

## Portland State University Visiting Scholar Request Form

The J-1 Exchange Visitor Program was developed by the United States government in conjunction with governments of countries around the world to serve as a forum for educational and cultural exchange. The program provides opportunities for thousands of students, scholars, and others to spend time in foreign countries learning skills and sharing their knowledge and culture.

In the United States, the Exchange Visitor program is presently monitored by the Department of State. Portland State University and other institutions have been designated by the Department of State as sponsoring institutions for the J-1 Exchange Visitor program. Foreign nationals who participate in this program in the United States receive J-1 status, which classifies them as members of this exchange program. The official program description of the PSU Exchange Visitor Program is:

*A program to provide study, teaching, research, observation, consultation, sharing of skills, cross-cultural activities, or a combination thereof conducted by PSU and institutes and organizations with which it is affiliated for students, professors, researchers, short-term scholars, and specialists.*

### Visiting Professor and Research Scholar Status

Regulations pertaining specifically to the Professor and Research Scholar categories are found in the US Federal Code of Regulations [22 CFR 62.20]. As participants in these program categories, international professors and research scholars engage in research, teaching, and lecturing with their US colleagues.

The eligible participant may **not** be a candidate for a tenure track position. Also, professor and research scholar participants may not be in the United States in J-visa status for six months or more during the previous 12-month period preceding the start date of their programs, indicated on their Form DS-2019. The 12-month bar is waived if the participant is 1) present in the United States no more than six months; or 2) participating in the Short-Term Scholar category. If a scholar does not meet these criteria, please contact International Student and Scholar Services for other visa status options.

At the discretion of the Responsible Officer, professors may freely engage in research and research scholars may freely engage in teaching and lecturing; this will not be considered a change of category. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer Anne George, so long as they are directly related to the objectives of the participant's program, and do not delay its completion date. Please consult with Anne George, International Student and Scholar Advisor in International Student and Scholar Services with any questions.

The maximum duration for both categories is generally three years. Departments should request a DS-2019 document for the same period covered in the scholar's letter of appointment or offer. Departments may request an extension of a scholar's DS-2019 if a scholar's appointment is extended during the three-year period of eligibility.

## **Portland State University Visiting Scholar Request Steps**

1. Portland State University Department requests a DS-2019 form via the attached Visiting Scholar Request Form.
2. International Student and Scholars Office files for a DS-2019 issued by the Department of Homeland Security Student and Exchange Visitor Information System (SEVIS).
3. ISSS provides scholar or professor with DS-2019 signed by Portland State University Responsible Officer, with department's letter of offer or appointment and information on how to apply for a J-1 visa.
4. If outside the United States, scholar or professor applies for a J-1 visa at a US Consulate overseas. If already inside the US, scholar or professor must consult with International Student and Scholar Advisor on possibility of changing status or sponsor.
5. If outside the US, scholar or professor applies for entry into the United States with J-1 visa and DS-2019 at a US port of entry. Upon entry, J-1 scholar or professor will receive an I-94 card marked "J-1".
6. J-1 scholar or professor arrives on campus and must check in with International Student and Scholar Services within 10 days of start date on DS-2019 form. Failure to do will jeopardize the individual's legal status in the US.

**Please complete and return the following materials to International Student and Scholar Services preferably at least three months before the proposed start date of the J-1 Exchange Visitor's program.**

- \_\_\_\_\_ 1. **Completed** Visiting Scholar Request Form
- \_\_\_\_\_ 2. Health Insurance Memo of Understanding (can be provided to ISSS when scholar arrives at PSU)
- \_\_\_\_\_ 3. Department's Letter of Appointment/Offer
- \_\_\_\_\_ 4. Documentation of funding (if not salaried by PSU) (See Sec. D)
- \_\_\_\_\_ 5. Copies of scholar's current passport identity page and any accompanying dependents.
- \_\_\_\_\_ 6. Exchange visitor's Curriculum Vitae/resume
- \_\_\_\_\_ 7. *If visitor inside the US, these additional copies:*
  - \_\_\_\_\_ *Current visa stamp in passport*
  - \_\_\_\_\_ *I-94 Card (front and back of white card stapled into passport)*
  - \_\_\_\_\_ *DS-2019 Form from current institution, if currently in J-1 status*

**Questions? Contact Anne George, International Student and Scholar Advisor, International Student and Scholar Services,  
503-725-8596 or [ageorge@pdx.edu](mailto:ageorge@pdx.edu)**

