



The Office of Global Services (OGS) procedure for J-1 international scholar sponsorship is a cooperative one, involving the faculty host, SEVIS Contact, international scholar, human resources and payroll (for paid appointment), and the Office of Global Services. The following are the required steps, beginning with the academic appointment process and ending with the end of program notification.

Step 1: Initiating the Process: the First Contact Between the Scholar and Northeastern

In some instances the prospective scholar will initiate the contact with Northeastern University directly to inquire about the sponsorship. The scholar should be directed to the faculty host of the appropriate academic department. The faculty host then makes the decision as to whether the international exchange would be beneficial for both the scholar and department. If so, the faculty host would move to Step 2 below.

In other instances, the faculty host will initiate the process by reaching out to the scholar, the next step also being Step 2 below.

Step 2: The Appointment Letter

Northeastern University requires that the international scholar receive a formal letter of appointment signed by the Dean. The letter should include appointment start and end dates and any form of payment (e.g. salary, honorarium). From an immigration standpoint, this letter is also essential as it formalizes the affiliation between Northeastern University and the nonimmigrant participant (the scholar) and, in conjunction with other required OGS forms, allows the OGS to issue the DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status, which the scholar must present at a U.S. Consulate abroad to apply for a J visa.

Step 3: J-1 Packet (OGS Forms Required to Process DS-2019)

In addition to the appointment letter, in order for the Office of Global Services to issue the DS-2019, the faculty host, SEVIS Contact (a contact in the Dean's office for international academic appointments and immigration sponsorship), and international scholar must work together to complete the requisite OGS forms below.

The **faculty host** will complete the Request for Issuance of J-1 Certificate of Eligibility (DS-2019) Form A; Faculty Host Agreement; Verification of English Language Proficiency.

The **SEVIS Contact and Dean** will review and sign Form A.

The **scholar** will complete the International J Scholar and Dependent(s) Personal and Financial Information (Form B), including biographical, immigration, and financial information and certification, and provide the documents listed on the checklist on form B. The scholar will also complete and sign the Statement of Compliance with Health Insurance Requirements.

Once all forms (appointment letter, faculty host, and scholar forms described above) are complete, they are consolidated into one "J-1 packet" by the SEVIS Contact and forwarded to the OGS for processing. Please note that the forms described above are the basic forms, required for issuance of all DS-2019s. The OGS **processing time for DS-2019 issuance is 10 business days** from the date the complete J-1 packet is received. Since the international scholar must also be allotted time to obtain a visa appointment abroad, after the OGS issues the DS-2019, the OGS requires that all completed J-1 packets be received **at least 8 weeks in advance of the DS-2019 start date**. Below is a list of the most frequently used OGS forms, with explanation.



BASIC FORMS (Required for DS-2019 issuance, in every circumstance):

- *Request for Issuance of J-1 Certificate of Eligibility (DS-2019) Form A*: This form is a DS-2019 request form and must be completed by the faculty host sponsoring the J-1 Scholar. An appointment letter must be issued in conjunction with Form A. Form A must be signed by the SEVIS Contact and Dean.
- *Faculty Host Agreement*: This form is an attestation by the faculty host that they understand the responsibilities inherent in J-1 sponsorship and will comply with federal regulations and Northeastern policy.
- *International J Scholar and Dependent(s) Personal and Financial Information (Form B)*: This form must be completed by the scholar and includes biographic, financial certification, and immigration information as well as a checklist of supporting documents that must be submitted by the scholar in conjunction with the form.
- *Statement of Compliance with Health Insurance Requirements*: This form is an attestation by the international scholar that they will comply with the Department of State requirement to purchase J-1 insurance for the duration of the DS-2019, including coverage of J-2 dependents, if applicable.
- *Verification of English Language Proficiency*: This form is an attestation of the faculty host that the J-1 Scholar has sufficient English language ability to engage in their program at Northeastern and function in daily life.

EXPLANATION OF NON-NORTHEASTERN FUNDING FOR J-1 SPONSORSHIP:

Funding from sources other than Northeastern University (private sponsors, government funding, scholarships, personal funds, etc.) will be considered towards meeting the NU minimum funding requirements, with the following restrictions:

1. All documentation must be translated into English; currency must be clearly referenced and converted into USD.
2. Documentation must be originals or copies of originals (note that the U.S. Consulate requires original documentation during the visa process).
3. Financial institution documentation, such as bank statements or letters, must include the name of the scholar, must be recent, and not older than 9 months upon receipt by OGS. Note: The scholar is permitted to use financial support by family members provided that the following is submitted:
 - a) Financial institution documentation, such as bank statements or letters, including name of the financial sponsor; documentation must be recent, and not older than 9 months upon receipt by OGS.
 - b) A letter signed by the financial sponsor, attesting that the scholar is entitled to the funds in the financial sponsor's account.
4. In cases in which the documentation reflects a range in funding, the OGS will use the lowest figure in the range unless the scholar provides a letter from the funding source indicating otherwise.

Note: the OGS retains the right to request original documentation or other means of clarification.



CASE-SPECIFIC OGS FORMS FOR NEW SCHOLAR REQUESTS:

- *Acknowledgement of Time Limit for J-1 Short-Term Scholar Category:* This form is specifically designed for scholars being issued DS-2019s for the J-1 Short-Term Scholar (STS) category. The STS category, according to Department of State regulation, is for scholars who plan to be at Northeastern for 6 months or less, engaged in research, teaching, collaboration or training. The scholar must read and sign the form.
- *J-1 Scholar Transfer-in Form:* J-1 Scholars, who have been offered appointments at NU and are currently in the U.S. at another institution in J-1 status must submit this form, filled out by their current school's international office. The form is used to facilitate the transfer of their J-1 record from their current institution to NU.

