-1 and J-2 visa holders carry health insurance at all times. The MSU host department may purchase this insurance at its discretion. If the host department does not provide health insurance, then it is the scholar's responsibility to obtain sufficient health insurance for the duration of the program for him/her and all dependent family members. Minimum health insurance requirements for J visa holders are as follows:

* $30,000 per sickness/illness
* $50,000 per accident/injury
* $10,000 for medical evacuation
* $7,500 for repatriation
* Maximum $500 deductible

Health insurance for MSU employees meets the above requirements. If the scholar is not eligible for MSU employee health insurance, sufficient health insurance may be purchased through the MSU Benefits Office, from the scholar's home country, or through a private health insurance provider in the United States.
J-1 INITIAL REQUEST TO BE COMPLETED BY THE SCHOLAR:

PURPOSE OF THIS FORM:
☐ INITIAL REQUEST
☐ TRANSFER TO MSU FROM A U.S. INSTITUTION

<table>
<thead>
<tr>
<th>Name of U.S. Institution Transferring From:</th>
<th>Transfer In Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

Have you been in J-1 or J-2 status in the past 5 years? YES ☐ NO ☑
(If yes, all copies of the IAP 66/DS-2019 must be attached)

NOTE: If you have been in J-1 Research Scholar or Professor status within the last 2 years a NEW Research Scholar or Professor program is not possible.

Name must be exactly as it appears on the Passport

<table>
<thead>
<tr>
<th>Family name: Doe</th>
<th>First: John</th>
<th>Middle: Michael</th>
</tr>
</thead>
</table>

Male ☐ Female ☐

Birth date (MM/DD/YYYY): 03/05/1963

City of birth: Seoul
Country of birth: South Korea

Country of citizenship: South Korea
Country of legal permanent residence: South Korea

Last position in home country: Student ☐ Employee ☑
If student, specify: Undergraduate ☐ Graduate ☑
If employee, job title:
Employer:

Marital Status: Married? Yes ☐ No ☑
Children: Yes ☐ No ☐

Mailing Address: 123 Spartan Way
                Seoul, South Korea

Email Address: johndoe@mymail.com

Family members who will accompany the visitor:

<table>
<thead>
<tr>
<th>Name: Last, First, Middle (Name must be exactly as it appears on the Passport)</th>
<th>Sex (M/F)</th>
<th>Date of Birth (M/D/YY)</th>
<th>City &amp; Country of Birth</th>
<th>Country of Legal Perm. Residence</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse: Doe, Jane</td>
<td>F</td>
<td>4/12/65</td>
<td>Jaonju, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child: Doe, Sarah</td>
<td>F</td>
<td>2/20/95</td>
<td>Seoul, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child:</td>
<td></td>
<td></td>
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<tr>
<td>Child:</td>
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<td></td>
</tr>
<tr>
<td>Child:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

FUNDING REQUIREMENTS FOR DEPENDENTS

<table>
<thead>
<tr>
<th>Spouse (wife/husband)</th>
<th>$5,000 Per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each child under 21</td>
<td>$3,000 Per year</td>
</tr>
</tbody>
</table>
### J-1 INITIAL REQUEST TO BE COMPLETED BY THE HOST DEPARTMENT:

<table>
<thead>
<tr>
<th>SCHOLAR'S NAME: John Michael Doe</th>
<th>BIRTHDATE: 03/05/1963</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY OF VISITOR WHILE AT MSU:</td>
<td>Professor ☐ Research Scholar ☒ Short-Term Scholar</td>
</tr>
<tr>
<td>PERIOD COVERED BY THIS FORM: from (M/D/YY):</td>
<td>to (M/D/YY):</td>
</tr>
<tr>
<td>Major field &amp; description of activity at MSU:</td>
<td>Collaborative research in organic chemistry</td>
</tr>
<tr>
<td>Professor/Collaborator in department:</td>
<td>Prof. David Smith</td>
</tr>
<tr>
<td>(Who will work with this visitor)</td>
<td>Phone: (517) 555-1234</td>
</tr>
<tr>
<td><strong>Location of activity &amp; address:</strong> 123 Chemistry Bldg., Michigan State University, East Lansing, MI 48824</td>
<td>Email: <a href="mailto:dsmith@mymail.com">dsmith@mymail.com</a></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong> 123 Chemistry Bldg.</td>
<td><strong>State:</strong> MI</td>
</tr>
<tr>
<td><strong>Address Line 2:</strong></td>
<td><strong>Zip Code:</strong> 48824</td>
</tr>
<tr>
<td><strong>City:</strong> East Lansing</td>
<td><strong>Exact location where J-visitor will be working/studying</strong></td>
</tr>
</tbody>
</table>

### SOURCE OF FUNDING FOR THE DURATION OF REQUESTED VISIT

- ☐ MSU Department funds: $30,000.00
- Health insurance provided by Department? Yes ☐ No ☒
- Scholar providing health insurance? Yes ☐ No ☒

- ☐ Scholar's Government: $|
- ☐ Other funds: $ |
- Source of other funds:
- ☐ Personal/Family funds: $ |

**Department needs to arrange housing for the prospective scholar.**

The department Head/Dean/Chairperson/Director must approve this host arrangement and sign below. In lieu of signature, the Dept. Head/Dean/Chairperson/Director must send OISS an e-mail giving approval.

**Signed:**

(Dept. Head: Dean/Chairperson/Director)

**Typed Name:** Don Johnson

**Title:** Dean

**Department:** Chemistry

**Dept. Address:** 101 Chemistry Bldg

**Phone:** 555-1234

**Today's date:** 6/1/08

**Name of person to contact when DS-2019 is ready:**

| Name: Mary Jones |
| Email: mjones@mymail.com |
| Phone: 555-1234 |

**Preferred contact method:**

- Email ☐ Phone ☒

**Return to:**

Krista Smith or Brooke Stokdyk
Office for International Students and Scholars
103 International Center
Phone: 517-353-1720 Fax: 517-355-4657
All inquiries should be directed via email to:
stokdyk@msu.edu
January 1, 2007

John Doe
123 Spartan Way
Seoul
South Korea

Dear John Doe:

I am very pleased to be able to offer you a position as a research scholar in my group in the Chemistry Department, to begin on October 1, 2008, or soon thereafter as possible, with a salary of $30,000 per annum. In addition to the salary, you will be covered by both health and dental insurance. The appointment will be for one year, ending on October 1, 2009.

