

**Scholars in J-1 status are responsible for understanding and complying  
with US regulations governing the J visa status.**

**Your responsibilities include, but are not limited to:**

1. Maintain Required Documentation: J scholars are required to maintain the following documents: valid DS-2019, valid passport, I-94 card marked D/S.
2. Report Address Changes to the International Student & Scholar Services Office (ISSS): All J-1 scholars must report a change of address within 10 days (of the address change) to the ISSS Office. ISSS will in turn provide the information to the US Department of Homeland Security through SEVIS, the electronic database which tracks all international students and scholars in the US.
3. Report Any Changes in Program to ISSS: J-1 programs are specific to the program description, department, and sponsor approved on the initial J-1 application. Scholars must notify the ISSS Office whenever there is a change in their program.
4. Maintain Adequate Health Insurance: J-1 scholars must maintain adequate health insurance for themselves and all J-2 dependents throughout their entire stay in the US. J-1 scholar's health insurance policies must meet the health insurance requirements of the US Department of State. Failure to maintain appropriate insurance coverage will result in the termination of the scholar's J-1 program.
5. Apply for an Extension Prior to the DS-2019 Expiration: Scholars are responsible for maintaining a valid DS-2019 throughout their entire stay in the US in J-1 status. If the department in which the scholar is associated would like to extend the scholar's J-1 program beyond the end date listed on the DS-2019, the sponsor must apply for an extension with the ISSS Office. Scholars in the Research Scholar or Professor categories have a maximum of five years to complete their J-1 program; Short-term scholars have 6 months; and J-1 degree seeking students have no limitation.
6. Receive Transfer Authorization Prior to Leaving Florida Tech: In some cases, J-1 scholars may be eligible to transfer their J-1 program to another US university. Scholars must receive transfer authorization from the ISSS Office before leaving Florida Tech. Please contact the ISSS Office for more information about transfer procedures.
7. Obtain Travel Signature Prior to Traveling Outside the US: If a scholar will travel outside the US and then return to the US to resume their J-1 program, the scholar must have an ISSS Advisor's signature on the "Travel Validation by Responsible Officer" box of the DS-2019 BEFORE leaving the US. In addition, the scholar's passport must be valid for a minimum of six months from the date the scholar will re-enter the US and the scholar must have a J-1 visa that is valid on the date of re-entry. The scholar should be aware that they must not leave their J-2 dependents in the US for a period longer than 30 days when the J-1 is out of the country.
8. Depart the US within the 30-Day Grace Period: Scholars with Duration of Status (D/S) listed on the "until" field of their I-94 card must depart the US within 30 days of the expiration date listed on the DS-2019. If a scholar completes their J-1 program earlier than the end date on the DS-2019, the scholar is required to leave the US within 30 days of the date that the J-1 program was ended.
9. Report Departure to the ISSS Office: J-1 scholars must inform the ISSS Office when they have concluded their program and will be leaving Florida Tech.

10. Responsibility for Dependents: The J-1 scholar is also responsible to ensure that J-2 dependents maintain their lawful status while in the US. Again, the scholar should be aware that they must not leave their J-2 dependents in the US for a period longer than 30 days when the J-1 is out of the country.
  
11. Employment Only With Authorization: A J-1 professor or research scholar may be eligible to participate in occasional lectures or short-term consultations, and receive compensation if the proposed activity is directly related to the objectives of the exchange visitors program. Employment must be incidental to the exchange visitors primary program activities, and should not delay the completion date of his/her program. Please see the ISSS Office for further instructions on how to obtain authorization.
  
12. Bars to Further Program Participation:  
  

**24 month bar**: Scholars in the J-1 Research Scholar or Professor categories cannot return to the US as a J-1 Research Scholar or Professor until 24 months have passed since the scholar completed their J-1 program.

**12 month bar**: Scholars who have been in any other J status (J-1 student, J-2 dependent, etc.) for at least six months cannot become a J-1 Research Scholar or Professor until they have been outside the US for at least 12 months.
  
13. Two Year Home Residency Requirement: Scholars subject to the Two Year Home Residency Requirement (212e) will be required to return to their home country (country of legal permanent residency) for 2 years before they will be eligible to obtain a work visa (H-1B, L-1) or Permanent Residency in the US. Once a scholar has received a J-1 visa, the scholar should check the visa for any (212e) requirement. Information about the requirement can be found on page 2 of the DS-2019 or contact the ISSS Office for more information.

I have read and I understand my responsibilities as a J-1 Scholar at Florida Tech.

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Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Date