

## **Initial DS-2019 Application for J-1 Exchange Visitors**

### **Exchange Visitor (J-1) status is not appropriate for individuals who will:**

- Engage in any research position that does not require the minimum of a Bachelor's degree as part of the educational requirement;
- Hold tenure-track or tenured faculty appointments;
- Enter the US to participate in a medical residency program or engage in clinical activities (visit [www.ecfmg.org](http://www.ecfmg.org) for more info);
- Pass through the formal recruitment and hiring process with Temple University's Office of Human Resources [e.g., Research Technicians, Lab Assistants; Nonimmigrant Worker (H-1B) status is appropriate for such cases; please see [www.temple.edu/ois/home/h1b1j1/H-1BApplications.htm](http://www.temple.edu/ois/home/h1b1j1/H-1BApplications.htm)];
- Pursue US Permanent Residency (Green Card).

***International Student and Scholar Services (ISSS) does not determine the employment category of a prospective Exchange Visitor (J-1). No immigration documents will be issued without an appropriately issued and signed offer letter.***

### **Postdoctoral Fellow or Visiting Research Scholar (Graduate)**

Send this form and supporting documents with appropriate employment documentation [available at [www.temple.edu/grad/pfo/guidelines.html](http://www.temple.edu/grad/pfo/guidelines.html)] to:

Dr. Zeb Kendrick  
Associate Dean, Graduate School  
[zkend@temple.edu](mailto:zkend@temple.edu)  
215-204-8526

### **Visiting Research Scholar (Postgraduate) or Visiting Faculty**

Send this form and supporting documents with appropriate employment documentation [available at [www.temple.edu/vpfaculty/appointments/VisitingResearchScholar.htm](http://www.temple.edu/vpfaculty/appointments/VisitingResearchScholar.htm)] to:

Evy Lopez-Feliciano  
Office of the Senior Vice Provost for Faculty Development & Faculty Affairs  
Suite 350 Carnell Hall (040-18)  
[elopez@temple.edu](mailto:elopez@temple.edu)  
215-204-4952

The inviting department must ensure that the individual will be paid any stipend or salary promised to the individual. For stipends, contact Accounts Payable to determine the correct steps; for a salaried J-1, contact your HR liaison. **International Services is not involved in payment issues.**

**The J-1 and the inviting department must comply with all applicable Temple University policies as well as US Department of State regulations.**

**Plans to invite an individual in J-1 status must begin early as it may take anywhere from 1 to 4 months for the entire Exchange Visitor Process. Please contact Sharon**

**Loughran at sharon.loughran@temple.edu or 215-204-3805 with any immigration questions that you may have.**

**Provide all information requested; missing information will cause unnecessary delays.**

**A Complete Application Includes:**

- Completed application form signed by the J-1 Applicant, her/his future supervisor and the Department Chair;
- Properly issued and signed invitation/appointment letter;
- Documentation of sufficient funding;
- Copy of J-1's passport photo page;
- Copy of all diplomas earned by J-1;
- Copy of J-1's current *curriculum vitae*; and
- Copies of all previously issued immigration documents (from the United States ONLY)

**Please check your preference:**

ISSS should notify department when DS-2019 is ready for department to pick up;

ISSS should send DS-2019 to J-1 by UPS, charged to Departmental UPS Account #:

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**Section 1. Departmental Information: Provide all information requested**

Department Name	
COMPLETE Department Address:	
Contact Name in Department:	
Email Address:	
Secondary Contact Name:	
Email Address:	
Name of J-1 Applicant:	
Area of research/scholarship ( <b>Organic Chemistry, Comparative Law, etc</b> ):	

Does department agree to provide support services (including obtaining TU ID), office space and collegial contact to ensure applicant's successful experience at Temple?  Yes  No

Is the applicant proficient in spoken English?  Yes  No

Is the applicant proficient in written English?  Yes  No

What steps has the Department taken to assess applicant's English ability (please be specific)?	
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## **Section 2. Requested Exchange Visitor category**

