

J-1	<p style="text-align: center;">Procedures for Inviting Visiting International Scholars</p> <p>Office of International Education Student Services Center, Room 440 Phone: (530) 898-5415; Fax: (530) 898-6889</p>	
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Introduction:

California State University, Chico is pleased to have hosted visiting international scholars from around the world for decades. These scholars enrich the campus in many ways including teaching courses, collaborating with Chico colleagues on research projects, and performing in a wide range of arts. In doing so, they engage in the activities of the campus community, sharing their international experiences and perspectives, and providing rich learning opportunities for students, staff, faculty, and community members. This is in concert with the primary purpose of the Mutual Educational and Cultural Act of 1961, as amended, which is to **“increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.”**

The Office of International Education oversees invitations of visiting scholars for California State University, Chico. This document details the procedures for inviting a visiting scholar, including the process of assisting the scholar in obtaining a J-1 Exchange Visitor visa, if needed.

Authority & Terminology:

California State University, Chico has been designated by the Department of State as an authorized host institution for international students, professors, and scholars pursuant to the 1961 Mutual Education and Cultural Exchange Act to ‘increase mutual understanding between the people of other countries by means of educational and cultural exchange’ and in particular for the purpose of ‘teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills or receiving training in the general interest of international exchange.’ The Office of International Education applies for reauthorization of the authority to host international scholars every two years, and is responsible for ensuring that campus complies with all relevant regulations.

In U.S. Department of State parlance, international scholars are referred to as **Exchange Visitors**. The category of visa assigned to Exchange Visitors is J-1. An accompanying spouse or child receives a J-2 visa. Sub-categories of J-1 visas include: Professor, Research Scholar, Short-Term Scholar, and Students.

Approval Process for Inviting Visiting International Scholars:

All invitations for international scholars to visit the campus must be approved by the relevant Department Chair and Dean, as well as the campus Senior International Officer (SIO), currently the Director of the Office of International Education. A form, EV1, entitled *Department Request to Host Exchange Visitor*, which includes the necessary signature fields, is included in this document. After completion of the form, it must be routed to the appropriate Department Chair, then the appropriate Dean, and finally to the SIO. The Office of International Education maintains records of all visiting scholars invited to the campus. Only a Dean, Vice President or higher officer may write a formal invitation letter to an Exchange Visitor. The invitation letter shall be only from the Dean’s, Vice-President’s or higher office.

Assisting the Visiting Scholar in Applying for a J-1 Exchange Visitor Visa:

The Office of International Education will issue a DS-2019 document (see additional explanation below) [required for the Exchange Visitor to...] to assist the Exchange Visitor in applying for a J-1 visa. A form entitled EV-1 *Department Request for Certificate of Eligibility (DS-2019)* is included in this document. The DS-2019 will not be processed until both forms are submitted: The EV-1 *Department Request to Host Exchange*

Visitor and EV- 2&3 Prospective EV Request for Certificate of Eligibility (DS-2019). Due to sometimes lengthy visa processing times at U.S. embassies/consulates, it is suggested that the request be made at least 60 days before the Exchange Visitor's proposed arrival date.

J-1 Exchange Visitor Visa Categories:

California State University, Chico is designated to host Exchange Visitors under four major categories: (I) Professor, (II) Research Scholar, (III) Short-Term Scholar, and (IV) Student (Non-Degree, Degree, and Intern). This document is specific to the Professor, Research Scholar, and Short-Term Scholar categories. Individuals interested in student exchanges should contact the Office of International Education for more information.

Professor and Research Scholar Categories:

Professor: Defined as 'an individual primarily engaged in teaching, lecturing, observing, or consulting at post-secondary institutions. A professor may also conduct research unless disallowed by the sponsor'. Minimum duration is 3 weeks with a maximum of 5 years.

Research Scholar: Defined 'as an individual primarily engaged in conducting research, observing, or consulting in connection with a research project at research institutions, cooperative research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions'. Minimum duration is at least 3 weeks with a maximum of 5 years.

24-month Bar on Return: Following completion of a program in a Professor or Researcher Scholar category, the Exchange Visitor is not allowed to return to the United States to start a new program as a Professor or Research Scholar for two years, regardless of whether the entire five year maximum duration was utilized.

