

- [General Overview](#)
- [Exchange Activities Defined](#)
- [Required Documentation](#)
- [Financial support for J-1 Exchange Visitors](#)
- [Responsibilities of the Host Department](#)
- [Procedures](#)
- [SEVIS Fee](#)
- [Insurance Requirements](#)
- [Transfer Exchange Visitors](#)
- [Extensions](#)
- [Two Year Home Residency Requirement](#)
- [Check-in and Mandatory Orientation](#)
- [Special Controls and Considerations](#)
- [Physician J-1 Scholar Restrictions](#)
- [J-1 Departmental Request Form](#)
- [Scholar Request Form](#)
- [J Scholar Health Insurance Compliance Form](#)
- [Export Control Questionnaire](#)

**1. GENERAL OVERVIEW**

The SEVP (Student Exchange Visitor Program) J-1 Exchange Visitor program is a U.S. Department of State (DOS) program that allows institutions of higher education and related technology organizations to partake in beneficial exchange of students and scholars.

The policies and procedures of this guide allow campus departments to invite scholars to Western New England University. The International Student & Scholar Services (ISSS) office, has the authority to approve Form DS- 2019s to qualified and eligible researchers, professors, and short-term scholars.

**2. EXCHANGE ACTIVITIES DEFINED**

The purpose of Western New England University’s J-1 exchange visitor program is to provide opportunities for study, lecture, and research in the various fields conducted by the University for qualified international students, professors, research scholars, short-term scholars, and specialists to promote the general interest of international educational and cultural exchange. Not everyone qualifies to be a J-1 exchange visitor. Below are the categories defined for which Western New England University is authorized by SEVP. All are defined in this document under the general category J-1 exchange visitor:

<b>Student</b>	An international visitor coming to the U.S. to engage full-time as an exchange student or a similar prescribed course of study (non-degree study). There is a two year maximum for non-degree students but the typical student studies for a semester or a year. Students will be processed through Admissions and advised by ISSS once deposited.
<b>Professor</b>	An international visitor coming to the U.S. primarily to teach/lecture (five year maximum).

<b>Research Scholar</b>	An international visitor coming to the U.S. to primarily engage in research, observation, or consultation in conjunction with a faculty member (five year maximum).
<b>Short-Term Scholar</b>	An international visitor coming to the U.S. for the purpose of lecturing, observing, consulting, training or demonstrating special skills for a period not to exceed 6 months

**DS Form 2019**-- Issued by a SEVP authorized J-1 Administrator to a qualified Exchange Visitor. This form authorizes University sponsorship for a designated period of time. The scholar will use the DS-2019 to schedule the J-1 visa interview at the nearest U.S. embassy or consulate designated to issue J-1 visas.

**NOTE:** Exchange visitors in the Research Scholar or Professor categories who complete a program, regardless of the length, are prohibited from returning to the U.S. as a J-1 Professor or Research Scholar for 24 months after completion of their program. J-1 exchange visitors in the U.S. for more than 6 months in a category other than Professor or Research scholar would be prohibited from returning to the U.S. as a Professor or Research Scholar for 12 months.

[back to top](#)

### 3. REQUIRED DOCUMENTATION FOR J-1 EXCHANGE VISITORS

The end of this document contains three forms—the **J-1 Departmental Request Form**, the **Scholar Request Form**, and the **J Scholar Health Insurance Compliance Form**. The **J-1 Departmental Request Form** provides ISSS with information related to the scholar’s time and activity while at the University. This form must be signed by either the department chair or the Dean of the College. Please ensure the activities/duties section clearly describes the activities for which the Exchange Visitor will participate in. The **Scholar Request Form** provides ISSS with the needed personal information and financial documentation required to create a DS-2019. The **J Scholar Health Insurance Compliance Form** ensure that incoming scholars are aware of the required health insurance component. The **J-1 Departmental Request Form**, The **Scholar Request Form**, **J Scholar Health Insurance Compliance Form**, and all supporting documentation must be received before ISSS will create the scholar’s DS-2019.

The Provost’s Office should be informed of your potential scholar as a courtesy.

The J-1 process is often lengthy, so please plan sufficiently. **Due to visa processing times at the embassy/consulate, ISSS recommends that all paperwork be completed at least three months prior to scholar’s planned arrival.**

Finally, the Responsible Officer at the University has the authority to not issue a DS-2019 if required information procedures are not followed, and/or the department has not adhered to the requirements of hosting scholars.