- Professor (3-week minimum, 5-year maximum) – teaching, observing, lecturing)
- Research Scholar (3-week minimum, 5-year maximum) -- conducting research, observing, or consulting
- Short-term Scholar (no minimum, 6-month maximum, no extensions but not subject to 24-month bar) – lecturing, conducting research, observing, or consulting
- Specialist (3-week minimum, 1 year maximum but not subject to 24-month bar) -- observing, consulting, or demonstrating his/her highly specialized knowledge or skills

**Please note:** Exchange Visitors in the “Research Scholar” or "Professor" category will be unable to be a Research Scholar and/or Professor again for 24 months once they complete their J program.

**Please note that the two-year bar is different from the two- year home residency requirement.**

## **Section 3. Location Where J-1 Will Engage in Program Activity**

Complete Address where J-1 will engage in research, teaching, etc :	
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Will J-1 Applicant Be Expected to Engage in any Program Activities Off\_Campus?  Yes  No

In general, all J-1 research scholars will conduct their activities at Temple University. In rare situations, the J-1 activity might occur at a non-Temple site. In such cases, department must also attach a letter from the TU Department Chair which includes the following:

1. Dates of Visit
2. Nature of activities
3. Site of activity, including full address
4. How the J-1 activity will be closely tied to the Temple department’s on-going research projects/programs
5. Relationship between the Temple department and the non-Temple site of activity
6. Name and title of Temple faculty or PI who will supervise the J-1 program activity throughout the J-1’s stay in the US
7. Funding arrangements

## **Section 4. Foreign Medical Graduates (FMGs)**

22 C.F.R. § 62.27 distinguishes between two kinds of alien physicians:

1. 22 C.F.R. § [62.27\(b\)](#). Physicians who are coming to participate in a clinical exchange program such as a medical residency or clinical fellowship, involving patient contact and care, within a program of graduate medical education or training conducted by accredited U.S. schools of medicine or scientific institutions. The only exchange program sponsor authorized to bring exchange visitors for this purpose is the Educational Commission for Foreign Medical Graduates (ECFMG).
2. 22 C.F.R. § [62.27\(c\)](#). Physicians who are coming to participate in a non-clinical exchange program at a U.S. university or academic medical center, either with no patient contact or care, or where patient contact is only incidental to the physician's primary activity of teaching, research, consultation, or observation.

Has the J-1 applicant earned a medical diploma from a non-US institution?  Yes  No

Is the prospective J-1 participant a practicing physician in her/his home country?  Yes  No

Which best describes the activities in which the J-1 Applicant will partake?

**No patient care** 22 C.F.R. § [62.27\(c\)\(1\)\(i\)](#)

By checking this box, your department certifies that the program in which the J-1 applicant is to be engaged is solely for the purpose of observation, consultation, teaching, or research and that no element of patient care services is involved.

**Public health and preventive medicine programs** 22 C.F.R. § [62.27\(d\)](#)

An alien physician who comes to the US for the purpose of participating in a public health or preventive medicine program is not required to pass medical or English language exams if his or her duties will not involve any patient care. By checking this box, your department certifies that the program in which the J-1 Applicant is to be engaged does not include any clinical activities involving direct patient care.

**Incidental patient contact** 22 C.F.R. § [62.27\(c\)\(1\)\(ii\)](#)

If incidental patient contact is involved in the alien physician's duties, your department must include a statement in this application signed by the dean of the medical school or the dean's designee, certifying the following 5 points, verbatim:

"(A) The program in which [name of physician] will participate is predominantly involved with observation, consultation, teaching, or research.

(B) Any incidental patient contact involving the alien physician will be under the direct supervision of a physician who is a U.S. citizen or resident alien and who is licensed to practice medicine in the state of Pennsylvania.

(C) The alien physician will not be given final responsibility for the diagnosis and treatment of patients.

(D) Any activities of the alien physician will conform fully with state licensing requirements and regulations for medical and health care professionals in the state in which the alien physician is pursuing the program.

