



Office of Global Initiatives  
**Application Instructions  
For Prescribed Study Students**

New Jersey Institute of Technology (NJIT) has authorization to sponsor an Exchange Visitor Program that allows our academic departments to invite foreign prescribed study students to the U.S. to collaborate on research and/or engage with students and faculty on emerging academic topics and issues. The purpose of the J-1 Exchange Visitor program is to promote “mutual understanding between Americans and citizens of other countries.”

**See page 6 of this packet for application instructions.**

**Requirements for the student**

- Must be matriculated in a degree-granting program at their home institution. Student’s education will benefit from the proposed program at NJIT and the experience will enhance the faculty and students of the host department.
- Must be in good academic standing at home institution.
- Must meet NJIT’s English proficiency requirement: minimum TOEFL score of 79, IELTS of 6.5, or Duolingo 105. Exceptions may be made only if the student received/are pursuing a degree from some English-speaking countries (see below).
- Must have appropriate health insurance coverage (see Health Insurance Requirement section below).
- Must have enough funding to cover his/her expenses for the term at NJIT. Funding must be less than 50% personal or family funds.

**Host department responsibilities**

- Review the prescribed study student’s vitae, academic record, references, publications (if available), and objectives
- Interview the prescribed study student and to identify the means of providing a mutually beneficial program. The prescribed study student and host department must have compatible academic and research interests.
- Identify ways in which the prescribed study student can further contribute to the department, such as seminars or special lectures.
- Prescribed study students may receive payment from NJIT only for services explicitly related to the research opportunity as outlined in their offer letter. Federal regulations require that written permission is required from academic department dean or chairperson and the Office of Global Initiatives before services are rendered.
- Positions must be temporary in nature, not exceeding a period of (12) months. The position offered cannot be tenure-track.
- It is expected that departments will engage students for at least 20 hours/week.
- If students are being compensated, the department is expected to make compensation available in a timely manner (for example, every other week).

### **Funding requirements**

- Before visa supporting documentation (DS-2019) can be issued, NJIT must obtain documentation that the prescribed study student has financial resources sufficient to meet living expenses in the United States.
- Federal regulations require that J-1 students attend a university that has a memorandum of understanding established with NJIT, OR receive at least 51% of their funding from their home government, the U.S. government, their home university, NJIT or an outside scholarship.
- Students may not use more than 49% personal or family funds to support themselves while in the U.S.
- Living expenses are estimated to be at least \$2,000/month, with an additional \$650/month if accompanied by a spouse and for each accompanying child.
- Acceptable documents can include a copy of the NJIT offer letter, bank statements in English in U.S. dollars on the financial institution's letterhead, and/or letters in English from sponsoring institutions specifying sponsorship amount, on that institution's letterhead with their official seal.

### **English Proficiency Requirement**

As a requirement of the J-1 visa, prescribed study students must show proof of English proficiency before a DS-2019 is issued by NJIT. NJIT accepts two forms of proof of English proficiency:

1. Standardized test scores (at a minimum, TOEFL iBT 79, IELTS 6.5, or Duolingo 105)
2. Interview with a member of NJIT's English as a Second Language (ESL) Program

The English proficiency requirement will be waived in the following cases:

- (a) For students who are citizens of or graduated from a degree program from the United States, the United Kingdom, Ireland, Australia, New Zealand, or Anglophone Canada.
- (b) For students who graduated from a degree program whose primary language of instruction is English. In this case, students will be required to provide adequate proof of language of instruction (for example, a copy of the university's catalog).

#### **NOTE:**

Receiving a degree in a country that lists English as an official language (such as India, Pakistan, the Philippines, Hong Kong, Nigeria, or Singapore) will not exempt an applicant from the English language proficiency requirement unless the conditions in (b) above are met.

- If the student will be doing the interview option, the host department should contact the Office of Global Initiatives to inform them of that. The interview fee is \$200 per interview.
- Potential students who obtain a score of 82 or better will have met NJIT's English proficiency requirement. The proficiency scale is described below.
- If a potential student does not obtain the minimum score, the host department can request another interview one (1) month from the date of the first interview or request that the student provide the standardized English test instead.

English Language Proficiency Interview procedures:

**1. Registration and fees**

- a. Interviews are conducted via video conference or in person by a member of NJIT's ESL Program.
- b. The \$200 interview fee, effective immediately, is payable by internal journal voucher. The host department is solely responsible for this fee, and no funds should be solicited directly from the student.
- c. Interviews cannot be conducted until payment has been made. Once the payment is received, the ESL staff member will contact the potential student to arrange an interview date and time. The interview will last approximately 20-30 minutes.

