

## **Tennessee Consortium for International Studies (TnCIS) Exchange Visitor/Scholar REQUEST FORM**

The Tennessee Consortium for International Studies (TnCIS) Office is responsible for administering, approving and signing all documentation connected with the J-1 Exchange Visitor Program. This program brings qualified scholars and professors to the United States for teaching, research, observation, consultation, and cross-cultural activities.

The TnCIS J-1 program is authorized to issue DS-2019 forms in the following scholar categories:

- **SHORT TERM SCHOLAR:** A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the US for a short-term visit of 1 day to 6 months for the purpose of lecturing, observing, consulting, training, or demonstrating a special skill at the Community College.
- **PROFESSOR:** An individual primarily teaching, lecturing, observing or consulting at the Community College from 3 weeks to 5 years in duration. This cannot be used for a tenure track position.
- **STUDENT (College/University):** Participants in this category must be pursuing a full course of study at the specified Community College. Academic training is permitted, if approved by the program sponsor, but study must be the primary purpose of the exchange visitor's program in the United States. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements set forth by the regulations. The duration of participation for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program, the duration of participation shall not exceed 24 months, including academic training.

### **The Two Year Home Residency Requirement**

Upon completion of an exchange visitor program in the US, certain J-1 exchange visitors are required to live in their home countries for a period of 2 years before they are eligible to apply for immigrant status or work visas. This requirement applies to exchange visitors who (1) are financially supported by the U.S. government or their home governments; or (2) have skills which are needed in their home countries, as specified on the Exchange Visitor Skills List; or (3) are medical doctors who have graduated from a foreign medical school and have come to the United States to study or work in the field of medicine.

### **12 Month and Two Year Bars for Research Scholars and Professor Categories**

J-1 exchange visitors in any J category other than short-term scholar who were in the US for a period longer than 6 months at anytime within the past 12 months are not eligible to return as a J-1 Research Scholar or Professor until one year has elapsed from last exit in J-1 status. In addition, J-1 exchange visitors using the Research Scholar or Professor categories are not eligible to return as a J-1 Research Scholar or Professor until two years has elapsed from the date of last exit from the U.S. If this will affect your proposed scholar, contact TnCIS to discuss possible alternative options.

### **Health Insurance Requirement**

Scholars must provide our office with appropriate proof of compliance with the US State Department regulations pertaining to J-1 exchange visitors. These regulations set the following minimums for the scholar and all J-2 dependents:

- 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 his or her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.

Tennessee Board of Regents facilitates an insurance policy that meets these requirements. Contact the TnCIS Office for additional information.

### Instructions to Sponsoring Department

- **This form should be submitted three - four months prior to the planned start date** to ensure that the exchange visitor will have adequate time to apply for the visa and arrange travel.
- The program begin and end dates on this request should match the period covered in any letter of appointment, offer letter or letter of support. Please provide a copy of this letter with the request.
- The department should verify that the exchange visitor's academic credentials are appropriate to the proposed program objectives and must supervise the activity during the exchange visitor's stay.
- The department must arrange for office space and access to office equipment (computer, phone, etc) as deemed appropriate to the proposed activity.
- If the exchange visitor will bring a spouse and/or dependent children (unmarried and under 21 years of age), the appropriate sections of the request form should be completed. These dependents will apply for J2 dependent visas.
- The department agrees to assist our office with the collection of immigration documentation and proof of health insurance as required by law; to contact our office before changes are made to the exchange visitor's program; and to inform our office of completion of program.

