

J-1 Exchange Visitor Program Information Request Package 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 to lecture students 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.” In order to participate in this program, prescribed study students must be matriculated in a degree granting program at their home institution whose education will benefit from the proposed program at New Jersey Institute of Technology and whose experience will enhance the faculty and students of the host department. Positions must be temporary in nature, not exceeding a period of (12) months. Also, the position offered cannot be tenure-track.

It is the host department chairperson’s responsibility to review the prescribed study student’s vitae, academic record, references, publications (if available), and objectives; to interview the prescribed study student; and to identify the means of providing a mutually beneficial program. Naturally, the prescribed study student and host department must have compatible academic and research interests. The department may also want to identify ways in which the prescribed study student can further contribute to the department, like 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.

The Office of Global Initiatives must determine that prescribed study students have adequate English Language skills to achieve the stated objectives. This will be verified through score reports from a recognized English language test.

Finally, before visa documentation can be issued, NJIT must obtain documentation that the prescribed study student has financial resources sufficient to meet living expenses in Newark, NJ. 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. Living expenses are estimated to be at least \$2,000/month. Prescribed study students must show an additional \$650/month if accompanied by a spouse and \$300/month for each accompanying child.

The J-1 Exchange Visitor program regulations require that all the participants and their J-2 dependents maintain health insurance coverage that meets regulatory minimum levels. The prescribed study student must purchase coverage through a carrier that meets federal regulations. Willful non-compliance with insurance requirements may result in withdrawal of program sponsorship and reporting the visitor to the U.S Department of State. Please visit <http://www5.njit.edu/global/j1status/> for minimum requirements.

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. Host departments should make every effort to assist the prescribed study student in adjusting to living in a different educational community and cultural setting.

Included in this packet is the DS2019 Request Form. The completed request form with required signatures and documentation should be submitted to the Office of Global Initiatives for consideration. It is essential for timely issuance of visa documentation that all forms are filled out completely.

If you have any questions or require guidance, please do not hesitate to contact the Office of Global Initiatives at (973) 596-2451.

DHS SEVIS Fees

The U.S. Department of Homeland Security (DHS) requires the collection of a one-time fee of \$180 USD from certain J-1 Exchange Visitor students. This fee is used to fund operation of the Student and Exchange Visitor Program, which has oversight over the Student and Exchange Visitor Information System (SEVIS).

This fee is applicable to an individual applying for a J-1 visa for initial participation in a program.

A J-1 prescribed study student, who is subject to payment of the SEVIS fee, must remit the fee directly to DHS by completing Form I-901 electronically. *See* <https://www.fmjfee.com/i901fee/desktop/index.jsp>.

Documentation Requirements for Prescribed Study Students

Below is a list of the materials necessary for issuing the "Certificate of Eligibility for Exchange Visitor (J-1) Status," also known as the DS-2019 form.

First, please read the preceding pages on the rules and regulations associated with the J-1 Exchange Visitor Program. The host department and the prescribed study student must complete all required forms inclusive of all required signatures. *Any incomplete forms will not be considered or processed and will be returned to the home department.* Please be certain that materials requiring translation be officially translated prior to submitting.

At least 3 months prior to the prescribed study student's proposed start date (this includes requests for J-1 extensions), complete all forms, attach any required documents, and submit [*electronically*] all materials listed below to:

The Office of Global Initiatives // global@njit.edu

- Host Department Request Form for Prescribed Study Students (pages 4-5);
- Prescribed Study Student Application Form (completed by the student) (pgs 6-7);
- DS-2019 Request Form (pages 8-9)
- A copy of invitation letter written by Dean or Chair;
- A current copy of the visitor's passport (the information page);
- Copies of dependents' passports and birth certificates, if applicable;
- A copy of the marriage certificate, if applicable;
- Include proof of current visa if in the U.S.;
- A copy of the visitor's resume;
- Officially evaluated copies of the visitor's highest diploma and transcripts
 - Credential Evaluation Services: <http://www.wes.org/> <http://www.naces.org/>
- If not financially supported by NJIT, please provide evidence of all sources of financial support;
- Evidence of English language proficiency must be verified with a recognized English language test. NJIT will only accept the following English language tests:
 - IELTS overall score of 6.5 or higher; or
 - TOEFL: internet-based overall score of 79 or higher; computer-based overall score of 213 or higher; paper-based overall score of 550 or higher.
- Evidence of insurance coverage meeting U.S. Department of State requirements within one week of arrival at NJIT

If you have any questions or require assistance, contact the Office of Global Initiatives at (973) 596-2451.



Host Department Request Form for Prescribed Study Students

Each section 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

Last name: _____ First name: _____

Date of birth: (MM/DD/YYYY) _____ Gender: Female ____ Male ____

Nation of birth: _____ Nation of citizenship: _____

Current institution: _____ Major/ Field: _____

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

INVITATION REQUEST INFORMATION

This is a: ____ new J-1 student ____ J-1 extension ____ J-1 transfer from another institution

Intended start date at NJIT: _____ Intended end date at NJIT: _____

Is this student coming from a partner university? ____ YES ____ NO

If so, which one? _____

Please provide a brief description of the program activity while at NJIT (including field of research):

FINANCIAL INFORMATION

Please note:

- Amounts must be in U.S. dollars.
- Any prescribed study student should prepare to have a minimum of \$2,000/month for living expenses and an additional \$650/month for his/her spouse and \$300/month per child.
- For all prescribed study students receiving financial support from sources outside of NJIT, attach current supporting documentation (i.e. bank statements, official scholarship letter, etc.). For prescribed study students receiving financial support from NJIT only hourly pay is allowed, not to exceed \$15/hour, for up to 20 hours/week when school is in session or up to 40 hours/week during school breaks. A student job posting must be created through PeopleAdmin software in order for student to begin work and to be paid.

