



## CHECKLIST for Personnel Representative: Hosting a J-1 Exchange Visitor

### Part 1 – Requesting a DS-2019 for a prospective Exchange Visitor

#### STEP 1 - Determine the purpose of the visit

- ✓ *Business meetings, conference attendance or other similar consultations:* The visitor should apply to a B-1 visa. Visitor applies individually with the Embassy in their home country. No action required from OIS.
- ✓ *Long term (including tenure track) paid employment with NC State University:* The visitor should apply to a H-1B visa. Contact the Office of International Employment for details at <http://www7.acs.ncsu.edu/hr/intemployment/h1bvisa.asp>
- ✓ *Engaging in research (collaborative or independent), teaching or lecturing:* **The visitor should apply to a J-1 visa.** In the J-1 visa, the visitor can fall into two different categories. In the Research Scholar/Professor category activities must be limited to 5 years and the visitor is subject to a 24 month bar on repeat participation (Visitor must be 24 months absent from the U.S. to apply to another J-1 visa). In the Short-term Scholar category, activities must be limited to 6 months of participation with no possibility of extension. In both categories visitor activities can be paid or unpaid.

#### STEP 2 - Complete DS-2019 request form

The DS-2019 request form is composed of two parts:

- ✓ **Part A:** To be completed by the Exchange Visitor and e-mailed to the Personnel Representative. Part A is available with the J-1 Scholar Pre-Arrival guide and can be retrieved [at the OIS website](#).
- ✓ **Part B:** To be completed by the Personnel Representative or the Supervisor for the Exchange Visitor in the department. Please note that it is the department's responsibility to verbally interview the Scholar to confirm language ability. Part B can be retrieved at [the OIS website](#).

#### STEP 3 - Review the proof of funding for the Exchange Visitor

The funding has to meet the minimum requirements and be represented as liquid assets. The required funding is stated in the [J-1 Scholar Pre-Arrival guide](#) and in the financial information section of the [Request DS-2019 - Part B form](#). The proof of funding has to be issued within 6 months of OIS receiving the request. Attach the documentation to the DS-2019 request form. Please note that if a range of funding is given - such as \$1,400 - \$1,800 - OIS will use the lower amount when calculating financial information.

#### STEP 4 - Submit DS-2019 form to OIS

Submit the DS-2019 request form (Part A & B), proof of funding and a copy of the passport (and copies of passports of dependents if applicable) to OIS. You can drop off the forms at the OIS office (320 Daniels Hall) or e-mail them to [ois@ncsu.edu](mailto:ois@ncsu.edu). OIS will contact you by email to collect the DS-2019 document within 5 business days after receiving the completed DS-2019 request. The email will include the Campus/Employee ID number for the Exchange Visitor.



## Part 2 – To do list once you receive the DS-2019 from OIS

- ✓ Mail the original DS-2019 to the Exchange Visitor so they can apply for the J-1 visa at the U.S. Embassy in their home country. Keep a copy of the DS-2019 for your records.
- ✓ If there are any changes to the Exchange Visitor's plans or stay, notify your OIS liaison. They will advise you on whether or not a new DS-2019 form is required.
- ✓ Contact the Exchange Visitor to learn their arrival plans to the U.S. Once you know their approximate arrival date, complete the following:
  - ✓ Submit their **HR appointment** in SIS, so they will be ready to start upon arrival (and have a Campus Id number to be able to use NC State services).
  - ✓ Schedule a **Check-in appointment with OIS** (required for the Exchange Visitor to complete upon arrival). Please [go to this link](#) to schedule an appointment.
  - ✓ Schedule a **meeting with the supervisor** in the department for an orientation.
  - ✓ If the Exchange Visitor will receive payment from NC State University, schedule an appointment for them to meet with Michelle Anderson (foreignnationaltax@ncsu.edu) in the International Employment and Taxation Office to set up their tax withholdings.
  - ✓ After the Exchange Visitor has checked in with OIS, consult the Visa Permit Data Panel in SIS to check their hiring eligibility dates (no-pay or pay). This panel will be updated within 48 hours after the Exchange Visitor has completed their Check-in.
  - ✓ If you need practical resources for J-1 Exchange Visitors, please refer to the "[Scholar](#)" [section of the OIS website](#). You can find information about housing, transportation, SSn, driver's license, health insurance, cross-cultural events and programs, English language resources, etc.
- ✓ If you receive immigration related questions from your visitor, either refer them to the "[Scholar](#)" [section of the OIS website](#) or direct them to your OIS liaison.

### Useful links:

[Background information on the different J-1 categories](#)

[Changes or extensions to a J-1 exchange visitor's stay](#)

[Frequently requested forms](#)

[Cross - Cultural Training materials](#)

[Faculty Newsletter](#)