(E) Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification."

## **Section 5. Financial Documentation**

The J-1 must be able to document a minimum of \$21,000. per year. Submit all financial documentation in English.

<b>SOURCE</b>	<b>AMOUNT</b>
<b>Temple University</b>	
<b>U.S. Government [ONLY if funds are specifically for applicant, not funds paid to TU or TU affiliate]</b>	
<b>International Organization</b>	
<b>Exchange Visitor's Government</b>	
<b>All other organizations</b>	
<b>Personal</b>	

**Department must attach documentation from one of the Options below:**

**Bank Statements In Scholar's Name**

- Most recent 3–4 Months in English of recent bank statements (per account) on bank letterhead
- Must demonstrate that funds would be readily available to meet scholar's expenses

**Bank Statements In Sponsor's Name And Letter of Support**

- Most recent 3–4 Months in English of recent bank statements (per account) on bank letterhead
- Sponsor must write a letter explaining relation to J-1 Scholar and declaring support for J-1 while s/he is participating in a J program in the US

**Funding from Temple University**

- Funding from Temple University must be listed in the Appointment/Invitation Letter

**Funding from a University Abroad**

- Letter from institution stating amount and terms of stipend/salary on University letterhead and signed by a University Official indicating that J-1 will be participating in an Exchange Program at Temple University

**Scholarship from a Company or Institution**

- Most recent 3–4 Months in English of Company's recent bank statements (per account) on bank letterhead
- Must include a statement from a company employee, not related to the scholar, indicating the amount of funds that have been set aside for your scholarship and the specific details of what expenses will be paid by the scholarship
- Must indicate that J-1 will be participating in an Exchange Program at Temple University

**Scholarship from a Government**

- ISSS must receive a clear copy of the formal award letter from the government
- Letter should clearly state stipend/salary and any covered expenses, including living expenses, health insurance, etc.
- Must be dated within 3 months
- Must indicate that J-1 will be participating in an Exchange Program at Temple University

## **Section 6. Information To Be Completed By J-1 Applicant**

Last (Family) Name:			
First Name:		Middle Name:	
Email Address:			<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth (mm/dd/yyyy):			<input type="checkbox"/> Single <input type="checkbox"/> Married
Address Outside the US:			
Phone #:		City of Birth:	
Province of Birth:		Country of Birth:	
Country of Permanent Residence:		Country of Citizenship:	
If Applicant is in US, Current US Address:			
Most Recent Position in <b>Home Country</b> (Student, Faculty, etc)			
Name of Employer/University in Home Country where applicant works/worked or studies/studied:			
Applicant's current employer in Country of Permanent Residence is:			
<input type="checkbox"/> Private	<input type="checkbox"/> State/Regional Government		
<input type="checkbox"/> Local Government	<input type="checkbox"/> Central Government		
What program goals do you hope to accomplish during your exchange program in the US?			
Highest Degree Earned to Date:		Field of Study on Diploma:	
Have you applied for US Permanent Residence [a green card]? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously participated in a J Exchange Visitor Program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Were you subject to the Two Year Home Residency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, have you received a Waiver Recommendation from the State Dept? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you did not file for a waiver, have you spent 2 years in your home country? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Will spouse and/or children  travel with applicant now  join later  not come?

Applicant must supply ISSS with a bank statement indicating sufficient funds to support J2 dependents (\$4000 for a spouse and \$2500 per child).

**On a separate sheet of paper please indicate the following for each dependent:** Family Name, First Name, Middle Name, Date of Birth, City of Birth, Country of Birth, Country of Citizenship, Gender and Relationship to Applicant. CHILDREN MUST BE UNDER 21 AND UNMARRIED.