**If the exchange visitor is not able to arrive in the U.S. and report to the University within 30 days of the requested start date, the DS-2019 becomes invalid. Faculty sponsors and exchange visitors should keep ISSS informed of any changes in start dates so the DS-2019 dates can be adjusted PRIOR to arrival. Instruct all Exchange Visitors and accompanying dependents to report to ISSS immediately upon arrival at the University.**

All J-1 exchange visitors are required to pay a SEVIS fee prior to applying for the J-1 visa. Exchange visitors will be sent instructions on how to do this with their DS-2019 (See “SEVIS Fee” below).

Please note as well that some countries (for example, Iran, Venezuela, and Libya) are particularly difficult to send

critical documents, which includes such items such as invitation letters and DS-2019s. ISSS will provide guidance as to what countries will need special attention.

[back to top](#)

#### 4. FINANCIAL SUPPORT FOR J-1 EXCHANGE VISITORS

No DS-2019 can be issued unless adequate financial support can be documented. At a minimum, an exchange visitor must have at least \$2,000 in monthly support (\$24,000 per year). Exchange Visitors wishing to bring family to the U.S. must show an additional \$6,000 (per year) for a spouse and each child. Any support, including support coming from Western New England University, must be documented and **ATTACHED** to this request. No DS-2019 will be issued without such documentation. Please include a copy of the appointment letter, signed by the requesting dean if the University is providing support.

[back to top](#)

#### 5. PROCEDURES

Once all completed paperwork has been completed and submitted, ISSS will process it and create a DS-2019 within 10 business days and provide confirmation to the faculty sponsor. The scholar will receive the DS-2019 by mail to the address they provided. ISSS will also provide information regarding [applying for a visa](#), health insurance, and the [International Arrival Guide](#) to help scholars prepare for their entry to the U.S.

Please note that DOS regulations strictly forbid emailing a DS-2019 to an exchange visitor.

[back to top](#)

#### 6. RESPONSIBILITIES OF THE HOST DEPARTMENT

Before bringing a scholar to campus, the host department must ensure they can meet the [requirements and responsibilities](#) set forth by the DOS. The scholar and ISSS must also comply with their own responsibilities found [here](#). Please note that ISSS cannot arrange housing for the scholar. The department may contact Residence Life to determine if on-campus housing is available. ISSS can provide the scholar with an off-campus housing guide.

The exchange visitor may only perform duties limited to the pre-established educational objectives as stated on the DS-2019. Any additional employment must be incidental to the visitor's primary program activities, must be directly related to their original objectives, and must be authorized in writing by ISSS in advance.

Departments must ascertain that the international scholar has appropriate academic credentials (including English language proficiency) to be appointed to and benefit from their stay at the University.

- The intent of the appointment/affiliation with the University must be temporary, and the visitor must plan to return home upon completion of the educational objective.
- The exchange visitor must be in valid J-1 status and on University sponsorship before they can commence appointment and receive any payment or compensation.
- Departments must provide scholars with adequate office space and administrative support.
- Departments will act as a contact to answer questions and assist with area housing and to provide airport pickup, if necessary.

- Departments should immediately notify ISSS of terminations or departures of exchange visitors.

[back to top](#)

## 7. SEVIS FEE

The DOS requires exchange visitors to pay a **\$180 fee** (subject to change, typically 1 October of any year). It must be paid prior to the consular or embassy appointment. The fee can be paid either **online** with a credit or debit card, or **by Western Union**. It can be paid by the scholar or by a third party, inside or outside the U.S. ISSS will inform the scholar of the fee requirement through the [Visa Application Process Packet](#).

There are two methods to pay SEVIS fee:

### To Pay Online:

1. Find Form I-901 at [www.FMJfee.com](http://www.FMJfee.com).
2. Complete the form online.
3. Pay the fee by supplying the necessary Visa, MasterCard or American Express information.
4. Print a copy of the online receipt.
5. Keep a copy of the receipt for your records and present it at your visa interview.

