



Dear Host Department,

Thank you for contacting the Office of International Affairs concerning your intent to invite a visiting scholar to our campus. It is recommended to start the application process one semester in advance of the prospective scholar's proposed program begin date in order to allow time for processing and visa approval.

The first step in this process is for the department and prospective scholar to determine if s/he is eligible to participation in the J-1 exchange visitor program at Missouri S&T by completing the Exchange Visitor Eligibility Clearance Form. Once it has been determined that the scholar is eligible, the scholar will need to complete the Exchange Visitor Biographical Information page. The information on this form will allow you to complete the other required application materials. The prospective scholar will need to return this form to the academic department along with copies of his or her passport, C.V. or Résumé, additional documentation for dependents (if applicable), and financial documentation.

The next step is for the department to complete the following DS-2019 Request Form. All documentation listed below is required in order to complete the DS-2019 request:

- Exchange Visitor Eligibility Clearance Form
- Exchange Visitor Processing Fee Form
- Exchange Visitor Biographical Information
- Copy of passport
- C.V. or Résumé for applicant
- Additional documentation for dependents (if applicable)
- Missouri S&T Invitation Letter
- Financial Documentation and/or Request to Hire Form
- Department Responsibility Form with required signatures
- Certification of English Language Proficiency (S&T testing fee is \$195)

Once the DS-2019 Request Packet is complete, please submit the application and all supporting documentation to the Office of International Affairs electronically at ia@mst.edu. Should you have any questions, feel free to contact International Affairs for any questions or concerns relating to the application process:

- International Affairs: ia@mst.edu – 573-341-4208

You may also visit the Office of International Affairs website at <http://international.mst.edu/> for additional details and program information concerning the visiting scholar application process. We look forward to working with you to welcome qualified visiting scholars to Missouri S&T!

Sincerely,

Dr. Jeanie Hofer, Ph.D.
Associate Provost
Office of International Affairs
(573) 341-6425





International Affairs

Exchange Visitor Regulations and Program Information **(FOR REVIEW BY HOST DEPARTMENT AND EXCHANGE VISITOR)**

Overview:

Please submit the completed DS-2019 Request Form and supporting documents to the Office of International Affairs, electronically at ia@mst.edu. It typically takes several weeks for all parties involved to complete, review, sign and submit the required paperwork. When defining the program begin date for your visiting scholar, please consider internal processing time (minimum of 10 days), as well as visa processing time (visa processing can take approximately 30 days). If further U.S. Department of State (DOS) administrative processing is necessary, a minimum of 90 days could be required. SEVIS allows scholars to enter the U.S. no earlier than 30 days before the start date listed on the DS-2019; visiting scholars may not arrive more than 30 days after the program start date. It is important that visiting scholars maintain lawful J-1 status during their program at Missouri S&T. Failure to comply with requirements may affect the scholar's ability to remain in or return to the United States.

English Language Proficiency Requirement [22 CFR 62.11(a)(2)]:

DOS requires visiting scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis."

DS-2019 Form:

Visa documentation sent to prospective visiting scholars is legally binding. The program must be conducted on the Missouri S&T campus, otherwise, an additional site of activity must be requested by the host department and approved by the Office of International Affairs. The program must be suitable to the visiting scholar's background, needs and experience and must meet the intent of the requested J-1 program category. All information submitted will be made available to the appropriate government agency in the event of audit or request. Visiting research scholar/professor positions are not eligible for tenure track positions.

Mandatory Insurance:

The U.S. Department of State (DOS) requires all exchange visitors to enroll in medical insurance programs at the coverage required by the U.S. Department of State. The insurance must be for the duration of the exchange visitor's program for themselves and all accompanying dependents. As the program sponsor, DOS requires Missouri S&T's Office of International Affairs to terminate a visiting scholar's participation in our program if it is determined the participant and/or any dependent willfully fails to remain in compliance with mandatory insurance requirements.

There can be no lapse in insurance coverage, as this will result in a violation to immigration status. Insurance policies must be purchased for a minimum of 3-month increments. Exchange visitors may purchase the health insurance offered by the university through Aetna or they may purchase their own health insurance so long as it meets the minimum DOS requirements listed below:

DOS specifies that the insurance coverage must include:

1. \$100,000 Medical benefits per person per accident/illness
2. \$25,000 Repatriation of remains
3. \$50,000 Expenses associated with medical evacuation
4. \$500 Maximum deductible per accident/illness





International Affairs

Exchange Visitor Eligibility Clearance Form

(TO BE COMPLETED BY HOST DEPARTMENT AND EXCHANGE VISITOR)

Exchange Visitor Last Name: _____ Exchange Visitor First Name: _____

Faculty Host requesting J-1 Exchange Visitor: _____

Faculty Host Department: _____ Phone Number: _____

Overview:

Prior to creating a DS-2019 for a J-1 exchange visitor under the category of "Professor or Research Scholar," it must be determined that the individual is eligible to participate in the Exchange Visitor Program as a Professor or Research Scholar. There are two kinds of bars that impact eligibility to begin a new program in the Professor or Research Scholar categories. They include the 12-month bar and 24-month bar:

12-Month Bar:

The 12 month bar affects Exchange Visitors who wish to begin a new J-1 program in the Professor or Research Scholar category. If the Exchange Visitor has had a physical presence in the U.S. in any J category (including J-2) in the last 12 months, they are barred from participation in J program as a Professor or Research Scholar unless:

- Their prior U.S. physical presence in J status was of less than 6 months duration, OR
- Their prior physical presence was as a Short-Term Scholar, OR
- They will come to our institution by transferring their current SEVIS record from their current program sponsor.

Please answer the following question about the prospective exchange visitor:

****If you answer yes, this prospective exchange visitor cannot begin a new program as a J-1 Professor or Research Scholar.***

Has the prospective exchange visitor been in the U.S. on ANY J status (to include but not limited to; J-1 student, J-2 dependent, Physician, Specialist, Trainee, Au Pair, Summer Work Study, Camp Counselor) more than 6 months duration in the last 12 months? YES* NO

24-Month Bar:

The 24 month bar prohibits repeat participation in the Exchange Visitor categories of Professor and Research Scholar. It requires that the Exchange Visitor not be in J Professor or Research Scholar status for two years before becoming eligible for another 5-year period of program eligibility in J Professor or Research Scholar status. This bar is invoked the moment the Exchange Visitor completes a program as a Professor or Research Scholar, even if he or she did not utilize his or her full five years of eligibility.

Please answer the following question about the prospective exchange visitor:

****If you answer yes, this prospective exchange visitor cannot begin a new program as a J-1 Professor or Research Scholar.***

Has the prospective exchange visitor had J-1 status in the Professor or Research Scholar categories in the last 24 months? YES* NO





Exchange Visitor Eligibility Clearance Form
(TO BE COMPLETED BY HOST DEPARTMENT AND EXCHANGE VISITOR)

Home Residency Requirement:

Neither the 12 nor 24 month bars have any impact on the two-year home residency requirement that applies to many J-1 scholars. The home residency requirement is separate from the two bars.

Certifications of Eligibility:

I certify that the prospective exchange visitor for whom I am requesting a DS-2019 is eligible to participate in the Exchange Visitor Program as a Professor or Research Scholar as explained above.

Name of Faculty Sponsor Host _____

Signature of Faculty Sponsor Host _____ Date: _____

Prospective Exchange Visitor Signature _____ Date: _____





DS-2019 REQUEST FORM
(TO BE COMPLETED BY THE SPONSORING HOST DEPARTMENT)

EXCHANGE VISITOR J-1 PROGRAM PARTICIPATION DATA:

Exchange Visitor Last Name: _____ First Name: _____

Select One of the Following:

- New Program:** Scholar arriving from abroad.
- Transfer:** Scholar transferring from another U.S. institution (attach copies of all previous DS-2019's).
- Extension:** Scholar currently participating in Missouri University of Science and Technology program.
- Add site of activity:** Scholar will pursue original program activities at another location in addition to Missouri S&T.

Select One of the Following:

- Research Scholar/Professor:** Minimum of three weeks, maximum of five years. Extensions can be done up to a maximum of five years if requested and processed prior to end date. After the scholar's program has ended, as noted by the end date on the DS-2019, the scholar is subject to a 24-month bar and may not return to the U.S. as a research scholar for a 24-month period. The 24-month bar applies regardless of whether or not the scholar used the full five years. Please contact the Office of International Affairs if you have any questions.
- Short-Term Scholar:** Minimum of one day, maximum of six months. Extensions beyond six months are not permitted. Short-term scholars are not subjected to a bar or restriction on repeat participation.

PROSPECTIVE DATES OF J-1 PROGRAM:

When defining exchange visitor program begin date, please consider that visa processing can take approximately 45-90 days. If Department of State security processing is necessary, a minimum of 90 days could be required. The Office of International Affairs advises scholars **never to enter into the U.S. after the start date on the DS-2019**. Such entries may cause scholars serious SEVIS status problems, and make the exchange visitor ineligible for employment. **All scholars must check in with the Office of International Affairs in 103 Norwood Hall immediately upon arrival at Missouri S&T and prior to beginning their program participation.** Failure to do so may cause severe immigration problems or result in termination of the scholar's SEVIS record.

