

# MEMORANDUM

TO:

FROM: Jackie Lingner  
Assistant Director  
International Student & Scholar Services

DATE: April 20, 2007

RE: J-1 Visiting International Scholars Information Packet

Thank you for your interest in bringing an international scholar to Florida Tech. Enclosed please find the following items which must be read and submitted to the International Student & Scholar Services Office at least 60 days before you want your visitor to arrive:

- J-1 Visiting International Scholars Department Checklist
- Calculating Estimated Costs for a J-1 Exchange Visitor's Visa form
- Request for SEVIS DS-2019 Form for J-1 Visiting Scholar
- Dependent Information Form

Also please find enclosed an example of an invitation letter that you (the department) must send to the prospective J holder, along with the acceptance statement from the prospective J.

As soon as the International Student & Scholar Services Office has all of the required information, we will process the DS-2019 Form and return it to you for distribution to your invited guest. **It is important to note that your visitor must enter the United States within 30 days of the start date listed on the DS-2019. If they cannot enter within that time frame, the visitor must let you know and you must contact me so that new immigration documentation can be issued. A visitor arriving after the 30-day period must be reinstated with the US Department of State (this involves paperwork and a fee; payable by the department or the DS-2019 holder.)**

If you have any questions, please do not hesitate to contact me at x8053 or by e-mail: [jlingner@fit.edu](mailto:jlingner@fit.edu)

Thank you.



## **J-1 Visiting International Scholars Department Checklist**

### **Pre-Arrival:**

1. Department corresponds with potential Florida Tech visiting scholar regarding appointment, clarifying expectations regarding work space, staff support, Florida Tech faculty availability and cooperation. Explain that Federal regulations require all J visa holders to provide proof of funding for the following estimated expenses:

- round trip airfare for principal and any dependents
- medical expenses for principal & any dependents  
(principal estimate \$934/year; spouse \$2,011/year; child \$1,386/year)
- living expenses (room & board)  
(\$875/month for principal, PLUS 1.5% per month of this amount for each dependent)
- \$1,500/year miscellaneous expenses

If the scholar is not eligible for University benefits, he/she may purchase a group policy through Florida Tech. He/she must contact the International Student & Scholar Services Office (ISSS) concerning this insurance. Please communicate this important issue before scholars arrival.

2. Department receives approval of the appointment from the appropriate Dean's Office or Department Chair.
3. Department submits DS-2019 Request Form, **along with all other required documents no less than 60 days prior to the start date of the J-1 scholars arrival. Required information includes:**
  - copy of offer letter with signature of acceptance of petitioner
  - proof of funding to cover all estimated expenses outlined in #1
  - photocopies of passport information for petitioner and any dependents (if applicable. This means cover page of passport and photo page.
  - Any/all previous visa document forms (I-94, DS-2019, I-20, EAD card, and/or H-1B approvals)
4. ISSS processes the DS-2019 form and returns the documents to the host department.
5. Host department forwards the DS-2019 document and pre-arrival information to the scholar.

6. The scholar then presents the DS-2019 to the U.S. Consulate or Embassy in their home country to apply for the J-1 visa. Scholar should then inform the department as to whether they receive the J-1 visa or not. Department then informs the ISSS Office.
7. Upon arrival in the U.S., scholar needs to report to the ISSS Office to officially “check in”. This is a requirement with the Department of Homeland Security.

**It is important to note that your visitor must enter the United States within 30 days of the start date listed on the DS-2019. If they cannot enter within that time frame, the visitor must let you know and you must contact me so that new immigration documentation can be issued. A visitor arriving after the 30-day period must be reinstated with the US Department of State (this involves paperwork and a fee; payable by the department or the DS-2019 holder.)**

**Federal law requires J-1 visa holder to provide proof of health insurance and supply local address here in the United States while in J-1 status.**

**Return all required documents & forms to:**

**Office of International Student & Scholar Services  
ATTN.: Jackie Lingner  
Florida Tech – Keuper Building**



**Calculating Estimated Costs for a J-1 Exchange Visitor's Visa  
(and any dependents, if applicable)**

1. Roundtrip Airfare \$ \_\_\_\_\_  
(from principals Home Country to United States  
& Return to Home Country)
  
2. Monthly Living Expenses \$ \_\_\_\_\_  
(\$875/month x \_\_\_\_\_ months)
  
3. Health Insurance Cost \$ \_\_\_\_\_  
(\$80/month x \_\_\_\_\_ months)
  
4. Allowance for Miscellaneous Expenses \$ \_\_\_\_\_  
(we use figure of \$1500/annual)
  
5. Tuition & Fees (if applicable) \$ \_\_\_\_\_

**Estimated Costs for Accompanying Dependent(s) of J-1**

1. Roundtrip Airfare \$ \_\_\_\_\_  
(from principals Home Country to United States  
& Return to Home Country)
  
2. Living Expenses \$ \_\_\_\_\_  
(\$875/month x 1.5% x \_\_\_\_\_ months)
  
3. Health Insurance \$ \_\_\_\_\_  
(SPOUSE = \$168/month x \_\_\_\_\_ months)  
(CHILD = \$116/month x \_\_\_\_\_ months)
  
