Requesting a J-1 Exchange Visitor

The J-1 program is for individuals approved to participate in work- and study-based exchange visitor programs and is regulated by the US Department of State. The program is primarily considered a cultural exchange. Therefore, an important factor in any application to host an Exchange Visitor (EV) is a departmental commitment to provide opportunities for cultural exposure, such as including the exchange visitor in departmental gatherings and inviting the visitor to attend campus or off-campus events and activities.

The EV categories that Geneseo is authorized to sponsor include: Student, Professor, Research Scholar, and Short-Term Scholar.

# Eligibility Requirements to be an Exchange Visitor

* The individual intends to return to their home country at the end of their program.
* The individual has sufficient funding either from SUNY Geneseo, personal funds, home institution, or home government for the proposed activities.
* The individual has sufficient proficiency in the English language to be able to participate in the program. This may be scores from a recognized English Language test (such as TOEFL or IELTS) or certification from the J-1 visitor’s current academic institution.
* The individual is not a candidate for a tenure-track position.
* The individual has not participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of the new program’s commencement.
* The individual has not participated in a J-visa program in the 12 months preceding the start date of the new program (unless the individual is transferring from another U.S. institution or was a short-term scholar).

# Responsibilities of the Academic Department

Due to Department of State regulations that govern the EV visa category the academic department has responsibilities that should be fully considered and understood prior to requesting an exchange visitor. Any invitation for an exchange visitor must have the approval of the Department Chair or Dean and the Director of International Student & Scholar Services.

The hosting academic department is responsible for:

* If the exchange visitor has been offered a paid Geneseo appointment, the department should work with HR to make appropriate arrangements. An employment offer letter should be issued.
* If the appointment is non-salaried, the department should confirm that the scholar has sufficient funding available from other sources.
* In the case of Professors, Research Scholars, and Short-Term Scholars, an office space must be provided.
* On-campus housing should be requested and secured by the hosting department. Contact Andrea Klein ([klein@geneseo.edu)](mailto:klein@geneseo.edu)) to determine availability.
* Cultural components must be a part of the EV program. This can include department activities both on and off campus, on-campus events, visits to local points of interest, etc. ISSS is happy to provide guidance.
* The hosting department is responsible for determining the EV’s credentials are appropriate for their proposed program. This includes their academic background and English proficiency. Documentation typically includes a resume or CV, as well as an official score report from a recognized English proficiency exam such as TOEFL (recommended minimum score 71) or IELTS (recommended minimum score 6.5). A certification from the EV’s home institution, alternate language exams, and other factors can also be accepted as evidence of English proficiency.

# Steps to Request a J-1 Exchange Visitor

1. The J-1 Scholar Request Form should be completed by the hosting academic department
2. The visiting scholar should complete the Visiting Scholar Profile Form
3. Both forms should be submitted to ISSS. ISSS will then communicate with the visiting scholar about the required supporting documents:
   1. Passport ID page for the Visiting Scholar and any Dependents
   2. Curriculum Vitae / Resume
   3. Documentation of Financial Support
   4. Medical Insurance Attestation
   5. Proof of English proficiency
   6. Letter of Recommendation from Home Institution
4. The academic department should issue an Invitation Letter (see example) to the visiting scholar. If the scholar has been offered a paid appointment, an Employment Offer Letter should also be issued.
5. Exchange visitors are usually housed on campus. It is the academic department’s responsibility to request on-campus housing by contacting Andrea Klein ([klein@geneseo.edu)](mailto:klein@geneseo.edu)) to determine availability.
6. Once the invitation letter is issued, housing is secured, and all supporting documents have been submitted to ISSS, ISSS will issue the form DS 2019 and communicate with the visiting scholar about visa application procedures and immigration issues.

# Access to Milne Library, Workout Center, and Other Campus Functions

The Exchange Visitor will be given a Geneseo ID number and email address. Once they arrive on campus, they will get their Geneseo photo ID that grants access to on-campus housing, the Milne Library, workout center, and other campus facilities.

J-1 Exchange Visitor Request Form

*To be completed by the Hosting Academic Department*

Hosting Academic Department

Name of Faculty Sponsor

Faculty Sponsor’s Contact Email and Extension

# Exchange Visitor Information

|  |  |
| --- | --- |
| Last Name | First/Given Name(s) |
| Email Address | Date of Birth |

# Program Information

|  |
| --- |
| What is the Scholar’s Academic Area of Specialty? |

What is the primary function of the visit? What will the EV be doing at Geneseo?

|  |
| --- |
| What will the primary function of the visit be? |

Briefly describe the EV’s proposed activities and how they relate to the EV’s academic background.

|  |
| --- |
|  |

Proposed Dates of Program (minimum 3 weeks)

|  |  |
| --- | --- |
| Program Start Date | Program End Date |

# Financial Information

*At least $12,000 USD per year must be documented. An additional $1000 should be shown if the EV plans to purchase GeoBlue Insurance through ISSS.*

EV has been offered a salaried appointment at the university: Select

Housing will be provided as a benefit of employment: Select

Primary Funding Source: Select One Other: Click or tap here to enter text.

Additional Funding Source: Click or tap here to enter text.

Mandatory Health Insurance Source: Select One

Sample Invitation Letter

[Date]

[Name]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

On behalf of the [Department], I am pleased to invite you to [be a Teaching Assistant/Professor/Researcher/Short-Term Scholar] at the State University of New at Geneseo. This invitation is effective for the period of [Start Date of Program] to [End Date of Program]. During this period you will be engaged [activities].

Funding

SUNY Geneseo will provide a stipend of [XXX]. SUNY Geneseo will also provide you with an office space (which may be shared), the use of a computer and access to library facilities.

OR

It is my understanding that you will provide your own funding to cover all the expenses of your stay at SUNY Geneseo, including health insurance for yourself and your accompanying dependents, if any. SUNY Geneseo will also provide you with [office/lab] space (which may be shared), the use of a computer and access to library facilities.

Housing

SUNY Geneseo will provide on-campus housing at [no charge/a charge of $$] to you.

Health Insurance

Both the U.S. Department of State and SUNY Geneseo require J-1 Exchange Visitors to have medical insurance coverage during their stay in the U.S. For this position, [SUNY Geneseo/you] will cover the cost of medical insurance.

We are delighted that you will come to SUNY Geneseo as a [teaching assistant/professor/researcher] and look forward to meeting you.

Sincerely,

Name & Title