**2. About the interview**

- a. At the beginning of the interview, the interviewer will verify the candidate's identity by viewing an identification card that has both the candidate's name in Latin alphabet script and a recent photo. This is usually done with a passport or other government-issued ID.
- b. The candidate should be the only person in the room during a video conference interview. Candidates are forbidden from seeking assistance from others during the interview. If the interviewer concludes that the candidate is receiving help, the interview will end.
- c. The interview takes between 20-30 minutes. It combines questions and answers with several language tasks. The interviewer uses a scoring rubric to determine if candidates meet the language proficiency requirements. The types of questions employed are not released before an interview. Once an interview is completed, the interviewer scores the interview and completes the J-1 English Proficiency Verification Interview Assessment Report that is sent to the Office of Global Initiatives (OGI). The OGI will then communicate the overall score to the host department. The written report will not be shared with the host department or the candidate.
- d. All scores are final and not subject to dispute or negotiation.

**3. Assessment**

- a. Final scores are assigned using the Common European Framework of Reference (CEFR) scale. The scale consists of six levels - A1 (the lowest), A2, B1, B2, C1, and C2 (the highest).

**C2 (High Proficient)** - Can understand with ease virtually everything heard. Can summarize information in a coherent presentation. Can express himself/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations. Can use vocabulary flexibly and precisely. Can appropriately and naturally use grammatical structures. Pronunciation is precise and poses no problems for the interlocutor.

**C1 (Proficient)** - Can recognize implicit meaning. Can express himself/herself fluently and spontaneously without much obvious searching for expressions and only occasional repetition. Can use language flexibly and effectively for social, academic, and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational

patterns, connectors, and cohesive devices. Can use vocabulary flexibly with some occasional inappropriate wording.

**B2 (High Independent)** - Can understand concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed speech on a wide range of subjects and explain a viewpoint on a topical issue. Can speak at length, but may show hesitation or exhibit a lack of coherence. May use vocabulary and grammatical structures with limited flexibility. Can usually be understood but has a limited range of pronunciation features.

**B1 (Independent)** - Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, and leisure. Can deal with most situations likely to arise in an area where the language is spoken. Can produce simple connected text on topics that are familiar or of personal interest. Can describe experiences and events, dreams, hopes, and ambitions and can briefly give reasons and explanations for opinions and plans. May exhibit long pauses and slow speech. May make frequent errors in word and grammatical choices. Frequent mispronunciations may make it difficult for the interlocutor to comprehend intended meaning. The user at this level has mastered the basic structures of the language and is beginning to attempt to produce more complex language.

**A2 (High Basic)** - Can understand frequently used expressions related to areas of most immediate relevance, such as very basic personal and family information, shopping, local geography, and employment. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment, and matters in areas of immediate need. May be able to convey only basic meanings often characterized by long pauses. May have insufficient vocabulary and grammar abilities to communicate effectively. Mispronunciations may cause difficulty for the interlocutor.

**A1 (Basic)** - Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce himself/ herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows, and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help. Little communication may be possible outside of the realms described above. Speech may be intelligible.

### **Health Insurance Requirement**

The U.S. Department of State requires all exchange visitors (both J-1 principals and J-2 dependents) to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor program. A willful failure to carry insurance is considered to be a violation of the Exchange Visitor Program regulations. See <http://www5.njit.edu/global/health-insurance-requirements/>.



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**Cultural Exchange Requirement**

Since prescribed study students will return to their home countries, it is hoped that they will carry with them not only expertise gained at NJIT but also impressions and experiences that support the hospitality and goodwill of NJIT faculty and staff. The host department should make every effort to assist the prescribed study student in adjusting to living in a different educational community and cultural setting. Students should be encouraged to participate in on-campus cultural and social events. The host department should make sure the student's schedule allows time for social activities.

**SEVIS Fee**

The US Department of Homeland Security (DHS) requires the collection of a fee of US \$180 from J-1 Exchange Visitor Students. This fee is used to fund the operation of the Student and Exchange Visitor Program. This fee is applicable to an individual applying for a J-1 visa for initial participation in a program. J-1 visa applicants must remit the fee directly to DHS electronically through this website: <https://www.fmjfee.com/>

**Academic Training (Off-campus employment)**

Prescribed study students do not qualify for academic training. This means that they cannot work off campus during or after their stay at NJIT.

### **How to apply**

The supervising professor should collect **all** required forms and signatures and submit the complete application electronically to the Office of Global Initiatives at [global@njit.edu](mailto:global@njit.edu).

