

J-1 Exchange Visitor Program Instructions

The University of Louisville has been designated by the Department of State as a sponsor of the J-1 Exchange Visitor Program. The broad purpose is to promote international educational exchange and collaboration. Under this program, the University is permitted to sponsor visitors in the following categories: 1) student, 2) professor, 3) researcher, and 4) short-term scholar.

Certain criteria must be met in order for the University to sponsor a visitor in any one of the above categories. Please read the following information carefully before completing the Departmental DS2019 Request form that can be obtained off of the International Center's website: www.louisville.edu/internationalcenter > International Student and Scholars > Forms and Instructions.

Please allow 3-5 days for processing time. If you have any questions, feel free to contact the International Center at 502-852-6604.

BEFORE COMPLETING THE DS2019 FORM PLEASE READ THE FOLLOWING DEPARTMENT OF STATE REGULATIONS.

A violation of these regulations can result in the revocation or suspension of the University's exchange visitor program.

For all J-1 programs: Exchange visitors are required to pursue the objectives stated in the DS2019 form; any deviation from this is considered a violation of the J-1 regulations.

For NEW Exchange visitors: A visitor may be selected for participation in the Exchange Visitor Program as a professor or research scholar subject to the following conditions: 1) the participant may be in a tenure-track position, as long as she/he is not a candidate for tenure, 2) the participant has not been physically present in the United States in J status (J-1 or J-2) for more than 6 months of the previous 12 months. 3) the participant has not been on a J-1 Visa in the last 2 years proceeding their start date of their new program under the Professor or Research Category AND is coming back under one of these two same categories.

Arrival International Orientation for All Scholars: It is **mandatory** that the exchange visitor meet with an International Advisor upon arrival at the University of Louisville.

- If the Exchange Visitor is being paid by the University of Louisville and will attend the University's New Employee Orientation Program on the first Monday of their employment, an international advisor from the International Center will meet them at Human Resources to complete the mandatory international orientation. The HR Orientation usually ends around 3:00pm. Please call the International Center at 852-6604 to notify the office that the exchange visitor will be coming. The exchange visitor should bring their passport, visa, DS-2019 and I-94 Card with them so we can obtain copies. If they have dependents that have arrived with them, we will need to have copies of their documents as well. They should have proof of purchase of all three Department of State's mandated insurances. If they are being paid by UofL and medical insurance is included as part of their benefits packet, then they only need to submit proof of purchase of the repatriation of remains and medical evacuation policies. They will also need to have their current local address information including office telephone number.
- If the Exchange Visitor will not be paid by the University or will not be attending the University's New Employment Orientation, the department should call the International Center at 852-6604 to schedule their J1 International Orientation at the International Center. The exchange visitor should bring their passport, visa, DS-2019 and I-94 Arrival Departure Record card with them when they come to them so

we can obtain copies. They should have proof of purchase of all three Department of State's mandated insurances. They will also need to have their current local address information including office telephone number.

- **The International Center Orientation must take place within 30 days of the Exchange Visitor's start date as it listed on their DS-2019. Failure to meet this time line will result in their SEVIS Record being set to invalid by Immigration.**
- **Should there be a delay in the Exchange Visitor's arrival beyond the start date listed on their DS2019, contact the International Center to discuss whether their program dates may need to be amended and a n new DS-2019 issued.**

Program Period for Professor and Research Scholar Categories: Programs for Professor and Researcher Scholar Categories must not exceed 5 years. There is no charge for the request for extensions. The request for extension should be submitted to the International Center at least 30 days prior to the end date of their program. Note: Any participant, who has received approval notice of a waiver of the two-year home residence requirement, is ineligible for a J-1 extension.

Short-term Scholar's programs are permitted for up to six (6) months: For the short-term scholar's category, there are no extensions allowed beyond 6 months and they are not allowed to apply for change of status within the U.S.

Time limitations for Students: students who are in degree programs are authorized to participate in the Exchange Visitor Program until they complete their degrees; non-degree students may be authorized to participate for up to 24 months only.

Professor/Research Scholars taking classes for credit: J-1 regulations do not prohibit a scholar from taking classes; HOWEVER, scholars should not enroll in degree programs. A research scholar must maintain full-time research/teaching. Extensions for the purpose of completing a degree are NOT permitted.

Transfers: A J-1 Scholar may transfer to or from UofL if the purpose of the transfer is to complete the objective for which she/he was admitted and if she/he remains in the same category. The visitor must obtain permission to transfer from his/her original sponsor. **For transfers from another university to UofL, please attach the visitor's previous DS2019 and a letter releasing the scholar from that university. Also, the Department should verify that the objective at UofL is the same as the scholar originally entered to perform. For transfers from UofL, please send a letter from the participant's supervisor at UofL approving the transfer to another university.**

Physicians: If the visitor is a physician in their home country, the department must complete and submit the "5 Point Letter" along with the DS2019 Request Form. A Sample of the letter can be found on the International Center's website. This will certify that the program to be engaged is solely for the purpose of observation, consultation, teaching or research, and no element of patient care service is involved. The letter must be signed by chair of the department and the Vice Dean for Clinical Affairs. Note that UofL cannot issue DS2019 for clinical programs.