Roles and Responsibilities Regarding J-1 Scholars

Host Coordinator on behalf of Hosting Department, Program or School

Request / Invitation
- Submit Request to Sponsor a J-1 Scholar and supporting documentation to the Global Engagement Office
- Verify drafted Invitation Letter, secure required signature and distribute as instructed by the Global Engagement Office

Pre-Arrival Preparation
- Establish expectations regarding our campus and local area (general information is sufficient, GEO is creating a general resource guide to assist with this process)
- Answer questions about travel, housing, and life in the U.S. etc.

Arrival / During Program
- Welcome Scholar and arrange transportation from the airport
- Arrange campus resources / privileges: access card, work space, e-mail account, library access (GEO is creating a general resource guide to assist with this process)
- Assist the Scholar in finding housing, enrolling children in school, and adjusting to the campus and local area
- Provide professional and academic opportunities for the Scholar (for example, involving the Scholar in department, academic, and social events and providing opportunities to present research)
- Serve the Scholar’s personal and professional needs
- Proactively notify the Global Engagement Office of any changes to the program (including start or end dates, day to day activities, future plans).

Departure
- Arrange transportation to the airport
- Participate in evaluations as requested

Global Engagement Office

Request / Invitation
- Review the Host’s Request to Sponsor J-1 Scholar to ensure compliance with immigration regulations and campus wide best practices
- Facilitate required campus approvals if Scholar will teach and/or be paid
- Draft Invitation Letter for Host to send to Scholar
• Collect necessary forms and supporting documents from Scholar
• Issue immigration documentation (DS-2019) via government the government system (SEVIS)
• FedEx immigration documentation (DS-2019) and original supporting documents to the Scholar (using Host’s account)

**Pre-Arrival Preparation**

• Advise Scholar on visa application process
• Advise Scholar on required health insurance
• If requested, guide Host to appropriate community resources, e.g., local schools and housing

**Arrival / During Program**

• Verify immigration documentation and activate the immigration record within the government system (SEVIS)
• Verify Scholar’s compliance with health insurance requirements
• Provide mandatory orientation on immigration regulations, U.S. culture and community
• Advise Scholar and Host on immigration and government regulations
• Advise Scholar on other government services such as Social Security numbers and drivers licenses
• Serve the Scholar’s legal and cultural needs

**Departure and Post-Program**

• Advise Scholar and Host on departure and future bars from re-admission.
• Develop, collect and review evaluations

**J-1 Scholar (Participant)**

**Request / Invitation**

• Upon request, provide Global Engagement Office with DS-2019 request(s) and supporting documents

**Pre-Arrival Preparation**

• Obtain and maintain a valid passport
• Pay SEVIS Fee and Visa Application Fee(s)
• Complete DS-160 Visa Application Form(s)
• Schedule and attend visa appointment at U.S. Embassy / Consulate Abroad (with required documentation, including appropriate verification of funding)
• Arrange travel and notify Global Engagement Office and Host of expected arrival

**Post-Arrival / During Program**

• Check-in / Register with Global Engagement Office upon arrival
• Attend mandatory orientation
• Proactively notify Global Engagement Office to any changes of address, program dates, travel, day to day activities or future plans
• Maintain required health insurance coverage for self and J-2 dependents at all times
• Participate in cultural exchange programming activities

**Departure and Post-Program**
• Participate in Departure Conference and evaluations, as requested
• Depart from U.S. within 30 days of Program End Date

**Academic Department Chair**
• Review, approve and sign Request to Sponsor a J-1 Scholar
• Assign a faculty member to supervise, consult, and collaborate with the Scholar
• Understand, approve and assign campus resources / privileges to Scholar, as required

**Dean of School or College**
• Review, approve and sign Request to Sponsor a J-1 Scholar
• Review, approve and sign Invitation Letter
• Understand, approve and assign campus resources / privileges to Scholar, as required

6/5/15