4. Allowance for Miscellaneous Expenses \$ \_\_\_\_\_  
(we use figure of \$500/annual; subject to change  
depending on number of dependents)
  
5. Tuition & Fees (if applicable) \$ \_\_\_\_\_

**Request for SEVIS DS-2019 Form for J-1 Visiting Scholar**

(This must be filled out completely)

NAME: \_\_\_\_\_  
(Last/Family) (first) (middle)

Gender: \_\_\_ male \_\_\_ female Date of birth (mo/day/year) \_\_\_\_\_

City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ E-mail address: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_

Position in Home Country: (occupation) \_\_\_\_\_

Address while in U.S.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address in HOME Country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request for New Form (check one):  
\_\_\_ Begin a new program (initial visa request)  
\_\_\_ Extend an on-going program – Date of first arrival in U.S.: \_\_\_\_\_  
\_\_\_ Transfer to a different program (if in the U.S., in another J-program, attach copy of DS-2019)  
\_\_\_ Replace a lost/damaged form

Dates of visit: From \_\_\_\_\_ to \_\_\_\_\_ (mo/day/year)

Purpose of Visit \_\_\_ Research Scholar \_\_\_ Professor \_\_\_ Short-term Scholar  
\_\_\_ Degree-Seeking student (Undergrad or Masters) \_\_\_ Non-Degree student

Requesting Department \_\_\_\_\_  
Campus Address \_\_\_\_\_

Sources & Amounts of Funds for the Requested Period (please attach official letter(s) from sponsor(s):  
Florida Tech \$ \_\_\_\_\_  
U.S. Government Agency (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
Exchange Visitor’s Government \$ \_\_\_\_\_  
All other organizations providing support \$ \_\_\_\_\_  
Personal Funds (attach bank statement) \$ \_\_\_\_\_

If qualifying dependents (spouse & children) accompany the exchange visitor, please complete the  
Dependent Information Form, which is attached.  
\*\*\*\*\*

I have read & understand the Requirements & Procedures for Inviting J-1 Exchange Visitors and will  
abide by all immigration regulations & university guidelines for this program. All the information stated  
on this form is correct to the best of my knowledge.

Name of requesting Florida Tech faculty member: \_\_\_\_\_  
Phone: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Department Chair or appropriate Dean: \_\_\_\_\_  
Phone: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## DEPENDENT INFORMATION FORM

(this form must be filled out in its entirety if J-1 is bringing dependents)

Name of Principal Exchange Visitor:

\_\_\_\_\_

Please provide the following information about each dependent who will accompany the exchange visitor. (Use a separate sheet if necessary)

Dependent #1:
Name (SURNAME, First name)
Date of Birth
City of Birth
Country of Birth
Country of Citizenship
Country of Permanent Residence
Gender
Relationship to Principal Exchange Visitor (spouse, child)

Dependent #2:
Name (SURNAME, First name)
Date of Birth
City of Birth
Country of Birth
Country of Citizenship
Country of Permanent Residence
Gender
Relationship to Principal Exchange Visitor (spouse, child)

Dependent #3:
Name (SURNAME, First name)
Date of Birth
City of Birth
Country of Birth
Country of Citizenship
Country of Permanent Residence
Gender
Relationship to Principal Exchange Visitor (spouse, child)

Dependent #4:
Name (SURNAME, First name)
Date of Birth
City of Birth
Country of Birth
Country of Citizenship
Country of Permanent Residence
Gender
Relationship to Principal Exchange Visitor (spouse, child)



## EXAMPLE OF INVITATION LETTER -

October 5, 2004

Professor Elvis Kosch  
Department of Chemistry  
University of Wurzburg  
73003 Wurzburg  
GERMANY

Dear Professor Kosch:

This letter is to invite you to visit our Chemistry Department at Florida Tech from January 1, 2005 through May 18, 2005 so that you can conduct joint research work with Professor Bertrand Silva. We would be glad to extend to you the academic, library, and space facilities to conduct your research here at Florida Tech. We understand that you will be funded by

\_\_\_\_\_.

Your signature notating the acceptance of this invitation also shows that you understand that you must enter the United States within 30 days of the start date listed on the DS-2019. If you cannot enter within that time frame, you must let our department know so that we can contact the International Student & Scholar Services Office (ISSS) and request that new immigration documentation be issued. If you do arrive after the 30-day period and are admitted into the United States, you must apply for reinstatement with the ISSS Office (this involves paperwork and a fee; payable by the department or the DS-2019 holder.)

Please sign, date, and return the bottom of this invitation letter, which will serve as your acceptance or declination of this invitation. **This letter should be returned by (DATE)**

Sincerely,

Dr. Joseph Chiang  
Chair, Department of Chemistry

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I, (insert name) \_\_\_\_\_, do hereby **ACCEPT** the offer to visit Florida Tech and conduct joint research work with Professor Bertrand Silva from 1/1/05 through 5/18/05.

\_\_\_\_\_

Date \_\_\_\_\_

I, (insert name) \_\_\_\_\_, do hereby **DECLINE** the offer to visit Florida Tech and conduct joint research work with Professor Bertrand Silva from 1/1/05 through 5/18/05.

\_\_\_\_\_

Date \_\_\_\_\_