**REQUEST FOR FORM DS-2019**  
**Certificate of Eligibility for Exchange Visitor (J-1) Status**

***To be completed by the Portland State University Hosting Department***

Check the Applicable Box:

- Initial Request for J-1 Exchange Visitor  Extension Request for J-1 Exchange Visitor  
 Transfer of J-1 Program (See Sec. F)  Changing to J-1 Status from another Nonimmigrant Status (See Sec. F)

**A. INFORMATION ABOUT THE INTERNATIONAL SCHOLAR**

1. Name \_\_\_\_\_  
(As it appears in the passport) family/last first/given middle
2. Date of birth \_\_\_\_\_ City of birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
(month/day/year)
3. Country of citizenship \_\_\_\_\_ Country of legal permanent residence \_\_\_\_\_
4. Position title in home country \_\_\_\_\_  
Please check appropriate category for position in home country: Professor \_\_\_ Researcher \_\_\_ Other \_\_\_
5. Name of home-country institution \_\_\_\_\_
6. Highest academic degree \_\_\_\_\_ Scholar's specialized field \_\_\_\_\_
7. Address in home country \_\_\_\_\_
8. Address for express mailing documents: \_\_\_\_\_
9. Telephone number in home country (required for express mailing): \_\_\_\_\_

**B. INFORMATION ABOUT THE APPOINTMENT/ACTIVITY**

1. Initial visit period for which funding is guaranteed (month/day/year) From \_\_\_\_\_ To \_\_\_\_\_
2. Portland State University position title \_\_\_\_\_
3. Specific subject to be engaged in is (such as Anthropology or Environmental Engineering) \_\_\_\_\_
4. Specific activity: research \_\_\_ teaching \_\_\_ Other \_\_\_\_\_
5. Site of activity if not on PSU campus: \_\_\_\_\_
6. Index Billing Code for Express Mailing Documents \_\_\_\_\_
7. **Attach a memo from host faculty member with non-technical description of proposed activity, work address including zip code, salary, benefits, and dates of appointment. All of these are required fields for the Department of State. (This may be the appointment letter, letter of offer or courtesy appointment letter.)**

**C. DEPARTMENT AGREEMENT -- Signatures below confirm agreement with the following points:**

1. The scholar and accompanying dependents have adequate financial support for the duration of the scholar's program which, if PSU salary is commensurate with the proposed activity.
2. The department has determined that the scholar has English language proficiency adequate for the proposed activity.
3. The host faculty member has clarified expectations with the scholar regarding University support, benefits, length of program, and availability of office/lab space, equipment, computer access, clerical support, and faculty collaboration.
4. The scholar is aware of health insurance requirements and understands who is responsible for payment of premiums.
5. The department will assist the scholar upon arrival with transportation and housing arrangements, and will refer scholar to International Student and Scholars Office for a check-in appointment with Anne George, International Student and Scholar Advisor within 10 days of start date on DS-2019 form.
6. The scholar will engage only in activities consistent with the intended program and department will contact ISS with any proposed changes in the program such as changes in financial support, loss of funding, or change in supporting department.

Dean (please print name)	Signature	E-mail address	Phone #	Date
Department Chair (print name)	Signature	E-mail address	Phone #	Date
Host/Supervising Faculty Member (print)	Signature	E-mail address	Phone #	Date
Department Administrative Contact (please print name)		E-mail address	Phone #	Date

PSU Department \_\_\_\_\_ PSU College or Division \_\_\_\_\_

**D. SOURCE AND AMOUNT OF FINANCIAL SUPPORT**

The required minimum support for the school year 2005-2006 is **\$1,233** per month for the scholar, **\$777** per month for a spouse and **\$312** per month for each child. This does not include airfare, health insurance and child care expenses.

**NOTE: b) Below refers only to funds granted directly to support scholar for the specific purpose of supporting participation in an Exchange Visitor Program. Salary from funds granted to PSU to support research projects should be listed under #a) PSU as payroll.**

**Please include funding information for the ENTIRE initial visit period listed in #B.1 above:**

- a) PSU (specify payroll, honorarium, per diem): \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- b) U.S. Government Agency: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- c) Exchange Visitor's Government..... Amount: \$ \_\_\_\_\_
- d) Other (specify): \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- e) Personal Funds ..... Amount: \$ \_\_\_\_\_

**Total funding for the initial visit period: ..... Amount: \$ \_\_\_\_\_**

**Written verification or bank statement (in English) is required for financial support not provided by PSU.**

**E. FAMILY INFORMATION**

Please complete this section for family members who will travel with the scholar to the U.S. Immediate family members only (spouse and unmarried children under age 21) are eligible for J-2 dependent status.