**Note regarding amendments before scholar's entry to U.S.: If the faculty host and scholar must change appointment dates due to visa delay, security checks (Department of State administrative processing) or other extenuating circumstances, or change financial information after the submission of the J-1 packet to the OGS or issuance of the DS-2019 but before the scholar's entry to the U.S., they must notify the OGS immediately. If appointment date changes are requested, a new appointment letter is required, but form D is not required. If financial changes are requested, a new appointment letter and form A and B are required, but form D is not required. Please note that it's important for all parties to be made aware of any changes so that they can coordinate changes concurrently. If reissuance of the DS-2019 is required, the OGS processing time is 10 business days.*

Step 4: Applying for the J-1 Visa

Once the Office of Global Services (OGS) has processed the DS-2019, the SEVIS Contact will be notified to retrieve it from the OGS and mail it to the scholar via FedEx, or another secure international carrier.

The scholar should review the DS-2019 carefully immediately upon receipt and contact the OGS if there are any errors on the form. In order to make an appointment at a U.S. Consulate abroad to obtain the J-1 visa, the consulate will request the SEVIS ID number, which is found in the upper right hand corner of Page 1 of the DS-2019. Consulates will also typically ask for the program sponsor number, which is the number beginning with "P," and is also located on Page 1, Section 2 of the DS-2019. If all of the information on the DS-2019 is correct, the scholar should sign their name in the appropriate space on the form, at the bottom. It's important **not** to make any other extraneous notations on the form.

If the scholar has J-2 dependents (husband or wife, children under the age of 21) traveling at the same time, they will receive their own DS-2019 to assist with their application(s) for J-2 visa(s).

For more information on the SEVIS fee and other issues related to obtaining a visa, scholars should review the Pre-Arrival Instructions for J-1 Scholars.

The scholar should pay close attention to the start date in Section 3 of the DS-2019 because entry to the U.S. in J-1 Scholar status or J-2 dependent status is only permitted **up to 30 days before** and **up to 30 days after** this start date. If it will not be possible to enter the U.S. **AND REPORT TO THE OGS** (by attending one of the weekly J-1 Immigration Clearance Sessions) by the program start date or shortly after, please notify the OGS as soon as possible.



Step 5: Scholar's Arrival and Maintaining Status

To ensure that the international scholar's arrival is confirmed and that the DS-2019 is timely and legally validated in the SEVIS system (also referred to as J-1 Immigration Clearance), the scholar must attend a J-1 Immigration Clearance Session at the OGS. The SEVIS Contact of the department administrator is responsible for contacting the OGS on behalf of the scholar to enroll the scholar in the OGS J-1 Immigration Clearance Session, held weekly.

If the scholar is salaried or reimbursed by Northeastern University, they must complete Form I-9 at the OGS on the first or second day of employment at Northeastern. *Please note, the I-9 process can only be completed after the scholar's record is validated in SEVIS (after the scholar has attended the Immigration Clearance Session).*

Any changes to the scholar's status, including pay changes, address changes, dependent changes, site of activity, etc. must be reported to the OGS immediately.

FORMS FOR SCHOLARS ALREADY AT NORTHEASTERN (Required for DS-2019 updates):

- *J-1 Extension of DS-2019 (Form C)*: This form is required if, rather than ending the J-1 program/appointment as planned, the faculty host and scholar require an extension of J-1 status. This form must be completed and submitted at least 4 weeks before the expiration date of the DS-2019 to ensure timely processing of the extension by the OGS. Please note that the OGS also has a 10 business day processing time for J-1 extensions. In addition to completing the form, the faculty host must submit a copy of the renewed Northeastern appointment letter signed by the Dean, as well as a renewed Statement of Compliance with Health Insurance Requirements, financial documentation, and copies of immigration documents. If the original request for DS-2019 was submitted before January 5, 2015 the Verification of English Language Proficiency Form is required.
- *Request for Duplicate, Amended or Dependent DS-2019 (Form D)*: This form is submitted when the DS-2019 must be duplicated, amended (changed), or to request DS-2019s for dependents (add new J-2 dependents) when the scholar's dependents are arriving separately. Form D is only required after the scholar has entered the U.S. and attended a J-1 Immigration Clearance Session.
- *J-2 Dependent Reporting Requirements*: J-1 Scholars who have J-2 dependents are required to submit this form if their dependents are permanently leaving the U.S. before the J-1 Scholar.
- *J-1 Scholar/J-2 Dependent Travel Signature Request Form*: J-1 Scholars and J-2 dependents who plan to travel outside the U.S. must use this form to request new travel signatures on their DS-2019s if the signatures are a year old, or older, from the date of signature. This form is also an attestation by the scholar that they are complying with the health insurance requirement for the J program.

Step 6: End of Program

- *End of Program Notification*: this form is required when the scholar ends their J-1 program, and must be completed and signed by the SEVIS Contact, faculty host, and scholar. The SEVIS Contact should then submit an HR/Payroll Action Form to HR/Payroll, if the appointment was paid.
- *J-1 Scholar Transfer-Out Form*: If the scholar intends to continue their J-1 program at another institution in the U.S., the completion and submission of this form will initiate the process of J-1 status transfer out of NU to another institution in the U.S.