Appointment: A Professor is not eligible for a tenure track position. A research scholar's appointment must be temporary. The position itself may be permanent. Professors and Research Scholars may be granted permission by the Responsible Officer, in writing, to offer occasional lectures at other sites. However, the majority of the Professor or Research Scholar's activities are expected to be conducted on the CSU, Chico campus or on CSU, Chico projects physically located off-campus.

Short-Term Scholar Category:

Short-Term Scholar: Defined as 'a professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for purposes of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions'. This category is suitable for visitors attending conferences or giving performances, lectures, and speeches, in addition to those conducting research or teaching, for six months or less.

Short-Term Scholar Limitations and Advantages:

Minimum duration: One day

Maximum duration: A total of six months.

Extension: Cannot be extended beyond six months.

Advantages: Not subject to the 24-month bar described above; may offer occasional lectures offsite with written permission from the Senior International Officer and the Responsible Officer.

Exchange Visitor J-1 Visa Eligibility Basics:

Experience: The Exchange Visitor (EV) shall demonstrate appropriate educational and or professional experience.

Degree: Prospective EV (Short-Term Scholar, Professor, and Research Scholar) shall have at least a Bachelor's degree or its equivalent.

English Proficiency: The Department of State requires sponsors to ensure that the prospective EV has sufficient English proficiency to participate in his or her program and to function on a day-to-day basis outside the direct activity of the exchange. Per 22 CFR Part 62.10(a)(2), English proficiency is to be determined using an "objective measurement of English language proficiency," by mean of one of the following methods:

- a. "A recognized English language test,"
- b. "Signed documentation from an academic institution or English language school," or
- c. "A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option."

The sponsoring faculty is responsible for providing the documentation of English proficiency to the Office of International Education. This documentation must be available for inspection by Department of State upon demand.

Mutual Interest: The proposed activities must be of mutual value to the EV and the campus.

Duration: The proposed program must be within the regulatory parameters.

Prior Participation: The EV may not (cannot) have participated as a Professor or Research Scholar on a J-1 visa for all or part of the twelve months preceding the proposed start date of the new program.

Short-Term Scholars: Short-term scholars already in the U.S. may transfer to CSU, Chico to begin a new program as long as the previous one was less than six months in length. The total consecutive duration of the programs may not be more than six months. There is no limit on short-term scholars leaving the U.S. and returning with a new DS-2019 to begin a new program.

Funding: The EV must present credible evidence of funding to support his/her activities and living expenses as well as funds to support any accompanying spouse/children for the program duration.

Health Insurance: The EV must agree to be insured (as well as any accompanying spouse/children) for the program duration (Minimums: Medical benefits \$100,000; Repatriation \$25,000; Medical Evacuation \$50,000; Deductible not to exceed \$500 per incident).

Cross-Cultural Activities: As a sponsoring staff or faculty, the federal regulations expects you to: Offer or make available to exchange visitors and the accompanying spouse and dependents a variety of appropriate cross-cultural activities; and to encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with American, provided such activities do not delay the completion of the exchange visitors' program.

Document Checklist for Inviting International Scholars:

- _____ Department Request to Host Exchange Visitor form, signed **(EV1)**
- _____ An official letter of support for the EV from his/her institution or organization.
- _____ Visitor's Curriculum Vitae and photocopy of academic degree certificate
- _____ An official copy of the final transcript to accompany the degree certificate
- _____ Copy of Dean's Letter of Invitation to Exchange Visitor (must accompany the EV1 form and must not be sent to the visitor until after the request to host the visitor has been approved by the SIO)

Additional Documents if EV will apply for J-1 Visa with CSU, Chico Assistance:

- _____ **Prospective EV** Request for Certificate of Eligibility (DS-2019) form **(EV2)**

- _____ Prospective **EV** Request for Certificate of Eligibility for spouse or children **(EV3)**
- _____ Photocopy of photo/bio page of prospective EV's passport
- _____ Photocopy of photo/bio page for spouse or children who will accompany EV
- _____ Evidence of funding to support EV (see details on request form)
- _____ Evidence of English proficiency (see details on request form)

Questions?

Contact the Exchange Visitor Responsible Officer James Luyirika-Sewagudde, Jr., to discuss the appropriateness of a particular invitation and questions specific to immigration document (the DS-2019) processing.

James Luyirika-Sewagudde, Jr.

530-898-5721

jamesls@csuchico.edu

Office of International Education, CSU, Chico, Student Services Center, Room 440.