### To Pay by Western Union Quick Pay:

1. Fill out the [Form I-901 online](#). A payment coupon will be generated upon completion of the form.
2. Print a copy of the payment coupon and take it to your local Western Union.
3. Fill out the Quick Collect/Quick Pay Form according to the information found at the bottom of the printed coupon. Example below:
  - a. Company Name (or Code City): SEVISFEE or SEVISFEEMO
  - b. Account Number: Coupon Number (ex: 010222013872390)
  - c. Amount: 200.00
    - i. **\*\*Please note that the payment amount may differ according your specific visa type.**
4. Present the coupon and your payment to the Western Union Agent for processing.
5. Keep a copy of the receipt for your records and present it at your visa interview.

[back to top](#)

## 8. INSURANCE REQUIREMENT

**All Exchange Visitors must have proof of health and accident insurance coverage not only for the Exchange Visitor but for all accompanying family members.** This insurance must meet DOS standards. If the insurance requirement is not complied with, J-1 status will be revoked, and the Exchange Visitor will not be allowed to continue at Western New England University. Exchange visitors in visiting faculty status will be in compliance due to University health coverage, if eligible. Exchange visitors are informed of this requirement in this packet and upon receipt of the DS-2019. ISSS will assist exchange visitors needing assistance in locating companies that sponsor the appropriate insurance.

Item	Effective 05/15/2015)
Medical benefits	<b>\$100,000</b>

Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

The [university's insurance agent](#) offers a plan (Silver or Gold) that meets the Affordable Care Act and the Commonwealth of Massachusetts' requirements. This plan can be used for a maximum of one year. ISSS will provide additional insurance companies if needed.

[back to top](#)

## 9. TRANSFER EXCHANGE VISITORS

If an Exchange Visitor is transferring from another institution in the U.S. to Western New England University, **THE EXCHANGE VISITOR WILL NOT BE ALLOWED TO REPORT TO WESTERN NEW ENGLAND UNIVERSITY UNTIL THEY HAVE BEEN PERMITTED TO TRANSFER FROM THE CURRENT INSTITUTION.**

The Faculty Sponsor and the transfer Scholar will still need to complete the J-1 Departmental Request Form, the Scholar Request form, and provide supporting documentation.

These transfer rules also apply if the exchange visitor is changing departments within the University. He/she will need authorization (a new DS-2019) from ISSS to change departments. In transfer cases, the supervisor for the exchange visitor must write a letter explaining how the work at Western New England University or the new department can be considered a continuation of the work begun initially. Transferring from one exchange visitor program to another will not extend the Exchange Visitors stay beyond set time limits. According to DOS policy, exchange visitors sponsored by a government agency cannot transfer from that government agency to Western New England University.

[back to top](#)

## 10. EXTENSIONS

Any Exchange Visitor wanting an extension of stay beyond the original appointment must do so **prior to the expiration of the current DS-2019.**

The faculty sponsor must confirm the extension and the scholar must provide confirmation of proof of insurance (**insurance card and copy of the policy.**)

This paperwork must be must be delivered to ISSS **at least one month** prior to the DS-2019 expiring.

The Responsible Officer in ISSS will review the documents and approve/deny accordingly.

Exchange Visitors in the Professor or Research Scholar category have a maximum stay of five (5) years. Short-Term Scholars have a maximum stay of six (6) months. Be sure that the Exchange Visitor has the amount of time you are requesting left. ISSS can assist with this information.

[back to top](#)

## 11. TWO YEAR HOME RESIDENCY REQUIREMENT

Many Exchange Visitors have a requirement to return to their home country for two years at the end of their approved stay. If subject to the requirement, an Exchange Visitor may not be able to change to another status within the U.S. until the requirement has been fulfilled or waived. Not all Exchange Visitors can obtain a waiver of the requirement. Instructions on obtaining a waiver of the requirement can be obtained [here](#). Standard processing time for a waiver is 12 months. **ISSS and the University cannot assist with this process due to conflict of interest issues.**

[back to top](#)

## 12. CHECK IN AND MANDATORY ORIENTATION

All J-1 exchange visitors and accompanying dependents must report to the Western New England University ISSS office upon arrival in Springfield to receive a required orientation. Topics to be covered include DHS and DOS rules and regulations and other important information. The sponsoring department must ensure the Exchange Visitor attends the orientation appointment.