You will become a part of my research group, which is currently investigating the utilization of carbon nanoneedles for electrochemical detection of biological compounds. Even though you will be working in my group, we expect you to become familiar with all research programs of the Chemistry Department. Although the primary function of research associates is, of course, to perform research, they are also expected to participate in seminars and research conferences of the laboratory and may be asked to give a few lectures. Research Associates are also encouraged to interact with other groups in the laboratory and with scientists in other units of the University where they may find areas of mutual interest.

If you have any questions, please feel free to contact me. We look forward to a mutually profitable association.

Sincerely,

Department Contact Name or Faculty Member working with scholar
John M. Doe
123 Spartan Way
Seoul
South Korea
(111)555-5555
johndoe@mymail.com

Education

<table>
<thead>
<tr>
<th>Degree</th>
<th>Date</th>
<th>Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. Organic Chemistry; Minor: Polymer Chemistry</td>
<td>June 2002</td>
<td>Institute of Chemistry, Seoul Academy of Sciences</td>
<td>Seoul, South Korea</td>
</tr>
<tr>
<td>M.S. Organic Chemistry</td>
<td>July 1998</td>
<td>Seoul University of Chemical Technology</td>
<td>Seoul, South Korea</td>
</tr>
<tr>
<td>B.S. Inorganic Chemistry</td>
<td>July 1995</td>
<td>Jeonju Institute of Technology</td>
<td>Seoul, South Korea</td>
</tr>
</tbody>
</table>

Experience

<table>
<thead>
<tr>
<th>Role</th>
<th>Company</th>
<th>Location</th>
<th>Duration</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Polytechnic Institute &amp; State University</td>
<td>Seoul, South Korea</td>
<td>January, 2002 - Present</td>
<td>Functionalyzed trimetaspheres fullerene with conjugated polymer and study their potential application in organic optoelectronic devices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Synthesis of new nanoscale materials coupling with peptides and proteins for medical diagnosis and therapy based targeted cancer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Self-assembly of nanomaterials with gold-thiol conjugation techniques.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Preparation of trimetasphere fullerenes and nanotube.</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>Luna Innovations</td>
<td>Blacksburg, VA</td>
<td>August, 2000 - December, 2001</td>
<td>Provide technical support in the design and commercialization of advanced diagnostic and therapeutic medical agents.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Synthesis and characterization of endohedral metallofullerenes with water-soluble polymers as MRI contrast agents and for in vitro and in vivo studies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Functionalization of nanomaterials with conjugated polymer as organic photovoltaic devices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Participate writing a proposal that won a major funding for the company.</td>
</tr>
<tr>
<td>Postdoctoral Associate</td>
<td>Department of Chemistry</td>
<td>Blacksburg, VA</td>
<td>July, 2000 - July, 2001</td>
<td>Synthesize polymers by controlled molecular weight through a variety of techniques. Apply the non-covalent self-assembly to synthesize new polypseudorotaxane and polyrotaxane systems.</td>
</tr>
<tr>
<td></td>
<td>Virginia Tech</td>
<td></td>
<td></td>
<td>Synthesis and characterization of novel dendritic systems.</td>
</tr>
</tbody>
</table>
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him(her) every possible assistance and protection.

Signature of bearer

Sample
대한민국 국민이 이 여권소지인이 야무 지정 없이 통행할 수 있도록 하여 수시고 필요할 모든 편의 및 보호를 배려하여 주실 것을 관계자 여러분에
요청합니다.

대한민국 외교통상부장관

The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

소지인의 서명
Signature of bearer

Sample
Example 2:
Initial DS-2019 Request with Personal Funding
J-1 SCHOLAR DS-2019 REQUEST

- Processing time for J-1 Scholar requests is 7-10 business days.
- Initial requests MUST be received a minimum of 8 weeks prior to the anticipated arrival date.
- Incomplete applications will be returned to the host department.

SUPPORTING DOCUMENTS THAT MUST ACCOMPANY THIS FORM:

INITIAL SCHOLAR

- RESUME/CV
- PROOF OF FUNDING
- OFFER LETTER (May include Proof of Funding)
- PASSPORT IDENTITY PAGE ONLY - PLEASE INCLUDE PASSPORT IDENTITY PAGES FOR ALL DEPENDENTS

DEFINITIONS OF EXCHANGE CATEGORIES:

- **SHORT-TERM SCHOLAR** - Individual who is engaged in a research project or teaching activities not to exceed a 6-month period. The 12-month bar does not apply.
- **RESEARCH SCHOLAR** - Individual who is primarily participating in a research project, and may also be involved in teaching. Not to exceed 5 years. The 2-year bar does apply.
- **PROFESSOR** - Individual whose primary purpose is teaching; may also conduct a research project. Not to exceed 5 years. The 2-year bar does apply.

(PLEASE NOTE: Some scholars may be subject to the 2-year home residency requirement.)