### Step-by-Step Application Process

1. Request a visiting exchange scholar by completing the form below and submitting accompanying support materials to your campus international exchange program representative. Support materials:
  - a. Copies of exchange visitor's biographical page of passport and any accompanying dependents.
  - b. Documentation of funding (**if paid by the department, include a copy of the department's offer letter**)
  - c. *If exchange visitor is currently inside the US or has previous J-1 status, please also include:*
    - i. *Current visa stamp in passport*
    - ii. *I-94 (front and back of white card stapled into passport or electronic I-94 printed from CBP website)*
    - iii. *DS-2019 Form from current/past institution.*
  - d. Copy of the invitation letter.
  - e. If scholar is a medical doctor at home- additional form to certify no patient care.
2. The TnCIS Campus Representative for the J Program issues the DS-2019 within **10 business days** of a request form with all necessary signatures and support materials.
3. When completed, the department will be notified to pick up the DS-2019 so it can be sent to the scholar. We recommend using Express Mail.
4. Obtaining J-1 status:
  - a. If outside the United States, the exchange visitor pays the SEVIS fee (I-901) and applies for the J-1 visa at the nearest U.S. Embassy or Consulate. If the Consular Office determines that the person is a bona fide exchange visitor, the J-1 visa will be granted and the exchange visitor and dependents may enter the US up to thirty days before program begins.
  - b. If the exchange visitor is already inside the US, the TnCIS Campus Representative for the J Program will contact the current J program sponsor to arrange transfer of the J. The final DS-2019 is picked up upon arrival to start the program.
5. Housing/Accommodations:
  - a. Departments should be available to assist with finding suitable accommodation.
  - b. The TnCIS campus representative for the Exchange Program can also make recommendations for housing options.
6. Airport Pick up: Special attention should also be given to planning for the visitor's arrival and transportation from the airport upon arrival.
7. Upon arrival to campus, the exchange visitor must check in with TnCIS campus representative for the Exchange Program. Failure to do so will jeopardize the individual's legal status in the US.
8. College ID and SSN:
  - a. If the exchange visitor is employed by the College, the ID card and access to services will be granted through the Human Resources Orientation Program.
    - i. Exchange visitors who need a US Social Security Number (SSN) should plan to arrive in the US at least 10 days prior to the program begin date, because the Social Security Administration only takes applications for the SSN 10 days following the exchange visitor arrival into the US.
  - b. When the exchange visitor is employed at the College, an ID number will be granted during check-in. This will allow the exchange visitor to obtain an ID card and access to computers and the library. The Department can then submit a request through IT an email account is desired.

Complete and submit with supporting materials to Southwest Tennessee Community College, International Student Affairs, [Macon Cove Campus, Farris Building, Room 2040] P.O. Box 780 • Memphis, TN 38101-0780. Please check one:

- J-1 for visitor OUTSIDE US  
 Transfer of J status from another US institution  
 Change of status to J-1 from another visa status

**Scholar Biographical Data:**

Name: \_\_\_\_\_  Female  
Family Name (as in passport) First Name Middle Name  Male

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country

Citizen of: \_\_\_\_\_ Legal Permanent Resident of: \_\_\_\_\_  
Country Country

Position title in home country: \_\_\_\_\_  
(Include job title and name of employer. If a student, specify level of study.)

Highest academic degree: \_\_\_\_\_ Scholar's specialized field: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Has the scholar held J-1 or J-2 immigration status at any institution?  Yes  No  
\*If yes, give dates/locations of all visits in the last 24 months and attach copies of all previous DS-2019 forms.

Will the scholar be accompanied by spouse and/or children?  Yes  N  
\*If yes, complete the Dependent Information page of the application.

**Details of the Exchange Activity – TO BE COMPLETED BY SPONSORING DEPARTMENT**

Proposed Dates of Program: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Day/Year Month/Day/Year  
(Scholars should enter the US up to 30 days before the program start date.)

Category: (See definitions above)  Short-term Scholar  Student  Professor

Specific field/subject of the proposed activity (i.e. Engineering or Chemistry): \_\_\_\_\_

Position title (put visiting if no appointment): \_\_\_\_\_

Brief explanation of proposed activity (include names of research partners, subject of research/teaching, purpose for research/ teaching stay at College) (**attach separate sheet if necessary**):  
\_\_\_\_\_  
\_\_\_\_\_

Site of proposed activity (department/ full address/location):  
\_\_\_\_\_  
\_\_\_\_\_

What evidence do you have that this scholar possesses sufficient proficiency in English to participate in the proposed activity?  
(\*Complete page for J-1 Scholar English Proficiency Requirement)

**Financial Verification:** The department sponsor must verify that funding is available for the incoming exchange visitor and dependents. The following estimate constitutes a minimum per year cost for housing, meals, transportation, and personal expenses: **Scholar = \$13,750/year and each dependent = \$ 5,000/year**