1. Will the scholar's family travel with him or her to the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If the family will arrive separately, when are they to arrive? \_\_\_\_\_
3. Please attach a copy of each J-2 member's passport (biographic data page)

<b>NAME OF FAMILY MEMBER</b> <small>(Family/Last, First/given, middle)</small>	<b>RELATIONSHIP</b> <small>(spouse, daughter, son)</small>	<b>DATE OF BIRTH</b> <small>(mm/dd/year)</small>	<b>CITY OF BIRTH</b>	<b>COUNTRY OF BIRTH</b>	<b>COUNTRY OF CITIZENSHIP</b>	<b>COUNTRY OF PERM. RESIDENCE</b>

**F. U.S. VISA HISTORY**

1. Is the scholar currently in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please indicate current immigration status \_\_\_\_\_ and check one:  
 \_\_\_ S/he will be leaving the U.S. and returning before s/he begins the appointment at PSU.  
 \_\_\_ S/he will be requesting a transfer of his or her current J-1 status.  
 \_\_\_ S/he will be requesting a change of immigration status from \_\_\_\_\_ status to J-1 status.
2. During the past twelve months, has the scholar been in the U.S. in any visa classification other than tourist?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, visa status \_\_\_\_\_ Date \_\_\_\_\_
3. Please attach photocopies of the scholar's current passport page (biographic data and photo page), along with all current and/or previous visa documents if applicable, including previous DS-2019s from other US institutions.

***This Memo of Understanding is to be signed by the prospective J-1 Exchange Visitor.  
Faxed copies of a signed MOU are acceptable.***

**International Scholar Health Insurance Memo of Understanding**

**I understand that the Department of State requires all J-1 Exchange Visitors and their accompanying dependents to have health and accident insurance at the following minimum level of coverage:**

- medical benefits of at least \$50,000 per accident or illness
- repatriation of remains in the amount of \$7,500
- expenses associated with medical evacuation in the amount of \$10,000
- deductible not to exceed \$500 per accident/illness

Exchange visitors are required to present proof of insurance coverage at the time of check-in at Portland State University.

If you will have insurance from your home country or as part of your Portland State University employment compensation plan you must make sure that the plan includes adequate medical evacuation and repatriation coverage, as many insurance plans do not include this. Portland State University employment based insurance does not include medical evacuation and repatriate coverage.

To review a policy that provides medical evacuation and repatriation benefits **only**, and can be purchased as additional coverage to your existing insurance plan, please visit

<http://www.betins.com>

If you will be paid by PSU, please check with your hosting department to see if your appointment includes the benefit of extended health insurance. Please note again that most domestic health insurance policies, including those offered by Portland State University, do not cover medical evacuation and repatriation, and the exchange visitor may have to purchase these types of coverage separately.

Some insurance companies offer policies designed for exchange visitors that already include medical evacuation and repatriation benefits. Portland State University is now able to offer coverage directly through PSU at a cost of \$163 per term for fall and winter, \$326 for spring and summer combined. This policy is a full insurance policy and also includes the required medical evacuation and repatriation coverage. (Please note this insurance is different from the insurance provided by some PSU departments to scholars as a condition of their employment.) If you do not have health insurance from your home country or as part of your PSU employment and wish to purchase the PSU plan, you may do so when you arrive in Portland.

If health insurance coverage is purchased from another source, the insurance corporation underwriting the policy must have one of the following ratings:

- an A.M. Best rating of "A-" or above
- an Insurance Solvency International, Ltd., (ISI) rating of "A-1" or above
- a Standard & Poor's Claims paying Ability rating of "A-" or above
- a Weiss Research, Inc. rating of "B+" or above
- ***Insurance coverage backed by the credit of your home government meets these requirements.***

**I understand that U.S. government regulations require the University to notify the U.S. Department of State and to terminate my J-1 exchange visitor status if they determine that my family members or I willfully fail to comply with the insurance requirements.**

**I understand the health insurance requirements, the costs involved, and the need to maintain the insurance throughout my stay at Portland State University.**

Name: \_\_\_\_\_  
(Print)                      Family (Last)                                      Given (First)                                      Middle

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

Name of PSU Department \_\_\_\_\_