FUNDING REQUIREMENTS:

| MINIMUM FUNDING REQUIREMENTS FOR J-1 SCHOLARS | LIVING EXPENSES | LIVING EXPENSES |
| **Amounts listed may change** | Per month | Per year |
| SHORT-TERM SCHOLAR | $1,500 | $18,000 |
| SCHOLAR | $1,500 | $18,000 |
| PROFESSOR | $1,500 | $18,000 |

FUNDING REQUIREMENTS FOR DEPENDENTS

| | LIVING EXPENSES |
| Spouse (wife/husband) | $5,000 Per year |
| Each child under 21 | $3,000 Per year |

$3,000 x # of children

INSURANCE REQUIREMENTS:

Federal regulations require that all J-1 and J-2 visa holders carry health insurance at all times. The MSU host department may purchase this insurance at its discretion. If the host department does not provide health insurance, then it is the scholar’s responsibility to obtain sufficient health insurance for the duration of the program for him/her and all dependent family members. Minimum health insurance requirements for J visa holders are as follows:

* $50,000 per sickness/illness
* $50,000 per accident/injury
* $10,000 for medical evacuation
* $7,500 for repatriation
* Maximum $300 deductible

Health insurance for MSU employees meets the above requirements. If the scholar is not eligible for MSU employee health insurance, sufficient health insurance may be purchased through the MSU Benefits Office, from the scholar’s home country, or through a private health insurance provider in the United States.
**J-1 INITIAL REQUEST TO BE COMPLETED BY THE SCHOLAR:**

**PURPOSE OF THIS FORM:**
- Initial Request
- Transfer to MSU from a U.S. Institution

<table>
<thead>
<tr>
<th>Name of U.S. Institution Transferring From:</th>
<th>Transfer In Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

Have you been in J-1 or J-2 status in the past 5 years? YES □ NO □
(If yes, all copies of the IAP-66/DS-2019 must be attached)

**NOTE:** If you have been in J-1 Research Scholar or Professor status within the last 2 years a NEW Research Scholar or Professor program is not possible.

**Name must be exactly as it appears on the Passport**

<table>
<thead>
<tr>
<th>Family name: Doe</th>
<th>First: John</th>
<th>Middle: Michael</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male □ Female □</td>
<td>Birth date (MM/DD/YYYY): 03/05/1963</td>
<td></td>
</tr>
<tr>
<td>City of birth: Seoul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of citizenship: South Korea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of legal permanent residence: South Korea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last position in home country: Student □ Employee □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If student, specify: Undergraduate □ Graduate □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If employee, job title: Employer:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Marital Status: Married? Yes □ No □
Children: Yes □ No □

| Mailing Address: 123 Quartan Way Seoul South Korea |
| Email Address: john doe@example.com |

**Family members who will accompany the visitor:**

<table>
<thead>
<tr>
<th>Name: Last, First, Middle (Name must be exactly as it appears on the Passport)</th>
<th>Sex (M/F)</th>
<th>Date of Birth (M/D/YY)</th>
<th>City &amp; Country of Birth</th>
<th>Country of Legal Perm. Residence</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse: Doe, Jane</td>
<td>F</td>
<td>4/12/85</td>
<td>Jeonju, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child: Doe, Sarah</td>
<td>F</td>
<td>2/20/95</td>
<td>Seoul, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FUNDING REQUIREMENTS FOR DEPENDENTS**

<table>
<thead>
<tr>
<th>Spouse (wife/husband)</th>
<th>$5,000 Per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each child under 21</td>
<td>$3,000 Per year</td>
</tr>
<tr>
<td></td>
<td>$3,000 x # of children</td>
</tr>
</tbody>
</table>

10/26/07
### J-1 Initial Request to Be Completed by the Host Department:

**SCHOLAR'S NAME:** John Michael Doe  
**BIRTHDATE:** 03/05/1963

- **CATEGORY OF VISITOR WHILE AT MSU:**  
  - Research Scholar
  - Short-Term Scholar

- **PERIOD COVERED BY THIS FORM:**  
  - From (M/D/YY): 10/1/08  
  - To (M/D/YY): 10/1/09

**Major field & description of activity at MSU:** Collaborative research in organic chemistry

**Professor/Collaborator in department:** Prof. David Smith  
**Phone:** (617) 555-1234  
**Email:** dsmith@mymail.com  
**Location of activity & address:**  
123 Chemistry Bldg., Michigan State University, East Lansing, MI 48824

**Address Line 1:** 123 Chemistry Bldg.  
**Address Line 2:**  
**City:** East Lansing  
**State:** MI  
**Zip Code:** 48824

**Exact location where J-visitor will be working/studying**

### Source of Funding for the Duration of Requested Visit

- **MSU Department funds:** $  
  - Health insurance provided by Department? Yes ☐ No ☐
  - Scholar providing health insurance? Yes ☐ No ☐

- **Scholar's Government:** $  
  - Other funds: $  
    - Source of other funds:  
    - Personal/Family funds: $26,000.00

Department needs to arrange housing for the prospective scholar.

---

The department Head/Dean/Chairperson/Director must approve this host arrangement and sign below. In lieu of signature, the Dept. Head/Dean/Chairperson/Director must send OISS an e-mail giving approval.

**Signed:**  
**Typed Name:** Don Johnson  
**Title:** Dean  
**Department:** Chemistry  
**Dept. Address:** 100 Chemistry Bldg.  
**Phone:** 666 1234  
**Today's date:** 6/1/08

**Name of person to contact when DS-2019 is ready:**  
**Name:** Mary Jones  
**Email:** mjones@mymail.com  
**Phone:** 555-1234

**Preferred contact method:**  
**Email ☑**  
**Phone ☑**

**Return to:**  
Krista Smith or Brooke Stokdyk  
Office for International Students and Scholars  
103 International Center  
Phone: 517-353-1720 Fax: 517-355-4657  
All inquiries should be directed via email to: stokdyk@msu.edu

---

10/26/07
January 1, 2007

John Doe
123 Spartan Way
Seoul
South Korea

Dear John Doe:

I am very pleased to be able to offer you a position as a research scholar in my group in the Chemistry Department, to begin on October 1, 2008, or soon thereafter as possible. The appointment will be for one year, ending on October 1, 2009. It is also my understanding that you will cover your travel expenses to the US and living expenses while at Michigan State University.