[back to top](#)

## 13. SPECIAL CONTROLS AND CONSIDERATIONS

### A. Export Control Considerations

United States export control regulations prohibit foreign nationals from receiving information concerning certain technologies in order to protect U.S. trade and to ensure national security. If a Western New England University visa applicant's studies or work involves these certain technologies, an export license from the Departments of Commerce, State, or Treasury may be required in cases where certain exemptions and exceptions do not apply.

Colleges and faculty sponsors that expect or suspect that the J-1 scholar may be engaged in activity that may require Export Control review should contact the General Counsel. ISSS may direct the Export Control Questionnaire at the end of this document to provide the export control reviewer with enough information to make a determination if a license is required, or if further information may be necessary to make this determination.

Most of the work done at Western New England University may fall under the "fundamental research," "publicly available," and "educational" exemptions whereby we would not have to apply for a license to share what would otherwise be export controlled information with a foreign national. The key issue for Colleges and faculty sponsors to be mindful of is there are situations in which export control review may be necessary. For example, the J-1 visa holder may be working with a faculty member administering a government grant or has access to a high technology U.S. firm. Such circumstances MAY require the University to obtain a license before any activities involving the J-1 scholar can commence. In short, the sponsoring College must keep the General Counsel and ISSS aware of all activities of the J-1 visa holder.

### B. International Traffic in Arms Regulations (ITAR)

ITAR is a series of U.S. Department of State regulations and restrictions that prevent any export of defense sensitive information to foreign governments. Faculty sponsors should review this to be certain that the nature of the J-1 scholar's work does not violate any of these regulations.

Further information on ITAR is available at: [http://www.pmdtdc.state.gov/regulations\\_laws/itar.html](http://www.pmdtdc.state.gov/regulations_laws/itar.html)

Note: "Technical data" also does not include basic marketing information on function or purpose or general system descriptions of defense articles.

The United States Munitions List (USML), a key complement to ITAR, lists information and software that is generally accessible and available to the public and is considered to be in the public domain and excluded from export controls. USML-listed information and software is released and placed into the public domain through one or more of the following:

- As a product of unrestricted fundamental research in science and engineering generated at an accredited institution of higher learning **in the U.S.** USML-listed fundamental research must not go beyond applied research (i.e. prototyping, proof-of-concept applications) and into advanced technology development research (development of fully-functional, field deployable system/subsystems for military applications);
  - Libraries open to the public or from where the public can obtain documents
  - Sales at newsstands or bookstands
  - Subscriptions available without restriction
  - Published patents available at any office
  - Unlimited distribution at conferences, meetings, seminars, trade shows, or exhibitions, etc.
  - **In the U.S.** that are generally available to the public; **and/or**
  - Websites that are accessible to all members of the public, free of charge, and where the university does not have knowledge or control over who visits the site or downloads the information or software.

**NOTE:** In order for USML-listed information or software resulting from fundamental research to be considered in the public domain, the information or software must have been generated in the course of research performed **within the United States**. Information and software resulting from research undertaken outside of the United States is not treated by US export control law as having entered into the public domain, and is subject to export control, unless it qualifies under other public domain criteria.

Failure to comply with the export control regulations may lead to significant civil and/or criminal penalties up to \$250,000 per violation, criminal penalties up to \$ 1,000,000 per violation; prison term up to 20 years; denial of export privileges; and debarment from U.S. government contracts.

[back to top](#)

#### 14. PHYSICIAN J-1 SCHOLAR RESTRICTIONS

Western New England University does not have authorization under our J-1 provisions to bring in physicians who will have direct patient contact including making a diagnosis or prescribing treatment. If you wish to invite someone who is a physician in her/his home country, the following "no patient contact" letter must be typed on your letterhead, signed by the appropriate Dean, and returned to ISSS.

#### SAMPLE NO PATIENT CONTACT LETTER

To Whom It May Concern:

I write in support of the request of Western New England University College/School of \_\_\_\_\_ to receive sponsorship of a J-1 visa for \_\_\_\_\_, a citizen of

Western New England University | 1215 Wilbraham Road | Springfield, MA 01119-2684 | Tel: 1-413-796-2389 | Fax: 1-413-782-1312 | [iss@wne.edu](mailto:iss@wne.edu)  
[ISSS Website](#)

\_\_\_\_\_ to pursue research in \_\_\_\_\_ at the University. In keeping with this request, please be assured that:

- The program in which \_\_\_\_\_ will participate is predominantly involved with observation, consultation, teaching or research.
- Any incidental patient contact involving \_\_\_\_\_ 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 involved.
- \_\_\_\_\_ will not be given final responsibility for the diagnosis and treatment of patients.
- Any activities of \_\_\_\_\_ will conform fully with licensing regulations for medical and health care professions in the states in which \_\_\_\_\_ is pursuing the program.
- Any experience gained in this program will not be creditable toward any clinical requirements for medical-specialty NBME certification.

Thank you for your assistance in this matter. Should there be any questions or concerns, please do not hesitate to contact me at \_\_\_\_\_.

Sincerely,

Name, Title and Signature of Dean

1. NAME OF INTERNATIONAL SCHOLAR: \_\_\_\_\_  
family name given name

2. DEPARTMENT: \_\_\_\_\_

3. TITLE: \_\_\_\_\_  
Research scholar, professor (must be teaching at WNE), or short-term scholar (less than 6 months)

4. DATES OF APPOINTMENT: Start: \_\_\_\_\_ End : \_\_\_\_\_

5. FINANCIAL SUPPORT:

An exchange visitor cannot be issued a DS-2019 unless adequate financial support can be documented. **At a minimum, an exchange visitor must have at least \$2,000 in monthly support (\$24,000 per year). Exchange Visitors wishing to bring family to the U.S. must show an additional \$6,000 (per year) for a spouse and each child.** Any support, including support coming from Western New England University, must be documented and ATTACHED to this request. No DS-2019 will be issued without such documentation. Please include a copy of the appointment letter (if necessary), signed by the requesting dean.

FUNDING SOURCE: \_\_\_\_\_ Amount \_\_\_\_\_  
\_\_\_\_\_ Western New England University Amount: \$ \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Scholar Sources

Note: If Western New England University is not offering funding, the scholar will need to indicate this on the Scholar Request Form.

6. INSURANCE COVERAGE:

Note: Exchange Visitors and their dependents are REQUIRED to have adequate health insurance. If WNE does not provide it the scholar must sign the Health Insurance Section on the Scholar Request Form and purchase private insurance on their own. ISSS will provide information to the scholars about possible private insurers.

Insurance Coverage for Exchange Visitor and dependents provided by:

\_\_\_\_\_ WNE Benefits \_\_\_\_\_ Exchange Visitor

7. BRIEF, **NON-TECHNICAL** DESCRIPTION OF VISITOR'S AREA OF STUDY/RESEARCH/TEACHING:

\_\_\_\_\_  
\_\_\_\_\_

8. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT:

The U.S. Department of State released new regulations that went into effect January 5, 2015. Based on these new regulations all DS-2019 applications for prospective scholars submitted January 5th and later must include one of the four English Proficiency measurements listed below.

English language proficiency may be measured in one of four ways for prospective J-1 Research Scholars, Professors, and Short Term Scholars:

Check

Indicate how the department has certified English proficiency:

Western New England University | 1215 Wilbraham Road | Springfield, MA 01119-2684 | Tel: 1-413-796-2389 | Fax: 1-413-782-1312 | [iss@wne.edu](mailto:iss@wne.edu)  
[ISSS Website](#)

One		
	<b>Interview</b> conducted by the sponsoring faculty member	Date of interview: _____ In person    By Video Conference    By Phone Other: _____
	Exchange visitors from a country whose <b>official language is English</b> are exempt from this requirement.	Country: _____

9. EXPORT CONTROL:

I have export controlled projects and understand that restrictions may apply to add Foreign Nationals to such a project or to have Foreign Nationals in the vicinity of any such project.

Yes

No

If not sure, please complete the Export Control Questionnaire at the end of this document.  
If yes, please complete the Export Control Questionnaire to ensure compliance.

10. LETTER OF INVITATION:

This should be from the sponsoring faculty member stating the dates of invitation, the nature of the research or teaching position and the financial support, if any as well as English proficiency. It should also be clear about what the invitation does and does not provide, e.g., library carrel, office space, telephone and computer services, public lecture on research topic, salary, and health insurance. The exchange visitor will use this as part of their visa application with the Department of State.

11. ARRIVAL:

All new exchange visitors are required to visit International Student and Scholar Services. At this time, they will receive a basic orientation and we will validate their SEVIS record. Scholars should also be prepared to provide a copy of their health insurance plan for themselves (and any dependents). If a scholar does not plan to come, please contact Rick Keating or Katie Ahlman.

12. SIGNATURES (both signatures are required):

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Department  
or College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Provost's office should be informed as a courtesy.

**1. PERSONAL INFORMATION:**

Passport Name: \_\_\_\_\_ Male Female  
Family Name Given Name  
 Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Month Day Year  
 Place of Birth (City, Country): \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
 Country of Legal Permanent Residence: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone number in home country: \_\_\_\_\_  
 Current Position in Home Country: \_\_\_\_\_ Name of Current Employer/Institution: \_\_\_\_\_

**2. FINANCIAL SUPPORT:**

The Department of State requires that each exchange visitor provides evidence that they can support themselves (and family if necessary). **At a minimum, an exchange visitor must have at least \$2,000 in monthly support (\$24,000 per year). Exchange Visitors wishing to bring family to the U.S. must show an additional \$6,000 (per year) for a spouse and each child.** Any support, including support coming from Western New England University, must be documented and ATTACHED to this request.

Documentation must be attached to this document and may be in the form of a letter from the Academic Department, an award letter from an outside agency, a bank statement showing personal funds in U.S. dollars, or any combination of these funding sources. Please indicate the amounts and sources of support below:

Source	Amount
Visitor's Home Government	\$ _____
Other Agency (specify): _____	\$ _____
Personal Funds	\$ _____
Total Available Funds for Period of Stay	\$ _____

**3. INSURANCE REQUIREMENTS:**

The [Department of State](#) requires exchange Visitors and their dependents to have adequate health insurance. If WNE does not provide it the scholar must sign below to indicate they understand that they must purchase private insurance on their own. [ISSS will provide information](#) to the scholars about possible private insurers.

I have read and understood the Health Insurance requirements and hereby certify that I will arrange for Health Insurance for myself and any family members who will accompany me to the U.S., which complies with the stated requirements. I understand that failure to do so jeopardizes my visa status.

**4. UNITED STATES VISA HISTORY:**

Are you currently in the U.S.? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes:

- \_\_\_\_\_ I will leave the U.S. and return after obtaining the J-1 visa at the embassy or consulate
  - \_\_\_\_\_ I am requesting a change of statuses (I-539) with USCIS (inside the U.S.).
  - \_\_\_\_\_ I am currently in J-1 status and requesting a transfer to Western New England University.
- Name of current International Advisor: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

During the last two years, have you been in J-1 or J-2 status? \_\_\_\_\_ No \_\_\_\_\_ Yes

If YES, were you subject to the two-ear home country residence requirement (212e)?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If YES, have you applied for a 212e waiver? \_\_\_\_\_ No \_\_\_\_\_ Yes

(Attach Recommendation Letter or Approval Notice from USCIS if approved)

**5. ACCOMPANYING FAMILY MEMBERS:**

Will your partner accompany you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will children? \*\* \_\_\_\_\_ Yes \_\_\_\_\_ No

	<u>Spouse</u>	<u>Child #1</u>	<u>Child #2</u>
Name (FAMILY NAME, given name)			
Date of Birth (mm/dd/yy)			
City and Country of Birth			
Country of Citizenship			
Country of Permanent Residence			
Relationship			
Gender			

\*For additional children, please attach another sheet with the required information.

\*\*Children can only be on J-2 until they turn 21. Name should reflect biographical page of the passport. Please include a copy.

6. EXCHANGE VISITOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Current Mailing Address (where you want your DS-2019 to be mailed):

\_\_\_\_\_

Telephone (include country code): \_\_\_\_\_ Email: \_\_\_\_\_

PLEASE NOTE:

- The [Department of State \(DOS\)](#) administers the J-1 Exchange Visitor Program. WNE is designated by the USCIS as a program sponsor and must follow its guidelines closely. Read all information carefully.
- Exchange visitors are limited by government regulations to employment and affiliation at WNE only. Occasional lectures and consultations may be allowed in limited circumstances with advance authorization from ISSS.
- The total time allowed in the United States in J-1 **Research Scholar or Professor** [categories](#) is **five years**. Change of visa sponsorship or university does not change this limit. J-1 students and Short-Term Scholars are subject to different time limits.
- A prospective scholar who has been in the United States in J-1 or J-2 status for all or part of the 24 month period immediately preceding the desired start date of the appointment is not eligible for sponsorship for a new J-1 program in the Research Scholar or Professor categories. There is an exception to this 24 month bar if the scholar was previously in the U.S, in the Short-Term Scholar category. Discuss this option with ISSS if you are coming for 6 months or less.
- Scholars may be subject to the 2 year home residency requirement because of funding source or skills list.

**IMPORTANT:** It is the responsibility of the scholar to maintain his/her J-1 status and to notify ISSS should you or your partner leave before the DS-2019 end date. The scholar must get a signature from the ISSS before traveling. The scholar can only remain in the U.S. as long as the DS-2019 indicates. Any extensions must be requested by the department and submitted to ISSS **at least 30 DAYS IN ADVANCE OF THE END DATE.**

J-1 visitors and their J-2 dependents are required to be covered by sickness and accident insurance that meets the Department of State (DOS) requirements for the duration of their participation in Western New England University's J-1 exchange visitor program. Failure to comply may result in the termination of the scholar's program. DOS regulations are published in the Code of Federal Regulations [22 CFR 62.14].

Minimum coverage health insurance must cover:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to the home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.

If you have purchased insurance on your own or from your government, your insurance must meet the limits above. Please note that repatriation and medical evacuation may not be included in your policy; check your policy/coverage.

Below is a suggested list of insurance companies that offer coverage meeting the minimum J-1 insurance requirement. It is your responsibility to choose the provider that best fits your needs. The companies below may not provide comprehensive coverage so it is best (and your responsibility) to choose one that fits your health needs.

Gallagher Koster:

Insurance <https://www.gallagherstudent.com/students/student-home.php?idField=1187/>

PSI:

<https://www.psiservice.com/psiweb/html/searchPlans.do?page=result&visaType=J1>

ISO:

[https://www.isoa.org/?gclid=EAlaIqobChMIgZPkSauP2gIV3LbACh2TtAzOEAAAYASAAEgLmrPD\\_BwE](https://www.isoa.org/?gclid=EAlaIqobChMIgZPkSauP2gIV3LbACh2TtAzOEAAAYASAAEgLmrPD_BwE)

CIEE: <https://www.inext.com/plans/travel-to-usa/>

ISI: <https://www.internationalstudentinsurance.com/>

I certify that I have been advised of these insurance requirements and understand that failure to have insurance in the required amounts will lead to loss of legal status and termination from the program.

I certify that my dependents (if any) will be enrolled in a compliance health insurance plan.

I certify that I will enroll in a compliant insurance plan **no later than seven days of arrival** to the U.S. and provide confirmation of insurance paperwork to International Student & Scholar Services at [iss@wne.edu](mailto:iss@wne.edu).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Names of Dependents (if any): \_\_\_\_\_

Signature: \_\_\_\_\_



The following questions should be answered by the person who will be supervising the exchange visitor or who is otherwise knowledgeable about the applicant's intended work.

1. Visa applicant's name: \_\_\_\_\_

2. Visa applicant's citizenship(s)- please include

1. Country of citizenship: \_\_\_\_\_

2. Country of legal permanent residence: \_\_\_\_\_

3. Country of most recent residence: \_\_\_\_\_

3. Name of sponsor/PI: \_\_\_\_\_

4. Licenses from the Department of Commerce may be required for foreign nationals who are working on projects that involve "dual-use" technologies that have potential applications to military/terrorist/criminal purposes in addition to the usual commercial uses. Does the intended work of the visa applicant fall into any of the broad categories listed in Note 1?

\_\_\_\_\_ No

\_\_\_\_\_ Yes: If yes, was any item(s), information or software to be shared, transmitted or transferred to the visa applicant developed under a sponsored agreement or government contract imposing **publication restrictions** beyond a brief review (up to 90 days) for patent protection and/or inadvertent release of confidential/proprietary information?

\_\_\_\_\_ No

\_\_\_\_\_ Yes: please contact the University's General Counsel

5. Did an external sponsor, vendor, collaborator or other third party provide, under a **Non-Disclosure Agreement or a Confidentiality Agreement**, OR SIMILAR AGREEMENT that prevents publication of or transfer of the item(s), information or software that will be shared, shipped, transmitted or transferred to the visa applicant?