Begin Date of Visit (MM/DD/YYYY): _____ End Date of Visit (MM/DD/YYYY): _____

MISSOURI S&T EMPLOYMENT DATA:

Scholar's current position title in home institution: _____

Description of Scholar Research Responsibilities: _____

Scholar's Faculty Host: _____





FUNDING DATA:

For scholars who will be employed at Missouri S&T, please submit a copy of a **Missouri S&T Hiring Faculty Approval Form** approved by the Provost or attach financial documentation demonstrating that the scholar is self-funded or supported by home institution or scholarship. Source and amount of financial support for the entire period of visit must be stated. At a minimum, \$1,200 per month funding is required for the scholar, with an additional \$4,000 per year for each dependent. (spouse or child) **Insurance costs are not included in the minimum financial support for participation.*

Source:	Amount (in USD\$):
Employee of Missouri University of Science and Technology:	_____
U.S. Government (please specify): _____	_____
Exchange Visitor’s Government (please specify): _____	_____
Personal Funds (provide a copy of bank statement):	_____
Other (please specify): _____	_____

MANDATORY INSURANCE REQUIREMENTS:

The U.S. Department of State requires all exchange visitors to enroll in medical insurance programs at the coverage required by the U.S Department of State. ***The insurance must be for the duration of the exchange visitor’s program for themselves and all accompanying dependents.*** There can be no lapse in coverage, as this will result in a violation to immigration status. For more information about insurance options, please contact Student Health, by phone at extension 4284, or by email at mst.studentinsurance@mst.edu.

At a minimum, DOS specifies that the insurance coverage must include:

- 1) \$100,000 Medical benefits per person per accident/illness
- 2) \$25,000 Repatriation of remains
- 3) \$50,000 Expenses associated with medical evacuation
- 4) \$500 Maximum deductible per accident/illness

MAILING INFORMATION: Select One of the Following:

- United States Postal Service: _____
- UPS Account Number: _____
- Fed Ex Account Number: _____
- Other (Please Specify): _____





International Affairs

EXCHANGE VISITOR BIOGRAPHICAL INFORMATION: **(TO BE COMPLETED BY THE PROSPECTIVE EXCHANGE VISITOR)**

Last Name: _____ First Name: _____
 Gender: Male Female
 Street Address: _____
 City: _____ Country: _____ Postal Code: _____ Email: _____
 Phone Number: _____ Highest Degree Level Completed: _____
 Place of Birth (City/Country): _____ Date of Birth: (MM/DD/YYYY): _____
 Country of Citizenship: _____ Current Position in Home Country: _____

EXCHANGE VISITOR DEPENDENT DATA:

- 1) Last Name: _____ First Name: _____ Relationship: _____
 Date of Birth: _____ Place of Birth: _____ Country of Citizenship: _____
- 2) Last Name: _____ First Name: _____ Relationship: _____
 Date of Birth: _____ Place of Birth: _____ Country of Citizenship: _____
- 3) Last Name: _____ First Name: _____ Relationship: _____
 Date of Birth: _____ Place of Birth: _____ Country of Citizenship: _____
- 4) Last Name: _____ First Name: _____ Relationship: _____
 Date of Birth: _____ Place of Birth: _____ Country of Citizenship: _____

For each dependent (spouse or child), please submit the following:

- Copy of passport photo page for each requested dependent.
- Copy of marriage certificate (translated in English) if requesting for dependent spouse.
- Copy of birth certificate (translated in English) for each J-2 dependent child (under 21 years old).
- Proof of financial support for dependents per year (\$4,000 per dependent).

MANDATORY INSURANCE REQUIREMENTS:

The U.S. Department of State (DOS) requires all exchange visitors to enroll in medical insurance programs at the coverage required by the U.S Department of State. ***The insurance must be effective from the beginning day of arrival into the U.S. until departure for themselves and all accompanying dependents.*** There can be no lapse in coverage, as this will result in a violation to immigration status. For more information about insurance costs and options, please contact Student Health, by phone at extension 4284, or by email at mst.studentinsurance@mst.edu.

At a minimum, DOS specifies that the insurance coverage must include:

- 1) \$100,000 Medical benefits per person per accident/illness
- 2) \$25,000 Repatriation of remains
- 3) \$50,000 Expenses associated with medical evacuation
- 4) \$500 Maximum deductible per accident/illness





DEPARTMENT RESPONSIBILITY FORM:

SPONSORING ACADEMIC DEPARTMENT RESPONSIBILITIES:

Provide completed DS-2019 Request Form and all supporting documents as listed below to the Office of International Affairs:

- Exchange Visitor Eligibility Clearance Form
- Exchange Visitor Processing Fee Form
- Exchange Visitor Biographical Information
- Copy of passport
- C.V. or Résumé for applicant
- Additional documentation for dependents (if applicable)
- Missouri S&T Invitation Letter
- Financial Documentation and/or Request to Hire Form
- Department Responsibility Form with required signatures
- Certification of English Language Proficiency, if department pays English testing fees, please provide a copy of the journal entry with MOcode.
- Copy of this form, with required signatures.