You will become a part of my research group, which is currently investigating the utilization of carbon nanoneedles for electrochemical detection of biological compounds. Even though you will be working in my group, we expect you to become familiar with all research programs of the Chemistry Department. Although the primary function of research associates is, of course, to perform research, they are also expected to participate in seminars and research conferences of the laboratory and may be asked to give a few lectures. Research Associates are also encouraged to interact with other groups in the laboratory and with scientists in other units of the University where they may find areas of mutual interest.

If you have any questions, please feel free to contact me. We look forward to a mutually profitable association.

Sincerely,

Department Contact Name or Faculty Member working with scholar
## Balance Statement

**Name**

**ID No.**

**Value Date** 2007-09-11  
**Issue Date** 2007-09-11  
**Use** VISA

<table>
<thead>
<tr>
<th>Total Value</th>
<th>[Total Cash]</th>
<th>[Total Valuation]</th>
</tr>
</thead>
<tbody>
<tr>
<td>W214,822,390 (USD228,753)</td>
<td>W87,778,776 (USD93,471)</td>
<td>W127,043,614 (USD135,282)</td>
</tr>
</tbody>
</table>

(F X: 939,1000)

### 1. Total Account Summary

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<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td></td>
<td>87,778,776</td>
</tr>
<tr>
<td>Margin A/C Deposit</td>
<td>0 Unpaid Amount</td>
<td>0</td>
</tr>
<tr>
<td>Foreign Currency/Valued Amount</td>
<td>0 Margin Amount/Shortsale Amt</td>
<td>0</td>
</tr>
<tr>
<td>Unsettled Check</td>
<td>0 Secured Loan</td>
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</tr>
<tr>
<td>Subscription Deposit</td>
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</tr>
<tr>
<td>Total Valuation</td>
<td></td>
<td>127,043,614</td>
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</tbody>
</table>

### 2. Individual Account Summary

<table>
<thead>
<tr>
<th>Valuation</th>
<th>Financial Product</th>
<th>Beneficiary Certificate</th>
<th>Trust</th>
<th>Mutual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Value</td>
<td>Before Tax</td>
<td>Market Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account No.</td>
<td>Cash</td>
<td>Valuation</td>
<td>Account Total</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>----------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7,768,609</td>
<td>108,681,500</td>
<td>116,450,109</td>
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<tr>
<td></td>
<td>80,010,167</td>
<td>83,362,114</td>
<td>98,372,281</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>87,778,776</td>
<td>127,043,614</td>
<td>214,822,390</td>
<td></td>
</tr>
</tbody>
</table>

*Detail of the Valuation is in the attachment.*

**Miscellaneous:** Non applicable

We hereby certify that the above mentioned balance is true and correct.

SAMSUNG SECURITIES CO., LTD FhHonors CHANGWON BR.

(Tel: 1588-2323)

*The value of your investment in the fund will go up and down depend on the value date.*

*당일 closes 가입금 중  증권사, 증권사(이외증권)의 증권명예 환불에 따라 감가증가가 있을 수 있습니다.*
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer

Sample
Example 3:
Initial DS-2019 Request with Government Funding
J-1 SCHOLAR DS-2019 REQUEST

- Processing time for J-1 Scholar requests is 7-10 business days.
- Initial requests MUST be received a minimum of 8 weeks prior to the anticipated arrival date.
- Incomplete applications will be returned to the host department.

SUPPORTING DOCUMENTS THAT MUST ACCOMPANY THIS FORM:

INITIAL SCHOLAR

- RESUME/CV
- PROOF OF FUNDING
- OFFER LETTER (May include Proof of Funding)
- PASSPORT IDENTIFICATION PAGE ONLY - PLEASE INCLUDE PASSPORT IDENTITY PAGES FOR ALL DEPENDENTS

DEFINITIONS OF EXCHANGE CATEGORIES:

- SHORT-TERM SCHOLAR - Individual who is engaged in a research project or teaching activities not to exceed a 6-month period. The 12-month bar does not apply.
- RESEARCH SCHOLAR - Individual who is primarily participating in a research project, and may also be involved in teaching. Not to exceed 5 years. The 2-year bar does apply.
- PROFESSOR - Individual whose primary purpose is teaching; may also conduct a research project. Not to exceed 5 years. The 2-year bar does apply.

(PLEASE NOTE: Some scholars may be subject to the 2-year home residency requirement.)

FUNDING REQUIREMENTS:

<table>
<thead>
<tr>
<th>MINIMUM FUNDING REQUIREMENTS FOR J-1 SCHOLARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Amounts listed may change</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>SHORT-TERM SCHOLAR SCHOLAR</td>
</tr>
<tr>
<td>PROFESSOR</td>
</tr>
</tbody>
</table>

FUNDING REQUIREMENTS FOR DEPENDENTS

<table>
<thead>
<tr>
<th></th>
<th>LIVING EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse (wife/husband)</td>
<td>$5,000 Per year</td>
</tr>
<tr>
<td>Each child under 21</td>
<td>$3,000 Per year</td>
</tr>
</tbody>
</table>

INSURANCE REQUIREMENTS:

Federal regulations require that all J-1 and J-2 visa holders carry health insurance at all times. The MSU host department may purchase this insurance at its discretion. If the host department does not provide health insurance, then it is the scholar's responsibility to obtain sufficient health insurance for the duration of the program for him/her and all dependent family members. Minimum health insurance requirements for J visa holders are as follows:

* $50,000 per sickness/illness
* $30,000 per accident/injury
* $10,000 for medical evacuation
* $7,500 for repatriation
* * Maximum $500 deductible

Health insurance for MSU employees meets the above requirements. If the scholar is not eligible for MSU employee health insurance, sufficient health insurance may be purchased through the MSU Benefits Office, from the scholar's home country, or through a private health insurance provider in the United States.
**J-1 INITIAL REQUEST TO BE COMPLETED BY THE SCHOLAR:**

**PURPOSE OF THIS FORM:**
- [ ] INITIAL REQUEST
- [ ] TRANSFER TO MSU FROM A U.S. INSTITUTION

<table>
<thead>
<tr>
<th>Name of U.S. Institution Transferring From:</th>
<th>Transfer In Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

Have you been in J-1 or J-2 status in the past 5 years? YES [ ] NO [ ]
(If yes, all copies of the IAP 66/DS 2019 must be attached)

**NOTE:** If you have been in J-1 Research Scholar or Professor status within the last 2 years a NEW Research Scholar or Professor program is not possible.

