



New Jersey Institute of Technology  
University Policies and Procedures

DATE: August 31, 2017

**Subject: PROCEDURES FOR OBTAINING AND SPONSORING NON-IMMIGRANT WORK VISAS  
AND PERMANENT RESIDENCY APPLICATIONS**

## **I. NON-IMMIGRANT WORK VISAS**

**J-1 Exchange Visitor Program** – the purpose of the J-1 Exchange Visitor Program is to “provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.” 22 CFR 62.1(b).

1. **Costs** – the one-time SEVIS fee and visa application processing fee are usually paid by the J-1 Exchange Visitor. The fees for mailing the immigration paperwork must be covered by the host department. Also, if the prospective scholar needs to be interviewed by NJIT’s ESL department to verify the scholar’s English proficiency, the interview fee is \$200, which must be paid by the host department. (*See Appendix A: Costs and Expenses Associated with Non-Immigrant Visas and Permanent Residency*).
2. **J-1 Categories**
  - a. **Professor** – an individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries, or similar types of institutions. A professor may also conduct research, unless disallowed by the host department.
  - b. **Research scholar** – an individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the host department.
  - c. **Short-term scholars** – a professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions.
  - d. **Specialist** – an individual who is an expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills.

3. **Eligibility** – the minimum qualifications for these categories are a bachelor’s degree with appropriate experience in the field in which research is to be conducted. It is the host department’s responsibility to review the Exchange Visitor’s resume/CV, references, publications, and objectives; determine the Exchange Visitor’s English proficiency; and interview the Exchange Visitor. The Exchange Visitors must be professionals in their fields whose careers will benefit from the proposed program at NJIT and whose experience will enhance the faculty of the host department. In addition, the following requirements must be met:
- a. ***English Proficiency Requirement*** – The host department must use an objective measure to determine whether the Exchange Visitor is proficient in English, then complete the *English Proficiency Verification Form* included in the DS2019 Request Package. Acceptable measures are:
    - i. IELTS overall score of 6.5 or higher
    - ii. TOEFL (internet-based) overall score of 79 or higher
    - iii. TOEFL (computer-based) overall score of 213 or higher
    - iv. TOEFL (paper-based) overall score of 550 or higher
  - b. Evidence of having obtained the minimum required scores on one of the following recognized English language tests taken within the last two years:
    - i. IELTS overall score of 6.5 or higher
    - ii. TOEFL (internet-based) overall score of 79 or higher
    - iii. TOEFL (computer-based) overall score of 213 or higher
    - iv. TOEFL (paper-based) overall score of 550 or higher
  - c. Evidence of having obtained a degree from a post-secondary institution whose language of instruction is English (including U.S. institutions).
    - i. For degrees from U.S. institutions, evidence must be in the form of a transcript or diploma showing the degree conferred. No additional documentation indicating the language of instruction is English is needed for degrees from U.S. institutions.
    - ii. For degrees from non-U.S. institutions, evidence must be in form of transcript in English showing degree conferred and English as the language of instruction.
      - A. If the transcript from a non-U.S. institution does not note English as the language of instruction, an official letter from the institution's registrar stating the individual attended the institution and the medium of instruction was English can be submitted with the transcript.
  - d. Interview with a member of NJIT’s English as a Second Language (ESL) Program. The interview can be conducted in person, or via video-conference (i.e. Skype).
    - i. The host department should contact the Department of Human Resources to inform them that the scholar has chosen the interview option. The interview fee is \$200 per interview.

