

## ACADEMIC HR MANAGER GUIDELINES TO SPONSOR J-1 VISAS FOR TEMPORARY TEACHING OR RESEARCH SCHOLAR POSITIONS

### PROCESSING TIMES

- To avoid DELAYS, please send request within recommended time lines. Any missing information will delay processing.
- NEW APPOINTMENT: Send to ISSS at least 2 months prior to individual's departure from home country. Visa requests and supporting documents received less than 2 months in advance will be considered a RUSH request, and will be processed as time permits.
- CHANGE OF STATUS: Send to ISSS at least 6-12 months prior to beginning of appointment for scholars within the U.S. who are change status, for example, changing from F-1 student to J-1 exchange visitor, or H-1 nonimmigrant worker.
- EXTENSIONS: Send to ISSS at least 1 month prior to expiration of current DS-2019. Extensions over 36 months require special approval and consultation with ISSS and may require longer processing time.
- TRANSFER OF PROGRAM: (visiting scholars in the U.S. on another J-1 program) Send to ISSS 2 months prior to begin date of UCSC appointment. Include copies of all past and current DS-2019 forms, copy of the J-1 visa and I-94 card.
- If visa documents are required more than 6 weeks prior to date scholar will enter U.S., \*please attach explanatory note.\*

### J-1 EXCHANGE VISITOR CATEGORIES

- The U.S. Department of State requires Exchange Visitors in the Short-Term Scholar or Research Scholar category to have academic credentials (generally at least a bachelor's degree or equivalent) and experience appropriate to the field of endeavor. Exchange Visitors must additionally qualify for a UCSC academic appointment.
- We will assign the "Short-term Scholar" category if the appointment dates are for six months or less.
- If you think that another category may be appropriate in an individual case, please contact ISSS. A brief explanation of the different categories is given below for your information:
- Short-term Scholar: allows teaching or research for up to six months only. Short-term scholars are not subject to the 12-month ban or 24-month bar described below, and may return to the U.S. again.
- Research Scholar or Professor: allows teaching or research for up to five years. Extensions of program must be sequential, and is calculated from the program dates on the DS-2019 forms, not from periods of actual presence in the U.S. Those completing their programs on or after November 18, 2006 may not start a new Research Scholar or Professor program for 24-months, but they may start a new Short-term Scholar program.
- Specialist: for up to 12 months only. It allows activities beyond the usual university research and teaching for experts in specialized fields coming to observe, consult, or demonstrate specialized knowledge of skills. Must be expert with high level of expertise. Not subject to 24-month bar described below.
- 12-Month Ban: Those who have been physically present in the U.S. in any category other than Short-term Scholar for six months or more during the preceding 12 months, may not begin a new Research Scholar or Professor program for 12 mos.
- 24-Month Bar: Those who have completed a program in the Research Scholar or Professor category may not start a new Research Scholar or Professor program for 24 months (see [http://oie.ucsc.edu/is3/scholar/sch\\_files.shtml](http://oie.ucsc.edu/is3/scholar/sch_files.shtml), 'Five Year Regulations for J-1 Research Scholar/Professor Categories'). \*NOTE:\* This is not the same as the two-year home country residence requirement.
- Two-Year Home Country Residence Requirement: This applies to certain J-1 exchange visitors based on government funding or a "skills list" determined by their home country (see [http://oie.ucsc.edu/is3/scholar/sch\\_files.shtml](http://oie.ucsc.edu/is3/scholar/sch_files.shtml), 'The Two-Year Home Country Residence Requirement').

### TN (FOR CERTAIN CANADIAN OR MEXICAN PROFESSIONALS ONLY)

In general, use the J-1 Exchange Visitor visa for all nationalities including Canadian and Mexican citizens. Please consult with ISSS in individual cases for some Canadian or Mexican scholars who already hold TN status or have reached the limit of their J-1 status. The TN was created under NAFTA for Canadian or Mexican citizens who will come to the U.S. as professionals to do research or teaching in certain fields only. TN status is limited to one year, but it may be renewed annually indefinitely. For more information check with ISSS and see our TN Request at <http://oie.ucsc.edu/is3/staff.shtml>.

### FINANCIAL SUPPORT

- A Financial Certification Letter is required for financial support NOT provided by UCSC. This letter must have the amount of funding (in U.S. dollars) with an original signature printed on bank/institutional letterhead (<http://www.xe.com> for exchange rate information). Minimum funds required cover only the most basic room, board, and insurance costs. It is recommended that additional funds be available for unexpected costs such as medical, dental, or an emergency trip home.
- Minimum amounts required: Scholar: \$1800 per month; Spouse: \$1000 per month; Child: \$500 per month per child.

For more information refer to the UCSC Visa Policies and Procedures Manual at: <http://oie.ucsc.edu/is3/ucscvisa.shtml>.