Name must be exactly as it appears on the Passport

<table>
<thead>
<tr>
<th>Family name: Doe</th>
<th>First: John</th>
<th>Middle: Michael</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Male [ ] Female [ ]</th>
<th>Birth date (MM/DD/YYYY): 03/05/1963</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of birth: Seoul</td>
<td>Country of birth: South Korea</td>
</tr>
<tr>
<td>Country of citizenship: South Korea</td>
<td>Country of legal permanent residence: South Korea</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last position in home country: Student [ ] Employee [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>If student, specify: Undergraduate [ ] Graduate [ ]</td>
</tr>
</tbody>
</table>

If employee, job title:
Employer:

<table>
<thead>
<tr>
<th>Marital Status: Married? Yes [ ] No [ ]</th>
<th>Children: Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: 123 Spartan Way Seoul South Korea</td>
<td>Email Address: <a href="mailto:john_doe@mymail.com">john_doe@mymail.com</a></td>
</tr>
</tbody>
</table>

**Family members who will accompany the visitor:**

<table>
<thead>
<tr>
<th>Name: Last, First, Middle</th>
<th>Sex (M/F)</th>
<th>Date of Birth (M/D/YYYY)</th>
<th>City &amp; Country of Birth</th>
<th>Country of Legal Perm. Residence</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse: Doe, Jane</td>
<td>F</td>
<td>4/12/65</td>
<td>Jeonju, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child: Doe, Sarah</td>
<td>F</td>
<td>2/20/95</td>
<td>Seoul, South Korea</td>
<td>South Korea</td>
<td>South Korea</td>
</tr>
<tr>
<td>Child.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child.</td>
<td></td>
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<tr>
<td>Child.</td>
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<td></td>
</tr>
<tr>
<td>Child.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FUNDING REQUIREMENTS FOR DEPENDENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse (wife/husband)</td>
<td>$5,000 Per year</td>
</tr>
</tbody>
</table>
| Each child under 21                | $3,000 Per year | $3,000 x # of children
### J-1 INITIAL REQUEST TO BE COMPLETED BY THE HOST DEPARTMENT:

<table>
<thead>
<tr>
<th>SCHOLAR'S NAME:</th>
<th>John Michael Doe</th>
<th>BIRTHDATE:</th>
<th>03/05/1963</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY OF VISITOR WHILE AT MSU:</td>
<td>☐ Professor ☐ Research Scholar ☐ Short-Term Scholar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERIOD COVERED BY THIS FORM:</td>
<td>from (M/D/YY): 10/1/08 to (M/D/YY): 10/1/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major field &amp; description of activity at MSU:</td>
<td>Collaborative research in organic chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor/Collaborator in department:</td>
<td>Prof. David Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Who will work with this visitor)</td>
<td>Phone: (517) 955-1234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:dsm189@mymail.com">dsm189@mymail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location of activity &amp; address: 123 Chemistry Bldg., Michigan State University, East Lansing, MI 48824</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong></td>
<td>123 Chemistry Bldg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address Line 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>East Lansing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>MI</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td>48824</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exact location where J-visitor will be working/studying</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SOURCE OF FUNDING FOR THE DURATION OF REQUESTED VISIT

- ☐ MSU Department funds: $ 61,767.00
- Health insurance provided by Department? Yes ☐ No ☐
- Scholar providing health insurance? Yes ☐ No ☐
- ☐ Scholar’s Government: $ 61,767.00
- ☐ Other funds: $ 0
- Source of other funds:
- ☐ Personal/Family funds: $ 0

Department needs to arrange housing for the prospective scholar.

The department Head/Dean/Chairperson/Director must approve this host arrangement and sign below.

In lieu of signature, the Dept. Head/Dean/Chairperson/Director must send OISS an e-mail giving approval.

**Signed:**

[Signature]

(Dept. Head: Dean/Chairperson/Director)

**Typed Name:** Don Johnson

**Title:** Dean

**Department:** Chemistry

**Dept. Address:** 100 Chemistry Bldg.

**Phone:** 555-1234

**Today’s date:** 10/1/08

**Name of person to contact when DS-2019 is ready:**

- **Name:** Mary Jones
- **Email:** mjones@mymail.com
- **Phone:** 355-1234
- **Preferred contact method:** Email ☐ Phone ☐

**Return to:**

Krista Smith or Brooke Stolldyke
Office for International Students and Scholars
103 International Center
Phone: 517-355-1720 Fax: 517-355-4657
All inquiries should be directed via email to: stolldyke@msu.edu

10/26/07
January 1, 2007

John Doe
123 Spartan Way
Seoul
South Korea

Dear John Doe:

I am very pleased to be able to offer you a position as a research scholar in my group in the Chemistry Department, to begin on October 1, 2008, or soon thereafter as possible. The appointment will be for one year, ending on October 1, 2009. It is also my understanding that Polytechnic Institute & State University will cover your travel expenses to the US and living expenses while at Michigan State University.

You will become a part of my research group, which is currently investigating the utilization of carbon nanoneedles for electrochemical detection of biological compounds. Even though you will be working in my group, we expect you to become familiar with all research programs of the Chemistry Department. Although the primary function of research associates is, of course, to perform research, they are also expected to participate in seminars and research conferences of the laboratory and may be asked to give a few lectures. Research Associates are also encouraged to interact with other groups in the laboratory and with scientists in other units of the University where they may find areas of mutual interest.

