



Things to Know When Inviting a J-1 Scholar/Professor

The overall purpose and objective of the Exchange Visitor category, 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 Exchange Visitor Program is intended to foster international social, scientific, and cultural exchange. J-1's are not intended to be an easy way to employ someone in an academic department. For more information on the Exchange Visitor program please go to [Exchange Visitor Program Welcome Brochure](#).

The director of the Office International Student & Scholar Services (ISSS) is the Responsible Officer (RO) for all J-1 Exchange Visitors who are issued the DS-2019 for our university. It is the responsibility of the RO to ensure the university, host academic department, and J-1 Exchange Visitor is in compliance with the Department of State regulations. Employment related matters for the J-1 Exchange Visitor are handled by the Responsible Officer and the Office of the Provost. Please consult the director of the ISSS with any questions related to the J-1 Exchange Visitors visa status or employment.

Below are some of the basic regulations related to the J-1 Exchange Visitor visa category:

1. ***Exchange visitors (EV) are issued a DS-2019*** which is their official non-immigrant document that they will use along with their J-1 visa and passport to enter the U.S. The DS-2019 cannot expire while the EV is in the U.S.
2. EV's can arrive in the U.S. up to 30 days prior to their program start date on their DS-2019 and up to 30 days after their program start date on their DS-2019. ***If an EV in your department is delayed in their arrival please let the ISSS know immediately.*** EV's ***must report to the RO*** in the ISSS no later than 30 days after their program start date on their DS-2019.
3. ***EV's must be employed at their site of activity***, generally the academic department on the main A&M-Commerce campus, and they may engage in occasional lectures and short-term consultations **with prior permission** from the RO in the ISSS. Any unauthorized employment may result in the EV being sent home immediately.
4. ***EV's may travel outside the U.S.*** but they must contact the RO **prior to departing the U.S.** to review their visa documents and receive a travel validation signature. EV's may not re-enter the U.S. without a travel validation signature from the RO on their DS-2019 within 6 months from the date of re-entry.

5. ***Any changes in the EV's employment or program focus must be reported to the RO prior to final approval.***
6. ***EV's may have their DS-2019 and program extended up to five years beyond the original start date of their program. The extension request must be processed before the end date of the DS-2019. Please contact the RO and the Office of the Provost at least 30 days prior to the end date on the DS-2019 to request an extension.***
7. ***The Department of State requires all EV's and dependents to have medical and repatriation/evacuation insurance during their entire stay in the U.S.*** Department of State rules requires the RO to terminate the SEVIS record and DS-2019 of an EV who fails to have adequate insurance coverage. This will mean they will have to depart the U.S. immediately.
8. ***EV's must report their departure to the RO*** and complete a Departure Notification form provided by the ISSS.
9. ***The Department of State will require the university to report any of the following situations involving the EV or his/her dependents within 24 hours of the incident.*** Please contact the director of the Office of International Student & Scholar Services if you have any questions or concerns.
 - Death of EV or any dependents in the U.S.
 - EV is missing
 - Serious illness or injury of EV or dependents
 - Litigation related to EV and A&M-Commerce
 - Incident involving criminal justice system (arrest, charges, law enforcement incident)
 - Sexually-related incident, abuse, or incident related to Title IX
 - Negative press involving A&M-Commerce
 - Foreign government involvement (embassy)
 - Situations impacting safety of EV or dependents