SPONSORING ACADEMIC DEPARTMENT ACTION RESPONSIBILITIES:

- Verify the scholar has checked in with the Office of International Affairs so that the J-1 scholar's arrival can be validated in SEVIS. This action is essential for the scholar's valid immigration status.
- The host department must notify the Office of International Affairs of any changes to the exchange visitor's J-1 program, including but not limited to program activity, non-paid/paid appointment, financial support, site of activity, early completion or termination of J-1 program.
- Ensure that the faculty host will be in Rolla at the time of the visitor's arrival.
- Ensure that the faculty host will be available to work with the visitor during the visitor's stay, as necessary.
- Arrange transportation for scholar to/from airport, shopping, Social Security Office, Department of Motor Vehicles, etc.
- Assist scholar in finding temporary/permanent housing.
- Initiate PeopleSoft ID number, S&T email account, and ID card.
- Monitor scholar's compliance with immigration regulations that require scholar and dependent(s) to have health insurance meeting Department of State requirements.





International Affairs

SPONSORING ACADEMIC DEPARTMENT CONTACT INFORMATION:

(Please do not use combines department names; i.e. mechanical and aerospace engineering)

Academic Department to be listed on DS-2019: _____

Academic Department Address: _____

Department Chair Name: _____

*Department Chair Signature: _____ Date: _____

Research Center Affiliation: _____

Administrative Contact Name: _____ E-mail: _____ Phone: _____

Faculty Sponsor Name: _____ E-mail: _____ Phone: _____

*Faculty Signature: _____ Date: _____

****With the signature above, I confirm that I have read this document in its entirety and that the purpose of the EV's program at S&T meets the intent of the requested J-1 program category, and that the program is conducted on the Missouri S&T campus.***

****I understand that the documents that I submit as part of the J-1 exchange visitor request packet will be made available to the Department of State in the event of audit or request.***



The Department of State (DOS) now requires scholars to have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11(a)(2)] DOS states that this measure was prompted because it found that “too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the U.S.; to read and comprehend program materials; to understand fully their responsibilities, rights and protections; and to know how to obtain assistance, if necessary.” [79 FR 602994, 60301]

Part 1: Sponsoring Academic Department/Prospective Scholar Information – (to be completed by faculty sponsor)

Exchange Visitor’s Last Name: _____

First Name: _____

Department Name: _____

Sponsoring Faculty Name: _____

Part 2: English Language Certification

Please check the one of the following options to indicate how the department has certified English proficiency for the prospective exchange visitor AND include appropriate supporting documentation:

- Certification of the TOEFL/IELTS language test: *(please submit copy of official test report)*
- The test must have been taken within the past 2 years

Intermediate Level or above:

TOEFL: 57/ IELTS: 5.5/PTE: 47

Requirement: Oral English Communication training. 4 hours per week - \$1,040 per 16 weeks.

Advanced Level:

TOEFL: 79 or above/IELTS: 6.0 or above/ PTE: 53 or above

Requirement: Applicant is considered proficient enough to fully participate in an exchange program at Missouri S&T

Certification by the Applied Language Institute: (Completed by ALI evaluator)

-
- Assessment Fee: \$195.00 – payment is required prior to interview
 - Passport Copy

Part 3: Results of English Language Certification Interview – (results will be sent from ALI to sponsoring department and OICA)

Interview was conducted:

- By Videoconferencing
- In Person

Results of the assessment determined the following:

I certify that I have interviewed the prospective exchange visitor and I have determined that:

- The prospective exchange visitor** demonstrated English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.
- The prospective exchange visitor** demonstrated a minimal level of English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis. The prospective exchange visitor is required to take an oral communication course upon arrival to Missouri S&T. The course is 16 weeks long, 4 hours per week. The tuition is \$1,040. Attendance is monitored.
- The prospective exchange visitor** did not demonstrate English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.

Evaluator Name: _____

Date of Interview: _____

Duration of Interview: _____

Signature of Evaluator: _____

These results and/or any other documents related to the objective measurement of the prospective scholar's English language proficiency will be made available to Department of Homeland Security in the event of an audit or request.



International Affairs

EXCHANGE VISITOR PROCESSING FEE FORM ***(TO BE COMPLETED BY SPONSORING HOST DEPARTMENT)***

Date Received:

International Advisor:

Scholar/Student Intern is paying the Fee *(Student will be sent an invoice for payment)*

Department is Paying Fee - Approver printed name

Department Approval Signature Required

MoCode to Charge:

Department Name:

J-1 Scholar \$200

J-1 Scholar (expedited processing) \$400

J-1 Student Intern \$300

Name: *(Last, First)*

Date of Birth:

Country of Citizenship

US Address

State:

City:

Zip Code:

Phone:

Email Address:

