

**Northeast Ohio Medical University**  
Exchange Visitor Program  
Scholar/Researcher

**J 1**  
**Application**

**Submit completed application to:**  
Global Engagement Office  
**Library L - 214**  
330.325.6184

## **SCHOLAR CATEGORIES** (section 62.4)

**The Dean or Department may select to bring in a scholar under one of these scholar categories under the electronic code of federal regulations which can be found in the Department of State website- Title 11 Foreign Relations**

### **§ 62.4 Categories of participant eligibility.**

(b) *Short-term scholar.* A professor, research scholar, or 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 type of institutions.

(e) *Professor.* An individual primarily teaching, lecturing, observing, or consulting a post-secondary, accredited educational institution, museums, libraries, or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsor.

(f) *Research scholar.* 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.

**This application should be completed by the NEOMED department,  
and the potential J-1 applicant**

The Exchange Visitor Program (EVP) authorized by the Department of State (DOS) is the program title for the J-1 visa status. This program is used for a variety of educational purposes, including invitations for scholars, professors, researchers, and short-term scholars to the U.S. to pursue temporary educational activities under the sponsorship of NEOMED. Plans to invite a J-1 must begin early as it may take between 4-16 weeks to apply for a J-1 visa and enter the United States.

As of November 18, 2006, the maximum length of program for J-1 exchange visitors in the Research Scholar and Professor category has been increased from three to five years. The five-year maximum stay for a J-1 research scholar/professor is not counted in the aggregate. The five year "clock" begins with the start date on the DS-2019 form and this status remains available until the end of five years or the date the J-1 program is concluded, whichever is earlier.

### **Exchange Visitor Bar & Home Country Residence Requirements**

#### **Two-year participation bar**

At the end of the J-1 research scholar/professor's exchange visitor program, regardless of the length of the stay (7 months, 2 years, or 5 years), the exchange visitor becomes subject to a "two-year bar on repeat participation as a J-1 research scholar or professor."

This means that when a research scholar/professor completes his or her J-1 program participation, regardless of the length, J-1 research scholar/professor status is concluded, and is the visitor is not eligible for another stay as a J-1 research scholar/professor until two years have passed.

This bar is different from the two-year home-country residence requirement (see below) and only applies if the individual wants to return to the U.S. in the J-1 research scholar/professor category. The two years can be spent in the U.S. in another J-1 category (i.e. short term scholar or specialist) or in another immigration status, e.g. H-1B, if eligible.

### **Existing 12-month bar**

A 12-month bar currently exists for persons seeking to use the J-1 Research Scholar/Professor category.

This bar applies to individuals who have been in the US in any J status (all categories except short term scholar) for six months or more in the 12-month period immediately prior to the proposed start date on the new J program. Prospective J-1 research scholars/professors who are subject to the two-year bar on participation are not subject additionally to the 12-month bar.

### **Two-year Home Country Requirements**

Some Exchange Visitors are subject to what is called the two-year home country physical presence requirement. This "two-year residence" requirement applies if:

1. Visitor receives any funding (including nominal travel grants) from your government or a U.S. government agency.
2. It also applies if trained personnel in visitor's field are identified by visitor's home government as being in short supply, thus field has consequently been included on the U.S. government's "Exchange Visitor's Skills List."
3. The two-year residence requirement also applies to visitors receiving graduate medical education or training.

An exchange visitor who is subject to this requirement must reside for an aggregate of two (2) years in his or her country of nationality or last legal permanent residence or have the requirement waived before being eligible for other U.S. immigration statuses, including H, L or permanent resident status.

### **Before completing this form, the department must consider the following**

1. J-1 Exchange Visitor status may **not** be used for:
  - a. employment of persons in non-academic staff positions;
  - b. tenure- track or tenured faculty appointments; or
  - c. international medical graduates who will be engaged in clinical activities, including training.
2. Departments may **not** submit a J-1 DS-2019 application for potential full-time permanent employees who must go through the hiring process with NEOMED's Human Resources Department. Those must apply for an H-1B.
3. Visitors who intend to work longer than five years should apply for an H1-B visa.

4. All work must be completed on NEOMED campus. Work at an off-campus location is permitted on a case by case basis, and must always be in compliance with NEOMED's policies and procedures.
5. All events pertaining to the J-1's stay at NEOMED must be reported immediately to the Global Engagement Office (Library L - 214) including arrivals, extensions, transfers, departures, and termination of the program.
6. **All J-1 and J-2 (their dependents) are required by law to have medical insurance that meets the standards of the Department of State including Medical Evacuation and Repatriation (See attached sheet on medical insurance).**
7. Any J-1 who wishes to transfer to NEOMED must get released from current sponsor and must maintain the original program objective as stated on the initial DS-2019.
8. To avoid common problems experienced by Exchange Visitors, departments should ascertain the J-1's financial capability, English language ability, and the department's ability to supply support services to the J-1 scholar.
9. **The host department is responsible to help orient the Exchange Visitor to the university and to the community. This should include finding housing, banking services, public school information (for dependents), etc.**

## Departmental Checklist

The Global Engagement Office will not issue a Form DS-2019 until it has received all of the bulleted items. Please note that leaving an area blank in the application will delay the processing; please use N/A (not applicable) for these application items.

- Completed application that has been signed by the applicant's supervisor, the department chair, and College Dean.
- Invitation/Employment letter signed by the department chair describing:
  - applicant's program
  - exact dates of program
  - amounts of any money that NEOMED will pay applicant.
- Proof of adequate funding for time requested (if applicant will not be paid by NEOMED or payment is insufficient to cover minimum requirements)
- Copy of applicant's resume/C.V. to verify qualifications
  - DS-2019 may not be issued for any position that does not require the minimum of a bachelors degree
- Copy of passport. If the applicant is already in the U.S. he/she must also submit copies of any immigration documents (including DS-2019 forms and visas).
- Proof of medical insurance covering entire time of planned stay in the U.S.; **NEOMED medical insurance may be used to meet this requirement, but additional coverages are required. (See page 9)**
- SEVIS Transfer Release Form if EV applicant is currently in the U.S. at another program.

Please note that the DS-2019 can only be issued in conjunction with financial documents. (i.e. It cannot be issued for five years if funding is only available for one year).

Is this prospective Exchange Visitor being considered for a permanent or tenure track position?

- Yes
- No

If yes, they do not qualify as an Exchange Visitor and must seek to obtain an H-1B visa. Please see NEOMED Office of Human Resources.

## Exchange Visitor (EV) Application for NEOMED

(to be completed by academic department)

### Position and Departmental Information

1. Department name:	
2. Supervisor's name:	
3. Supervisor's e-mail:	
4. Brief description of primary activity or EV while at NEOMED; description of research or classes to be taught. Note: This information will be included on DS-2019	
5. Location where EV will work:	
6. Select one Category:	<input type="checkbox"/> Short-term Scholar (Less than 6 months' duration) <input type="checkbox"/> Professor (maximum 5-year duration) <input type="checkbox"/> Research Scholar (maximum 5-year duration).
7. Program period requested:	<ul style="list-style-type: none"> <li>• Program begin date: _____</li> <li>• Program end date: _____</li> </ul>
8. Sources of Funding: All sources must be accompanied by official documentation; personal funds must be in liquid assets and accompanied by bank statements; third party personal funds must be accompanied by a letter of support with bank statements. * Select all that apply  <b>Minimum Support required: EV only, \$15,000 per year (\$2,000 yearly per dependent)</b>	<input type="checkbox"/> NEOMED: \$ _____ <input type="checkbox"/> U.S. Government Funding: \$ _____ <i>(if grant money given directly for the specific individual).</i>  <input type="checkbox"/> International Organization: \$ _____ <input type="checkbox"/> Exchange Visitor's Government: \$ _____ <input type="checkbox"/> All other Organizations: \$ _____ Please provide names of other organizations: _____ _____ <input type="checkbox"/> Personal Funds: \$ _____  Total support available: \$ _____

9. Name and title of person completing this form:	
10 Phone and email of person completing this form:	Phone: _____ E-mail: _____
<b>Information about the exchange visitor</b>	
1. Last Name (Family Name):	
2. First Name (Given Name):	
3. Date of Birth:	
4. Gender:	
5. Marital Status:	
6. E-mail of EV:	
7. City of Birth:	
8. Country of Birth:	
9. Country of current citizenship:	
10. Country of legal permanent residence:	
11. Foreign permanent physical address where EV resides (no PO Boxes are permitted):	
12. Mailing address if different than physical address (should appear exactly as it appears on an envelope):	
13. Occupation or position in home country:	
14. Is the applicant a physician in his/her home country?	<input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>if yes, note that the EV program may not have any element of patient care, only teaching research and observation is permitted</i> ).

15. Applicant needs form DS-2019:	<input type="checkbox"/> To begin a new EV program ( <i>currently not in the U.S.</i> ) <input type="checkbox"/> To request a change of status ( <i>currently in the U.S. in another status</i> ). <input type="checkbox"/> To transfer to NEOMED ( <i>currently EV is at another U.S. institution</i> ).
16 EV History of Applicant:	<input type="checkbox"/> Applicant <b>is currently</b> participating in an EV program at another university ( <i>applicant must submit copies of all immigration documents, including current DS-2019 form</i> ) <input type="checkbox"/> Applicant <b>has</b> participated in an EV program at another U.S. institution ( <i>applicant must submit copies of all immigration documents, including expired DS-2019 forms</i> ) <input type="checkbox"/> Applicant <b>has not</b> participated in an EV program before.

**Dependent information**

If the applicant’s family is to accompany the EV at any time during his/her stay at NEOMED, please provide the following information:

Family name:	Given name:	Gender:	Relationship to EV:	Date of Birth:	City of Birth:	Country of Birth:	Country of Citizenship:	Country of permanent residence:

***Hiring Supervisor must read the following information and sign below  
This request must also be authorized by the Dean of your College and Chair of the Department***

I have read the first page of this application packet, and I agree to abide by the terms listed therein. I am aware of the following:

- That regulations pertaining to J-1 visa holders state that medical insurance is mandatory for the EV and any dependents at all times whether they travel with the J-1 visa holder now or enter at a later date (must include medical evacuation and repatriation of remains)
- This Exchange Visitor is not being considered for, or will be promoted to, while in the exchange visitor program, a tenured position. This EV will not be considered or promoted to a tenure-track position while in the EV program.

- Furthermore, I certify that this potential J-1 Scholar will engage in employment solely for NEOMED.

Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Dean's Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair's Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# U.S. Department of State Mandatory Insurance Regulations for Exchange Visitors and Dependents

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U.S. Department of State regulations require that sponsors (colleges, universities, or agencies which promote educational exchange) monitor insurance coverage for all exchange visitors (J-1 principal and J-2 dependent non-immigrants) in their programs. While no recommendations are made on specific policies or carriers, the regulations do establish minimum coverage as follows:

- a) Medical benefits of at least **\$100,000** per accident or illness;
- b) Repatriation of remains in the amount of **\$25,000**;
- c) Expenses associated with medical evacuation of the exchange visitor to his or her
- d) home country in the amount of **\$50,000**.
- e) Deductible **\$500** or less

***In addition to the standards for coverage, the regulations also set forth rating requirements for acceptable policies. Coverage backed by the full faith and credit of the government of the exchange visitor's home country are exempt from these rating requirements.***

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Insurance should be purchased in advance, from one of the many Student/Exchange Visitor insurance companies that specialize in such medical coverage. These companies provide coverage that can be designed to cover the dates of your stay in the U.S.

Proof of coverage must be supplied to our office upon your arrival at NEOMED or your Exchange Visitor status must be cancelled.

**Important:** DOS regulations require insurance coverage to be in place from the time the exchange visitor enters the country and throughout the duration of the program. NEOMED is required to terminate an exchange visitor's participation in the program if no proof of coverage is provided within the first 5 days of program start date or if the visitor and his/her dependents willfully fails to comply with and maintain the required insurance coverage at any time during their stay.

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A search may be done on the internet under "Exchange Visitor Insurance" for information on many companies that may meet the minimum requirements. NEOMED may not recommend or endorse any companies. We can only suggest that websites be viewed as a beginning place for your search to find acceptable policies offered by various companies.