**The following financial support in US Dollars will be provided to/by the exchange visitor:** (Please attach original bank statements, government sponsorship letters or a copy of an official offer/ support letter to the request form):

- Funds provided by College or Department -- Amount: \_\_\_\_\_  
**\*\*if checked must attach offer letter or letter detailing funding.**
- US Government Agency (direct award) -- Amount: \_\_\_\_\_ Source: \_\_\_\_\_ [name of agency]
- Exchange Visitor's home government -- Amount : \_\_\_\_\_
- A Bi-national Commission of the visitor's country -- Amount of funding: \_\_\_\_\_
- Other organizations -- Amount: \_\_\_\_\_ Source \_\_\_\_\_ [name of organization]
- Personal Funds -- Amount: \_\_\_\_\_ Verified by submitting bank certification or letter indication availability of funds.

**Exchange Visitor Health Insurance Verification:** According to Federal Regulation 22 CFR 62.14, each J scholar and their dependents must have insurance in effect for sickness or accident during the period of participation in the exchange visitor program. Minimum levels of coverage must provide: a) Medical benefits of at least US\$100,000 per accident or illness; b) Repatriation of remains in the amount of US\$25,000; c) Expenses associated with medical evacuation of the scholar to his or her home country in the amount of US\$50,000; d) A deductible not to exceed US\$500 per accident or illness.

**I understand that I must have health insurance coverage as stated above for myself and dependents in effect on or before the start date of my DS-2019. Furthermore, I understand that proof of compliance is required to begin my program. Therefore, I must bring proof of insurance under a qualifying insurance plan when I check-in. Failure to provide proof of insurance may result in the inability to participate in the planned program.**

Exchange Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department/College Verification:** As the Department Sponsor of this Exchange Visitor, I hereby attest that the information included in this application is correct to the best of my knowledge:

Faculty Name and Title: \_\_\_\_\_

Faculty Department/Campus Address: \_\_\_\_\_

Faculty Phone: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of approval Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Department Chair/Head:** \_\_\_\_\_

**Signature of approval Dean or VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of College Dean or VP:** \_\_\_\_\_

**DS-2019 packets are picked up by the department to send to the scholar by Express Mail.** Enter the name of the department staff that should be contacted: Contact name: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Dependent Information**

Complete this section to request DS2019s for family members **only if they will apply for J-2 visas to accompany the J-1 scholar to live with them in the US during the program**. Submit a copy of the biographical page of the passport for each dependent.

Family members should come as J-2s if they will come to live in the US with the scholar for the program. If they request DS2019s to come as J-2s, the scholar will also need to show their documents and proof of insurance when checking in.

Many family members only plan to visit for a short time during the scholar's program. In this case, do not complete this section. They can come to the US using visitor visas instead. We do not need to see their documents and proof of insurance.

Scholars also have the option to come by themselves, and then later decide to invite their family to join them. After beginning the program, they could either request DS2019s for family to come as J-2s, or invitation letters to assist in obtaining visitor visas.

**Dependent Biographical Data:**

Name: \_\_\_\_\_  Female  
Family Name (as in passport) First Name Middle Name  Male

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country

Citizen of: \_\_\_\_\_ Legal Permanent Resident of: \_\_\_\_\_  
Country Country

Relationship to Scholar (spouse or child): \_\_\_\_\_

**Dependent Biographical Data:**

Name: \_\_\_\_\_  Female  
Family Name (as in passport) First Name Middle Name  Male

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country

Citizen of: \_\_\_\_\_ Legal Permanent Resident of: \_\_\_\_\_  
Country Country

Relationship to Scholar (spouse or child): \_\_\_\_\_

**Dependent Biographical Data:**

Name: \_\_\_\_\_  Female  
Family Name (as in passport) First Name Middle Name  Male

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country

Citizen of: \_\_\_\_\_ Legal Permanent Resident of: \_\_\_\_\_  
Country Country

Relationship to Scholar (spouse or child): \_\_\_\_\_

## ***J-1 Scholar English Proficiency Requirement***

Federal regulations 22 C.F.R.62.10(a)(2) require prospective J-1 exchange visitors to possess sufficient proficiency in the English language to participate in his or her program and to function on a day to day basis. Sponsors must retain evidence of how English proficiency was measured, to be made available to the Department of State upon request.