If you have any questions, please feel free to contact me. We look forward to a mutually profitable association.

Sincerely,

Department Contact Name or Faculty Member working with scholar
CERTIFICATE OF FINANCIAL SUPPORT

Date of Issue: September 01, 2008

Name in Full: John Michael Doe
Sex: Male
Date of Birth: March 5, 1963
Permanent Domicile: Changwon, Korea
Department: Department of Chemistry
Position: Research Scientist

This is to certify that the financial support of US $61,767 will be provided to the above person by Polytechnic Institute & State University, during his stay in U.S.A. from October 1, 2008 to October 1, 2009.

Seo Hoon Kim
President
Polytechnic Institute & State University
# John M. Doe

123 Spartan Way  
Seoul  
South Korea  
(111)bbb-bbb  
johdoe@mymail.com

## Education

<table>
<thead>
<tr>
<th>Degree</th>
<th>Field</th>
<th>Institution</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>Organic Chemistry</td>
<td>Institute of Chemistry, Seoul Academy of Sciences</td>
<td>June 2002</td>
</tr>
<tr>
<td>M.S.</td>
<td>Organic Chemistry</td>
<td>Seoul University of Chemical Technology</td>
<td>July 1998</td>
</tr>
<tr>
<td>B.S.</td>
<td>Inorganic Chemistry</td>
<td>Jeonju Institute of Technology</td>
<td>July 1995</td>
</tr>
</tbody>
</table>

## Experience

**Research Scientist, Department of Chemistry, Polytechnic Institute & State University, Seoul, South Korea**, January, 2002 - Present
- Synthesis and development of new nanoscale materials for medical imaging/diagnostics, new drug delivery systems, chemical catalysis, and electronic and optoelectronic devices.
- Functionalized trimetaspheres fullerene with conjugated polymer and study their potential application in organic optoelectronic devices.
- Synthesis of new nanoscale materials coupling with peptides and proteins for medical diagnosis and therapy based targeted cancer.
- Self-assembly of nanomaterials with gold-thiol conjugation techniques.
- Preparation of trimetalaphore fullerenes and nanotube.

- Provide technical support in the design and commercialization of advanced diagnostic and therapeutic medical agents.
- Synthesis and characterization of endohedral metallofullerenes with water-soluble polymers as MRI contrast agents and for in vitro and in vivo studies.
- Functionalization of nanomaterials with conjugated polymer as organic photovoltaic devices.
- Participate writing a proposal that won a major funding for the company.

**Postdoctoral Associate, Department of Chemistry, Virginia Tech, Blacksburg, VA**, July, 2000 - July, 2001
- Synthesize polymers by controlled molecular weight through a variety of techniques. Apply the non-covalent self-assembly to synthesize new polypseudorotaxane and polyrotaxane systems.
- Synthesis and characterization of novel dendritic systems.
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer

Sample.
The Minister of Foreign Affairs and Trade of the Republic of Korea hereby requests all those whom it may concern to permit the bearer, a national of the Republic of Korea, to pass freely without delay or hindrance and, in case of need, to afford him/her every possible assistance and protection.

Signature of bearer
Appendix E

SEVIS Fee Information

*What is the SEVIS Fee?*
The fee is a Department of Homeland Security fee meant to cover the costs of operating the SEVIS system. It is not an MSU fee or a visa (Department of State) fee.

*How much is the SEVIS Fee and who pays it?*
The SEVIS Fee is a one-time charge of 180 USD. It will be paid by all F-1 and J-1 visitors whose initial I-20 or DS-2019 was issued on or after 09/01/2004. Dependents (F-2 / J-2) do not pay the fee.

*Who pays the SEVIS Fee?*
The SEVIS Fee is paid either by the MSU host department or by the incoming J-1 scholar. The MSU host department will decide who will pay.

*How is the SEVIS Fee paid?*
The SEVIS Fee may be paid either online with a credit card or through the mail with a check / money order.

- If paying online, you must use a credit card. To access the I-901 Form, go to the following website: [www.FMJfee.com](http://www.FMJfee.com)

- If you are paying by mail, your payment must be made by US Money Order or a check drawn on a US Bank. The check must be in US dollars. This does not mean you have to have a US bank account. Many of the larger banks in your country will have agreements with US Banks and can provide you with a check drawn on a US Bank. DO NOT SEND CASH THROUGH THE MAIL.

  *Scholars from China and India:* inquire at your consulate; a pilot program may allow you to pay the fee at the consulate. You may also use either method described above.

*When must the SEVIS Fee be paid?*
The SEVIS fee must be paid after the DS-2019 has been issued and prior to the scholar’s visa appointment. If the fee is paid online, a receipt may be printed immediately that can be taken to the consulate as proof of payment. If the fee is paid by mail, DHS will express mail the receipt.

*Are Canadians required to pay the SEVIS Fee?*
Canadian citizens are still required to pay the SEVIS Fee. Canadians do not need a visa stamp to enter the United States. Therefore, payment of the fee will be verified at the port of entry.

*How long is the SEVIS fee payment valid? What if the visa is denied?*
The SEVIS fee is good for 12 months from the date of payment. If a visa is not obtained within that time, a new fee must be paid in order to continue applying for a visa.
Appendix F

Potential Visa Difficulties

Scheduling Delays

The availability of visa appointments may vary widely from country to country, from consulate to consulate and from one time of year to another. Whereas some scholars may be able to obtain visa appointments in a matter of days, it may take others weeks or months.

The Department of State maintains a website that gives estimated wait times for both visa appointments and visa issuance (if the visa is approved). Please keep in mind that these are estimates and should not be closely relied upon! To get the estimated wait time, ask the incoming scholar where he/she plans to apply for a visa (which city) and go to this website:

http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php

Look at the wait time next to “Student/Exchange Visitor Visas.” Add that wait time to the “Typical Wait Time for a Nonimmigrant Visa to be Processed.” The total time will give you a rough estimate of how long it will take for that particular scholar to receive a visa.