Source	Amount (per month)
NJIT Funding*	
Exchange visitor's government	
Other organization Name of organization: _____	
Personal or family support	

*NJIT Funding: Is this a grant from a U.S. governmental agency? ___ YES ___ NO

If so, name the agency and grant number: _____

REQUIRED SIGNATURES

Request submitted by (print name): _____ Phone extension: _____

Student's supervisor (print name): _____ Phone extension: _____

Department sponsoring the visitor: _____

Chair of Department Name	Signature	Date
_____	_____	_____

Dean Name	Signature	Date
_____	_____	_____

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

DEFINITION

A prescribed study, non-degree student, is someone who wishes to come to NJIT to undertake research related to a degree which will be granted by his/her home institution. The non-degree student must follow the rules and regulations set by the U.S. Department of State pertaining to J-1 visa holders.

ELIGIBILITY

- ✓ You are a degree candidate in your home country and plan to leave the U.S. upon completion of your term at NJIT.
- ✓ You must be in good academic standing at your institution.
- ✓ You must carry health insurance that meets the standards set by the U.S. Department of State while at NJIT.
- ✓ You must provide a letter from your home institution (in official letterhead) describing your academic program, confirming that an NJIT professor will supervise your work.
- ✓ You must have enough funding to cover your expenses for the term you will be at NJIT.

NJIT FACULTY

In order to invite a student to come to NJIT as a prescribed study the NJIT faculty member must provide the Office of Global Initiatives with an official letter regarding the nature of the involvement with the student's project, including the start and end dates of the activity.

APPLICATION PROCESS

Upon receipt of the following documents, the Office of Global Initiatives will prepare the appropriate documentation to assist students with their visa:

- ✓ Completed Prescribed Study Application Form (page 2 only)
- ✓ Completed DS-2019 Eligibility Request Form
- ✓ Letter from home institution describing the student's academic program, confirming that an NJIT professor will supervise the work
- ✓ Letter from an NJIT faculty member describing the nature of the involvement with the student's project, including the start and end dates of the activity
- ✓ Source of funding for the duration of the program
- ✓ Copy of the passport

All documents may be emailed to global@njit.edu, we do not need the originals.

BIOGRAPHICAL INFORMATION (AS IN YOUR PASSPORT)

Last name: _____ First name: _____

Date of birth: (MM/DD/YYYY) _____ Gender: Female _____ Male _____

Nation of birth: _____ Nation of citizenship: _____

HOME ADDRESS

Street: _____

City: _____ State: _____ Zip code: _____

Phone number: _____ Email: _____

If the address above is different than your mailing address please provide your mailing address (your invitation letter and DS-2019 will be sent to your mailing address):

Street: _____

Phone number: _____ Email: _____

City: _____ State: _____ Zip code: _____

ACADEMIC INFORMATION

NJIT Sponsoring Department: _____

Start date at NJIT: _____ End date at NJIT: _____

Are you currently in the U.S.? YES _____ NO _____

If you are currently an F-1 or J-1 visa holder, please provide your SEVIS number: _____

Current U.S. address (if you are currently in the U.S.):

Street: _____

City: _____ State: _____ Zip code: _____

Phone number: _____ Email address: _____



Office of Global Initiatives
**DS-2019 ELIGIBILITY
REQUEST FORM**

All students planning to come to NJIT on a J-1 visa must submit this form to the Office of Global Initiatives.

PERSONAL INFORMATION

Last name: _____ First name: _____
Date of Birth (MM/DD/YYYY): _____ Gender: M___ F___
City of Birth: _____ Country of Citizenship: _____
Country of Legal Residence: _____ Email address: _____

ACADEMIC INFORMATION

Current institution: _____
Degree you are pursuing at the above institution: Bachelor's ___ Master's ___ PhD ___
Major: _____ Date of graduation: _____
Intended start date at NJIT: Spring 20___ Summer 20___ Fall 20___
Intended duration of program: One semester ___ Two semesters___
Level of program: Undergraduate___ Graduate___

MAILING INFORMATION

Please provide the mailing address and telephone number of a location where your Form DS-2019 and acceptance packet should be delivered to.

Street: _____
City: _____ Country: _____
Zip code: _____ Phone number: _____

DEPENDENT INFORMATION

If you are planning to bring a dependent with you (spouse or children only) provide us with their information below, along with copies of passport(s) and marriage certificate (spouse only). Use a separate sheet if you have more than one dependent.

Last name: _____ First name: _____

Date of Birth (MM/DD/YYYY): _____ Gender: M___ F___

City of Birth: _____ Country of Citizenship: _____

Country of Legal Residence: _____ Email address: _____

FINANCIAL INFORMATION

You must show a minimum of \$2,000 per month for living expenses and estimate approximately \$650 per dependent per month. Please provide a copy of an official bank statement from yourself or that of your sponsor showing a history of debits and credits or letter of sponsorship from your university or scholarship organization. If you are receiving governmental funding please provide a statement including the amount of support awarded. Financial documentation must be current (no more than 2 months old) and in English. The type of currency must be clearly listed on the document.

Indicate all appropriate means of support and indicate amounts:

Source	Amount (per month)
NJIT Funding	
U.S. government agency Name of agency: _____	
Exchange visitor's government	
Other organization Name of organization: _____	
Personal or family support	

ACKNOWLEDGEMENT

I certify that all of the information provided is correct and I understand that it is my obligation to report any changes in my personal information and/or research activities to the University.

Student Signature: _____ Date: _____