**TWO-YEAR HOME RESIDENCY REQUIREMENT:** Depending upon your funding and skills, you may become subject to the Two Year Home Residency Requirement by entering the US in J-1 status. This means that you may be required to spend at least two years in your home country before coming back to the United States to work in H or L status. You would not be eligible to receive a green card until you have spent two years back home and you would not be eligible to change your status in the US to another non-immigrant status. Some Exchange Visitors may be granted a waiver for the Two Year Home Residency, but this is timely and costly. Please read more about this on our website at [www.temple.edu/ois/home/h1b1j1/TwoYearHomeResidencyRequirementall.htm](http://www.temple.edu/ois/home/h1b1j1/TwoYearHomeResidencyRequirementall.htm)

**TWO-YEAR BAR:** An individual who participates in the J Exchange Visitor Program as a Professor or Research Scholar becomes subject to a Two-Year Bar on "repeat participation" in those particular categories after completing his or her program even if the program lasts less than five years. DOS has taken the position that the Two-Year Bar will also apply to J-2 dependents of J-1 Professors or Research Scholars if the J-2 subsequently wishes to return as a J-1 Professor or Research Scholar. This is a separate requirement from the Two Year Home Residency Requirement. More information is available online at [www.temple.edu/ois/home/h1b1j1/jfiveyearrule.htm](http://www.temple.edu/ois/home/h1b1j1/jfiveyearrule.htm)

**INSURANCE STATEMENT:** I understand that the US Department of State (DOS) mandates that I purchase health adequate insurance for myself and my accompanying J-2 dependents from my program start date to my program end date. I understand that I must purchase health insurance from a company listed at [www.nafsa.org/resourcelibrary/default.aspx?id=8823](http://www.nafsa.org/resourcelibrary/default.aspx?id=8823) or from **PSI ([www.psiservice.com](http://www.psiservice.com))**.

Individuals who are eligible to purchase Temple University health insurance must purchase additional coverage for medical evacuation and repatriation. The suggested vendor for this additional coverage is MEDEX, whose web address is [www.medexassist.com/Individuals/Products/MEDEXPlusScholastic.aspx](http://www.medexassist.com/Individuals/Products/MEDEXPlusScholastic.aspx).

I understand that I must provide proof of this insurance coverage when I meet with Sharon Loughran for my J-1 Arrival Orientation within 5 days of my arrival.

**By signing this form, you agree to comply with Temple University policy and US State Department regulations.**

<b>Signature of J-1 Applicant:</b>	
<b>Today's Date:</b>	

## **Section 7. Departmental Declaration**

**Please note that the information contained in this application will be transferred to a controlled US Government Document; any falsification of information may subject the University to sanctions and/or penalties.**

By signing below and submitting this application, we agree to abide by all applicable Temple University policies and US Department of State regulations. We authorize ISSS to issue a Form DS-2019 on behalf of our department for the person named in this application to participate in the program as described in this application. Moreover, we agree to:

- Notify ISSS if J-1 applicant will not arrive in the US before the DS-2019 start date so that ISSS may amend applicant's SEVIS record;
- Ensure that department contacts ISSS at 1-7708 to schedule an appointment for the J-1 to meet with Sharon Loughran no later than five (5) days after J-1's arrival in the US;
- Ensure that the J-1 and all J-2 dependents have purchases the required complete medical insurance coverage for the duration of the J Program;
- Assist J-1 with all Human Resources paperwork;
- Assist J-1 with housing in the Philadelphia area, setting up an office, obtaining computer access, securing library privileges, and obtaining Temple ID; and
- Immediately inform ISSS if J-1 does not come to Temple or if J-1 leaves Temple before the end date on Form DS-2019.
- Notify ISSS PRIOR to any changes made to applicant's J Program (change of title, funding, etc)

We understand that if the J-1 does not meet with ISSS to validate Form DS-2019 with proof of the required health insurance within five (5) days of J-1's arrival date, the J-1's SEVIS record will be terminated and the J-1 must return home.

<b>Supervisor's Name:</b>		<b>Email:</b>	
<b>Supervisor's Signature:</b>		<b>Date:</b>	
<b>Dept Chair's Name:</b>		<b>Email:</b>	
<b>Chair's Signature:</b>		<b>Date:</b>	