Security Clearance

Some scholars will be subject to a Security Clearance procedure when applying for a visa. It is hard to predict exactly who will be subject, as the Department of State’s policies regarding security clearances are not all made public.

In very general terms, two groups of visa applicants are likely to require a security clearance, according to the public aspects of Department of State policy:

- Scholars whose field of study has potential military application
- Scholars who are male and from a predominantly Islamic or Middle Eastern country

Please keep in mind that anyone can be subject to a security clearance at any time. Some scholars who fall into one of the above categories may avoid a security clearance, while other scholars who fall into neither category above may be subject to a security clearance.

The security clearance process is supposed to last a maximum of 30 days. If a scholar experiences a security clearance delay of longer than 30 days, please contact the OISS for guidance.

If the scholar is delayed to the point where they cannot arrive within 20 days after the program start date on the DS-2019, please contact OISS and request a revised DS-2019 with a later program start date.
Appendix G

Health Insurance Policy Requirements

All F-1 students, J-1 students, J-1 scholars, and J-2 dependents are required to carry a health insurance policy meeting the following minimum coverage levels:

- $50,000USD per sickness
- $50,000USD per accident
- $10,000USD for medical evacuation\(^1\)
- $7,500USD for repatriation\(^2\)
  - Maximum $500 deductible
  - Include inpatient and outpatient coverage for sickness and accidents
  - Worldwide coverage

J-1 scholars and J-2 dependents are required by law to always be covered by an insurance policy which meets the above requirements.

\(^1\) Medical evacuation is coverage for transportation of the insured person back to the home country as recommended by the attending physician for medical reasons.
\(^2\) Repatriation is coverage for transportation of the insured person’s remains back to the home country in the event of death.
Appendix H

Example of J-1 Extension Request
J-1 SCHOLAR DS-2019 EXTENSION REQUEST

- Processing time for J-1 Scholar extension requests is 7-10 business days.
- Incomplete applications will be returned to the host department.
- Extension requests MUST be received a minimum of 30 days prior to the current program expiration date.

SUPPORTING DOCUMENTS THAT MUST ACCOMPANY THIS FORM:

- SCHOLAR EXTENSION
- PROOF OF FUNDING
- EXTENSION MEMO (May include Proof of Funding)

MAXIMUM PROGRAM LENGTH:

<table>
<thead>
<tr>
<th>Short Term Scholar</th>
<th>6 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scholar</td>
<td>5 Years</td>
</tr>
<tr>
<td>Professor</td>
<td>5 Years</td>
</tr>
</tbody>
</table>

FUNDING REQUIREMENTS:

<table>
<thead>
<tr>
<th>MINIMUM FUNDING REQUIREMENTS FOR J-1 Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amounts listed may change</strong></td>
</tr>
<tr>
<td>LIVING EXPENSES</td>
</tr>
<tr>
<td>Per month</td>
</tr>
<tr>
<td>SHORT-TERM SCHOLAR</td>
</tr>
<tr>
<td>$1,500</td>
</tr>
<tr>
<td>SCHOLAR</td>
</tr>
<tr>
<td>$1,500</td>
</tr>
<tr>
<td>PROFESSOR</td>
</tr>
<tr>
<td>$1,500</td>
</tr>
<tr>
<td>LIVING EXPENSES</td>
</tr>
<tr>
<td>Per year</td>
</tr>
<tr>
<td>$18,000</td>
</tr>
</tbody>
</table>

FUNDING REQUIREMENTS FOR DEPENDENTS

- Spouse (wife/husband) $5,000 Per year
- Each child under 21 $3,000 Per year

$3,000 x # of children

INSURANCE REQUIREMENTS:
Federal regulations require that all J-1 and J-2 visa holders carry health insurance at all times. The MSU host department may purchase this insurance at its discretion. If the host department does not provide health insurance, then it is the scholar’s responsibility to obtain sufficient health insurance for the duration of the program for him/her and all dependent family members. Minimum health insurance requirements for J visa holders are as follows:

- $50,000 per sickness/illness
- $50,000 per accident/injury
- $10,000 for medical evacuation
- $7,500 for repatriation
- Maximum $500 deductible

Health insurance for MSU employees meets the above requirements. If the scholar is not eligible for MSU employee health insurance, sufficient health insurance may be purchased through the MSU Benefits Office, from the scholar’s home country, or through a private health insurance provider in the United States.

J-1 EXTENSION REQUEST TO BE COMPLETED BY THE HOST DEPARTMENT:

10/26/2007
**PURPOSE OF THIS FORM:**

- ☑ EXTENSION – Also must include proof of funding and extension memo*.
- ☐ Has applicant received a waiver of the 2 year home residency requirement?  ☐ Yes  ☐ No

**J-1 Scholar Information - Name must be exactly as it appears on the Passport**

<table>
<thead>
<tr>
<th>SEVIS Number: N 0001234567</th>
<th>Today's Date: 06/01/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name: Doe</td>
<td>First name: John</td>
</tr>
<tr>
<td>Male ☑ Female ☐</td>
<td>Birth date (MM/DD/YYYY): 03/05/1963</td>
</tr>
<tr>
<td>City of birth: Seoul</td>
<td>Country of birth: South Korea</td>
</tr>
<tr>
<td>Country of citizenship: South Korea</td>
<td>Country of legal permanent residence: South Korea</td>
</tr>
<tr>
<td>U.S. Address: 123 Spartan Way Seoul South Korea</td>
<td>Email Address: <a href="mailto:johndoe@mymail.com">johndoe@mymail.com</a></td>
</tr>
</tbody>
</table>

**CATEGORY OF VISITOR WHILE AT MSU:**  ☑ Professor ☐ Research Scholar ☐ Short-Term Scholar

**PERIOD COVERED BY THIS FORM: from (M/D/YY): 10/1/08 to (M/D/YY): 10/1/09**

**SOURCE OF FUNDING FOR THE DURATION OF REQUESTED VISIT**

- ☑ MSU Department funds: $30,000.00
- ☐ Scholar providing health insurance? Yes ☐ No ☑
- Scholar's Government: $0
- ☐ Other funds: $0
- Source of other funds:
- ☐ Personal/Family funds: $0

The department Head/Dean/Chairperson/Director must approve this host arrangement and sign below. In lieu of signature, the Dept. Head/Dean/Chairperson/Director must send OISS an e-mail giving approval.

**Signed:**  
(Dent. Head: Dean/Chairperson/Director)

**Typed Name:** Don Johnson

**Title:** Dean

**Department:** Chemistry

**Dept. Address:** 100 Chemistry Bldg.

**Phone:** 555-1234

**Name of person to contact when DS-2019 is ready:**

- **Name:** Mary Jones
- **Email:** mjonex@myemail.com
- **Phone:** 555-1234

**Preferred contact method:** Email ☑ Phone ☐

*Extension memos should be on department letterhead and include new program dates, and new funding information. (If applicable).*

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**MSU Department Return to:**

Krista Smith  or Brooke Stokdyk
Office for International Students and Scholars
103 International Center
Phone: 517-353-1720 Fax: 517-355-4657
All inquiries should be directed via email to:

stokdyk@msu.edu
January 1, 2007

Office for International Students and Scholars
103 International Center
MSU

Dear OISS:

*Scholars Name* is a research scholar in *Department Name*. We would like to extend his/her appointment for length of time, i.e. six months, one year, effective from *Date, Year* to *Date, Year*. *Scholars Name* has made significant progress in their research. The annual salary for this period will be *Dollar Amount*.

If you have any questions, please feel free to contact me

Sincerely,

*Department Contact Name or Faculty Member working with scholar*
Appendix I

Example of Notice of Departure for Absence of One Year or Less
### J-1 VISITING SCHOLAR NOTICE OF DEPARTURE

<table>
<thead>
<tr>
<th>Family Name: Doe</th>
<th>Given Name(s): John Michael</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZPID (on MSU ID card): Z12345678</td>
<td>SEVIS ID (on DS-2019): N0001234567 (found on the top right of DS-2019)</td>
</tr>
<tr>
<td>MSU Email Address: <a href="mailto:johndoe@mymail.com">johndoe@mymail.com</a></td>
<td>Alternate Email Address: <a href="mailto:johndoe@anothermail.com">johndoe@anothermail.com</a></td>
</tr>
</tbody>
</table>

#### FUTURE PLANS:

- **Departing with no immediate plans to return**
  (i.e. your current program is finished and your SEVIS record will be completed)

  If you are in the Research Scholar or Professor category, you will not be able to begin a new program in the Research Scholar or Professor category for the next two years.

  Date of departure from MSU: ___/___/___  Date of departure from the US: ___/___/___

- **Departing the US for one year or less**
  (i.e. your current program is ongoing and your SEVIS record will remain active)

  Date of departure from US: 10/1/2008  Date of return to US: 1/1/2009

  IMPORTANT: If you choose this option, this form **must be accompanied by a letter from your MSU department** (on department letterhead) confirming the continuation of your program and the date of your expected return. You must maintain health insurance at all times, even while outside the US.

  If your return date changes, notify OISS **immediately** via email (Krista Smith: krista@msu.edu)

- **Transferring J-1 visa status to another US institution**

  If you choose this option, this form must be accompanied by the MSU "Transfer Out" form.

- **Changing visa status**

  I am applying / have applied for _____ visa status.

  Date of application: ___/___/___  OR  Date of approval: ___/___/___

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**SIGNATURE:** [Signature]  **DATE:** 09/01/2008

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FEB 07
January 1, 2007
Office for International Students and Scholars
103 International Center
MSU

Dear OISS:

Scholars Name is a research scholar in Department Name. I am writing to confirm that I have authorized her to travel to and from Country in support of collaborative research that we are pursuing.

I also affirm that I have research funds that will provide salary and benefits for Scholars Name as a research scholar in my group while he/she performs this collaborative research in Country and also upon her return to Michigan, most likely in or no later than, Month and Year Returning.

Scholars Name appointment at MSU runs through Date, with the possibility of extension based on progress and available research funding.

Please contact me if you have any additional questions.

Sincerely,

Department Contact Name or Faculty Member working with scholar
Appendix J

Example of Notice of Departure for Final Departure
J-1 VISITING SCHOLAR NOTICE OF DEPARTURE

Family Name: Doe  
Given Name(s): John Michael

ZPID (on MSU ID card): Z12345678  
SEVIS ID (on DS-2019): N0012345678 (found on the top right of DS-2019)

MSU Email Address: johndoe@mymail.com  
Alternate Email Address: johndoe@anothermail.com

FUTURE PLANS:

☐ Departing with no immediate plans to return
(i.e. your current program is finished and your SEVIS record will be completed)

If you are in the Research Scholar or Professor category, you will not be able to begin a new program in the Research Scholar or Professor category for the next two years.

Date of departure from MSU: 10/1/2008  
Date of departure from the US: 10/15/2008

☐ Departing the US for one year or less
(i.e. your current program is ongoing and your SEVIS record will remain active)

Date of departure from US:  
Date of return to US:

IMPORTANT: If you choose this option, this form must be accompanied by a letter from your MSU department (on department letterhead) confirming the continuation of your program and the date of your expected return. You must maintain health insurance at all times, even while outside the US.

If your return date changes, notify OISS immediately via email (Krista Smith: krista@msu.edu)

☐ Transferring J-1 visa status to another US institution

If you choose this option, this form must be accompanied by the MSU “Transfer Out” form.

☐ Changing visa status

I am applying / have applied for visa status.

Date of application:  
OR  Date of approval: 

SIGNATURE:  
DATE: 09/01/2008

FEB 07