

Hosting a J-1 Professor or Scholar at UAA

What is a J-1 Visitor?

A J-1 Visitor is a visiting researcher, professor, or specialist from a country outside of the United States who has been approved to enter the United States for a specific purpose and for a limited amount of time. The [J-1 Exchange Visitor Program](#) is administered by the U.S. Department of State (DOS) for the express purpose of promoting international educational exchange of expertise and stimulating collaborative teaching and research efforts.

Important Characteristics of the J-1 Exchange Visitor Program

- Permanent or tenure-track positions are prohibited for J-1 Exchange Visitors.
- Throughout their stay, J-1 Exchange Visitors and their dependents must have medical insurance that meets U.S. Department of State requirements.
- The Exchange Visitor must have sufficient English language proficiency to have a productive experience both academically and culturally.

Scholar and Professor Categories and Duration:

Professor:

Primary purpose: teaching, lecturing, observing, or consulting at UAA.

A professor also may conduct research where authorized by the sponsor.

Visa Duration: 3 weeks to 5 years*

Research Scholar:

Primary purpose: conducting research, observing, or consulting in connection with a research project at UAA.

A research scholar also may teach or lecture where authorized by the sponsor.

Visa Duration: 3 weeks to 5 years*

Short Term Scholar:

Primary Purpose: lecturing, observing, consulting, training, or demonstrating special skills at UAA for a period no longer than 6 months.

Visa Duration: 1 day to 6 months

*Paperwork will be issued in a maximum of one year increments with the ability for an extension on an annual basis.

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Requesting Permission to Host a J-1 Visitor

Due to UAA processing and visa wait times, all DS-2019 paperwork should be submitted to the International Student Services Office (ISS) as early as possible, preferably 4 months prior to the arrival of the J-1 visitor.

Submit all forms to uaa.international@alaska.edu

Required Forms

Request to Host a J-1 Visitor

To be completed by the department

Must be approved by the Department
Chairperson/Dean/Director/Executive Director

Request to Host a J-1 Visitor: Appendix A: English Language Proficiency

To be completed if the department chooses to provide an Interview Assessment Report in lieu of test scores or academic credentials.

To be completed by the interviewer

The interview should be conducted by someone who has the authority to evaluate the scholar's credentials for success in their program.

This might include, but is not limited to, the Faculty Sponsor, Director, Dean, Human Resources Personnel, or Program Manager.

The Interview Assessment Report will be used to justify the scholar's English language ability to the U.S. Department of State upon request.

J-1 Visitor Application

To be completed by the J-1 Applicant

Non Degree Seeking Application

Located on UAOnline, Visitors must complete a Non-Degree Seeking Application. This application needs to be completed even if the visitor is not taking classes in order to be given a University ID number.

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Inviting Faculty Host Responsibilities

By extending an invitation to a J-1 visitor, the faculty host agrees to the following:

- Provide assistance to the visitor for any needs regarding arrival, including housing
- Be present on campus for at least 75% of the scholar's visit
- Ensure the visitor checks in with the inviting faculty host immediately upon arrival
- Meet with the visitor at the start of the program to discuss research strategy and goals
- Be an ad hoc adviser if the visitor is currently a degree-seeking candidate in their home country
- Have a general idea of the visitor's whereabouts (e.g., out for illness, out for vacation)
- Report as soon as possible any unexplained, extended absences to ISS.
- Obtain prior approval from ISS before any changes occur in the visitor's program (e.g., finances, end date, duties)
- Contact ISS and your department's Human Resources representative if the visitor is not performing at previously agreed-upon expectations

Important Documents:

DS-2019 Form

The certificate of eligibility for a J-1 Student or Scholar that is issued by UAA. This form contains the person's program information and is required to be issued before a person can request a J-1 visa.

After the DS-2019 is created, the visitor will receive an email to confirm the information on the form is correct. The visitor is also instructed to arrange shipping using eShipGlobal (<https://study.eshipglobal.com>).

I-901 Fee Receipt

Using the information from the DS-2019, the visitor must pay the I-901 fee before arranging for an interview to obtain their visa. The visitor should print the Receipt and take it with them to the embassy. The visitor will pay the fee at www.fmjfee.com.

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Important Documents (continued):

Visa (Visa Stamp)

The visa stamp in the passport indicates the type of visa, the expiration date, and number of entries permitted.

Always check with the U.S. consulate in the country in which you will apply for a visa. Each post follows U.S. laws and regulations, but has its own procedures in issuing visas.

Please consider:

- Some countries have additional security checks that will take 28 days or more before visas can be issued. It is important that J-1 visitors consider their research and employee obligations before traveling because administrative processing for visas may take a long time.
- Visas are denied for a variety of reasons. If denied, ask for the reason in writing. The most common visa denial is based on 214(b) of the Immigration and Nationality Act: the visa officer is required to assume every visa applicant is an intending immigrant until the applicant proves otherwise.

Canadians entering the U.S. in J-1 status do not need a visa and will only need to present their DS-2019 and I-901 Fee Receipt at the US Border.

I-94

The I-94 is the Arrival/Departure Record issued by the U.S. Customs and Border Protection (CBP) when a foreign national enters the United States. The I-94 record confirms that the foreign national has been legally admitted to the United States in a specific visa status, and the duration of time for which they may remain in the US.

Post-Arrival Tasks

Check-In with International Student Services

Within 3 business days of arriving in Anchorage, the visitor must be brought to International Student Services (ISS).

Visitors need to bring their passport, their DS-2019, and proof of health insurance as required by the J-1 regulations.

If the visitor is to arrive close the beginning of a semester, they will be expected to attend the general check-in session for J-1 visitors and students. This session takes place the Wednesday before the start of classes each semester.