



OGS J-1 SCHOLAR VISA SPONSORSHIP ELIGIBILITY CHECKLIST

For Positions Requiring Additional Review

PURPOSE: This checklist is ONLY for positions or position types not listed in the "Generally Eligible" or "Ineligible" lists. Please submit this completed checklist with a detailed job description to OGS_Scholars@northeastern.edu so that OGS may evaluate eligibility for J-1 visa sponsorship by OGS.

SECTION 1: POSITION INFORMATION

Position Title: _____

Department: _____

College/School: _____

Appointment Start Date: _____ Appointment End Date:

Candidate Name: _____

Hiring Manager/Contact: _____

Email: _____

Phone: _____

SECTION 2: CRITICAL REQUIREMENTS (All must be "Yes")

1. Core Purpose Primary purpose of position is research and/or teaching (not administrative duties).

Yes No Unsure

2. Temporary Nature Position has definite start and end dates (temporary appointment).

Yes No (please clarify) Unsure

3. Duration Limits Duration falls within J-1 category limits (Research Scholar/Professor: 3 weeks–5 years; Short-Term Scholar: up to 6 months).

Yes No Unsure

Proposed J-1 Category: _____

4. Full-Time Status or Equivalent Postdoctoral Researcher, Non-Tenure Track Faculty, and other Research Staff positions must be full-time. Visiting Appointments (Visiting Student, Visiting Scholar, and Visiting Faculty) may be no more than 20 hours per week per Provost Office policy.

Position meets the requirements above:

Yes No Unsure

5. On-Site Presence Position requires at least 3 days of regular on-site presence (fully remote NOT eligible; hybrid minimum 3/5 days on campus).

Yes No Unsure

Work Location: Fully On-Site Hybrid (_____ days/week)

6. Minimum Qualifications Position requires minimum Bachelor's degree with appropriate experience in the field.

Yes No Unsure

7. Faculty Supervision Position will be supervised by full-time faculty member or equivalent who can provide direct, routine oversight.

Yes No Unsure

Faculty Supervisor Name: _____

Faculty Supervisor Title: _____

8. Non-Tenure Track For faculty positions only: this is a non-tenure track faculty position.

Yes No Unsure

9. Adequate Funding Adequate funding is available for entire program duration that meets OGS minimum funding requirements.

Yes No Unsure

Funding Source: Northeastern External Self-Funded Other

10. Appropriate Compensation The individual will be compensated appropriately as required by Northeastern Human Resources or Student Employment (for Visiting Students). For unpaid/volunteer positions, HR has reviewed that all applicable labor and employment laws, and Northeastern policy, regarding unpaid/volunteer activities are followed.

Yes No Unsure

SECTION 3: IMPORTANT REQUIREMENTS

11. Administrative Duties Percentage

Breakdown:

Research/Teaching Activities: _____ %

Administrative Duties: _____ %

12. Position Classification

- Postdoctoral Researcher / Teaching Position
- Research Scientist
- Non-Tenure Track Faculty (teaching)
- Non-Tenure Track Faculty (research)
- Visiting Appointment
- Research / Lab Technical Staff

Other: _____

SECTION 4: CERTIFICATION

"I certify that the information provided above accurately reflects the position requirements and appointment terms. I understand that all critical requirements must be met for J-1 eligibility, and that final determination will be made by the Office of Global Services. I also understand that this position is not in the 'Generally Eligible' category and requires OGS review."

Hiring Manager Name (Print): _____

Signature: _____

Date: _____

Department: _____

SECTION 5: ELIGIBILITY DETERMINATION

If the answer to any question was "No": This position is not eligible for J-1 visa sponsorship.

If all answers were "Yes": You must still submit this checklist and the detailed job description to OGS for review, as the position is not listed under the "Generally Eligible" category for J-1 visa sponsorship.

If any answer was "Unsure": Contact OGS_Scholars@northeastern.edu for additional guidance.

OGS will review this checklist and the detailed job description to determine J-1 visa sponsorship eligibility. Please allow up to **15 business days** for this review. OGS will notify the hiring unit of the eligibility determination once review is complete.

Office of Global Services | Northeastern University | OGS_Scholars@northeastern.edu