**Applications must be submitted at least 3 months before the student's requested start date.**

A complete application must include the following:

1. Host Department Request Form.
2. Prescribed Study and DS-2019 Application Form.
3. Invitation letter from NJIT faculty: official letter regarding the nature of the involvement with the student's project, the start and end dates of the activity, and whether the student will receive departmental funding.
4. Letter from home institution describing the student's academic program, confirming that an NJIT professor will supervise the work.
5. Proof of funding for the duration of the program.
6. Copy of biographical page of the passport.
7. Copy of evaluated transcript from the current academic program.
8. Copy of diploma (highest earned).
9. Copy of student's CV.
10. Office of Research Review Form.
11. Agreement related to Intellectual Property.
12. Proof of English proficiency as described above.

## Host Department Request Form for Prescribed Study Students

Both pages of this application must be completed by the Host Department at NJIT.

*Failure to complete it in its entirety will delay the issuance of the Form DS-2019 required for obtaining the J-1 visa.*

### STUDENT'S INFORMATION

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Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Current institution: \_\_\_\_\_ Major/ Field: \_\_\_\_\_

Level currently being pursued at the above institution: Bachelor's \_\_\_\_ Master's \_\_\_\_ PhD \_\_\_\_

Department sponsoring the visitor: \_\_\_\_\_

### INVITATION REQUEST INFORMATION

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Intended start date at NJIT: \_\_\_\_\_ Intended end date at NJIT: \_\_\_\_\_

Is this student coming from a partner university? Yes \_\_\_\_ No \_\_\_\_

If yes, which one? \_\_\_\_\_

An invitation letter from the home institution's Academic Department must be included with the student's application.

### FINANCIAL INFORMATION

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Prescribed study applicants must demonstrate at least \$2,000/month for the duration of their stay at NJIT (up to 12 months). Less than \$1,000/month is permitted to come from personal funds; the rest must come from scholarships, home university funding, or NJIT funding. The only exception to this regulation is if the student is studying at one of NJIT's partner universities. See:

<https://www5.njit.edu/studyabroad/ExchangePartners.php>

Will this student be compensated through NJIT: Yes \_\_\_\_ No \_\_\_\_

If Yes,

- How many hours per week will the student be working? \_\_\_\_\_
- Amount of funding from NJIT per month: \$\_\_\_\_\_/month
- NJIT Funding: Is this a grant from a U.S. governmental agency? Yes \_\_\_\_ No \_\_\_\_  
If so, name the agency and grant number: \_\_\_\_\_
- How often will the student be paid? \_\_\_\_ Weekly \_\_\_\_ Biweekly \_\_\_\_ Monthly

## Host Department Request Form for Prescribed Study Students

Prescribed study students can receive NJIT funding only under the following circumstances:

- Only hourly pay is allowed, for up to 20 hours/week while school is in session or up to 35 hours/week during school breaks.
- Support should be commensurate with a student's skill set, academic level and availability of funds.
- **A student job posting must be created through People Admin software in order for a student to begin work and to be paid.**
- The student must be registered for a "zero credit course" in order for payment to be processed by Financial Aid (please contact Registrar for instructions).
- All payment of NJIT funding must be pre-approved by the Office of Research.
- The student must apply for a social security number in order to be paid.

Prescribed study students may work only in their assigned academic department, under the circumstances described in their department's invitation letter. **They are not permitted to work in another department or off campus under any circumstances.**

### REQUIRED SIGNATURES

Request submitted by (print name): \_\_\_\_\_ Phone extension: \_\_\_\_\_

Student's supervisor (print name): \_\_\_\_\_ Phone extension: \_\_\_\_\_

\_\_\_\_\_  
Chair of Department Name                      Signature                      Date

\_\_\_\_\_  
Dean Name                      Signature                      Date

\_\_\_\_\_  
VP of Research Name (if NJIT funding is provided)      Signature                      Date

### OFFICE OF GLOBAL INITIATIVES USE ONLY

Received on \_\_\_\_\_ by \_\_\_\_\_ Banner entered on \_\_\_\_\_ by \_\_\_\_\_



## Office of Research Review Form

*To be completed by the Office of Research*

Name of Student \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

☐ **Check if there is sponsored research funding available for the above student and provide/confirm the following information:**

A. The following index has been identified as the source of available sponsored research funding for the above student:

Index #: \_\_\_\_\_

B. The student's above supervisor has indicated he/she will be paying the above student \$\_\_\_\_ / hour for the period of \_\_\_\_\_ through \_\_\_\_\_ with this funding.  
(start date) (end date)

C. An interinstitutional or individual agreement relating to intellectual property has been signed by the above student and received by the Office of Research.

D. The underlying sponsored research agreement does not prohibit the above student from participating in the sponsored research (e.g., some US federal sponsors).

☐ **Check if there is no sponsored research funding available for the above student and confirm the following information:**

A. The above supervisor has indicated that the above student is being paid from sources other than NJIT.

B. An interinstitutional or individual agreement relating to intellectual property has been signed by the above student and received by the Office of Research.

Approved as to the above (excludes visa status):

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Office of Research Name

Signature

Date