\_\_\_\_\_ No

\_\_\_\_\_ Yes: please contact the University's General Counsel

6. Licenses from the Department of State may be required for foreign nationals who are working on projects that involve technologies that are listed on the United States Munitions List (USML) that have potential military or space applications. Does the intended work of the visa applicant fall into any of the broad categories listed in Note 2?

\_\_\_\_\_ No

\_\_\_\_\_ Yes: If yes, is the USML-listed information or software being shared, transmitted, or transferred to the visa applicant either **published, patented or generally accessible and available** to the public? Please see note (3) for further information.

\_\_\_\_\_ No--please contact the export control contact listed at the end of this document

\_\_\_\_\_ Yes

7. Will the visa applicant be receiving, sharing, transmitting, or transferring university-developed encryption software and/or traveling outside of the country with such software?

\_\_\_\_\_ No

\_\_\_\_\_ Yes: please contact the University's General Counsel

8. Do you know or have any reason to believe that the item, information, or software to be shared with the visa applicant will support the design, development, production, stockpiling, or use of a nuclear explosive device, chemical or biological weapons, or missiles?

\_\_\_\_\_ No

\_\_\_\_\_ Yes/Maybe: please contact the University's General Counsel

9. Please give a detailed job description:

10. Anticipated Hire Date:

11. Grant/ Support Budget Line for all projects applicant will be working on:

Person completing this form (please include printed/ typed name along with signature)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(For internal purposes- to be completed by the export control contact)*

Did the visa applicant's name appear on any of the denied persons/ restricted party lists?

NO \_\_\_\_\_

Yes \_\_\_\_\_

How and when was the visa applicant screened?

Note 1:

CCL list

[Nuclear Materials, Facilities and Equipment and Miscellaneous Materials, Chemicals, "Microorganisms," and Toxins](#)  
[3-Materials Processing](#) [3- Electronics](#)  
[4-Computers](#)  
[Telecommunications and Information Security](#)  
[Lasers and Sensors](#)  
[Navigation and Avionics](#) [8-Marine](#)  
[9-Propulsion Systems, Space Vehicles and Related Equipment](#)

Note 2:

USML list

[Category I-Firearms](#)  
[Category II-Artillery Projectors](#) [Category III-Ammunition](#)  
[Category IV-Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines](#)  
[Category V-Explosives, Propellants, Incendiary Agents, and Their Constituents](#) [Category VI-Vessels of War and Special Naval Equipment](#)  
[Category VII-Tanks and Military Vehicles](#)  
[Category VIII-Aircraft, \[Spacecraft\] and Associated Equipment](#) [Category IX-Military Training Equipment](#)  
[Category X-Protective Personnel Equipment](#) [Category XI-Military \[and Space\] Electronics](#)  
[Category XII-Fire Control, Range Finder, Optical and Guidance and Control Equipment](#)  
[Category XIII-Auxiliary Military Equipment](#)  
[Category XIV-Toxicological Agents and Equipment and Radiological Equipment](#) [Category XV-Spacecraft Systems and Associated Equipment](#)  
[Category XVI-Nuclear Weapons Design and Test Equipment](#)  
[Category XVII-Classified Articles, Technical Data and Defense Services Not Otherwise Enumerated](#)  
[Category XX-Submersible Vessels, Oceanographic and Associated Equipment](#) [Category XXI-Miscellaneous Articles](#)

Note 3:

"Technical data" does NOT include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges and universities, information in the public domain, or information generated in the course of performing "fundamental research".

**"Fundamental research"**, as used in the export control regulations, includes basic or applied research in science and/or engineering at an accredited institution of higher learning

in the U.S. where the resulting information either is ordinarily published and shared broadly in the scientific community or where the resulting information has been or is about to be published. Fundamental research is distinguished from research that results in information that is restricted for proprietary reasons or pursuant to specific U.S. government access and dissemination controls. University research will not qualify as fundamental research if (1) the institution accepts any restrictions on the publication of the information resulting from the research, other than limited prepublication reviews by research sponsors to prevent inadvertent divulging of proprietary information or to insure that publication will not compromise patent rights of the sponsor; or (2) the research is federally funded and specific access or dissemination controls regarding the resulting information have been accepted by the university or the researcher.