**The host department must verify the prospective J-1 scholar's English language ability and submit this form along with applicable documentation with the Scholar Request.**

Scholar's name as listed in passport: \_\_\_\_\_  
Last/Family name
First/Given name
Middle name

Country of citizenship \_\_\_\_\_ Date of birth \_\_\_\_\_

**Please choose one of the assessments below:**

<input type="checkbox"/> The scholar is a native speaker of English, from a country whose official language is English.
<input type="checkbox"/> The scholar graduated from a degree program taught primarily in English. Attach a copy of the diploma or transcript.
<input type="checkbox"/> The scholar submitted a letter from an academic institution or English school. The letter should verify by the school/teacher that he or she can speak and understand English well enough to function on a day to day basis in an English-speaking environment. Attach a copy of the letter.
<input type="checkbox"/> The scholar submitted one of the following test scores meeting the minimums listed here. Check one and attach a copy of the test score. <input type="checkbox"/> TOEFL iBT – 79 (with a minimum of 23 on the Speaking section). <input type="checkbox"/> IELTS – 6.0 (with a minimum of 5.5 on the Speaking section)
<input type="checkbox"/> Documented interview by the host department either in person or by videoconferencing, or by telephone if videoconferencing is not a viable option. See next page for suggested guidelines. Attach documentation.

*I confirm that I have made a good faith effort to assess the English proficiency of this scholar and I believe that she or he will succeed in the planned J-1 program and be able to function on a day to day basis in an English speaking environment in the US.*

Department representative name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

## **J1 Visa English Language Requirement**

### **Suggested Interview Protocol**

Ideally, interviews should be conducted by at least two people; this allows for more reliability.

Candidates should be given a range of prompts to elicit a range of discourse types (e.g. narratives for clarity of sequencing of events; opinions and ideas about the future for ability to use the language of speculation; processes and concepts from her/his field of study for the ability to explain clearly, etc.).

The interviewers should feel free to prompt and/or explain where necessary; the interview should be an opportunity for the candidate to show what s/he knows rather than be blocked by what s/he does not know. Follow-up questions can be asked where possible (e.g. "Tell us more about that." "Can you give us more examples/details?", etc.)

#### **Part 1**

**Easing the candidate in to the interview by asking about what s/he knows well.** (c 5 mins)

- Describe where you come from. What is your town/city like?
- Tell us about something interesting or unusual that has been happening in your city or country recently, like a current event or a festival.
- If we had a chance to visit your city or country, what sights would you recommend that we see? Why?

#### **Part 2**

**Giving the candidate an opportunity to talk about her/his field of study** (c 10 minutes)

- What are you currently doing research on?
- Tell us about how you conduct your research.
- Tell us about a new innovation or development in your field.

**Here the knowledge of the interviewers can inform more content-specific and precise questions.**

#### **Part 3**

**Inviting the candidate to speculate** (c 5 minutes)

- What skills and knowledge do you expect to gain from your time here \_\_\_\_\_ Community College?
- What are your plans for after your visit with us? How might your life and/or work change?
- What plans do you have for sharing your learning with others when you return to your country?

#### **Part 4**

**Inviting the candidate to ask questions** (c 5 minutes – this will give interviewers an insight into the candidate's comfort in initiating talk)

- Are there any questions you would like to ask us about our College, Campus, Department, City, etc.?

#### **Scoring**

The TOEFL iBT Independent Speaking rubric ([https://www.ets.org/s/toefl/pdf/toefl\\_speaking\\_rubrics.pdf](https://www.ets.org/s/toefl/pdf/toefl_speaking_rubrics.pdf)) should be used. A minimum grade of 3 is required in all parts of the test.

**Sample score sheet:**

**Candidate name:** \_\_\_\_\_

	Score:	Comments:
Part 1:		
Part 2:		
Part 3:		
Part 4:		