

Bringing an international visitor to Ohio University

Ohio University has a long tradition of bringing international visitors to campus for academic exchange. These visitors often require support from the university in order to obtain the necessary immigration documents to enter or remain in the US, and in some cases, to be employed by the university. International Student and Faculty Services (ISFS) provides this support for departments and international visitors. This information sheet has been prepared to help departments with the process of inviting and hosting an international visitor.

Part I: General immigration information

Most often, international visitors are included in the Exchange Visitor Program at Ohio University, which allows the visitor to apply for a J-1 visa to enter the US. The relevant J categories are listed below. The final determination of the category will be made by ISFS in conjunction with the visitor and the hosting department.

Category	Minimum length of stay	Maximum length of stay	Activities at Ohio University
J-1 Short-term scholar	N/A	6 months*	lecturing, observing, consulting, training, or demonstrating special skills
J-1 Professor**	3 weeks	5 years*	primarily teaching, lecturing, observing, or consulting; may also conduct research
J-1 Research Scholar**	3 weeks	5 years*	primarily conducting research, observing, or consulting in connection with a research project, may also teach or lecture

* The initial stay may be for less than the maximum stay and then extended as needed to the maximum stay.

**The J-1 Professor and J-1 Research Scholar are subject to the following restrictions:

- the visitor's position at the university may not be tenure track;
- the visitor may not have been in J status for twelve months prior to the start of their visit to Ohio University unless the visitor is currently in the US and transferring to Ohio University's Exchange Visitor Program;
- the visitor will not be allowed to return to the US for 24 months as a visiting professor or research scholar following the program end date.

Dependents, insurance and financial documentation

International visitors included in the Exchange Visitor Program may request immigration documents for their dependents to travel to the US with them. Dependents include spouses and children under the age of 21.

International visitors included in the Exchange Visitor Program must comply with the Department of State regulations regarding health insurance (see Ohio University Exchange Visitor Health Insurance Requirements and Agreement).



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International visitors included in the Exchange Visitor Program must provide financial documents for themselves and any accompanying dependents. Any financial support/salary from Ohio University should be included.

Two-year home residency requirement

Certain international visitors included in the Exchange Visitor Program will be subject to a requirement that they return to their home country for two years before be allowed to return to the US in certain immigration statuses. This requirement is most common for international visitors receiving financial support from their home government or the US government and for international visitors on their country's "Skills List". Please consult with ISFS if more information is needed.

Part II: University procedures

To request immigration documents for an international visitor, the department must complete an "Application for Exchange Visitor" available from ISFS. Once the completed application and supporting documents are submitted to ISFS, a Form DS2019 will be issued for the international visitor and any dependents. This process may take several weeks to complete, depending on how quickly the application form can be completed.

When the international visitor receives the Form DS2019, he or she will need to pay the SEVIS I-901 fee of \$100 (information included with the DS2019) and apply for a J-1 visa to enter the US. Dependents do not need to pay the SEVIS fee; they do need to apply for J-2 visas. This may also take several weeks.

IMPORTANT: The international visitor **MUST** enter the US and report to ISFS within a 60 day window beginning 30 days prior to the start date on the DS2019 and ending 30 days after the start date on the DS2019. If the visitor is not able to enter the US and report to ISFS during this window, ISFS will issue an updated DS2019 with a later start date. Please contact ISFS if this situation arises.

After arriving at Ohio University, the international visitor and the department host/contact must attend a new scholar orientation sessions at ISFS. These sessions are held weekly and last less than an hour. Please contact ISFS for the schedule and to sign up for a session. The international visitor must bring their immigration documents including their passport, DS2019 and I-94 to the session to complete the reporting requirements. The session will include information about maintaining immigration status, health insurance, applying for a Social Security Number, and obtaining a university ID and OAK user ID.

The hosting department will need to request an Ohio University Courtesy appointment for international visitors who will not have employee status with the university. Please request a Courtesy Appointment form from ISFS. This form must be completed in order for the international visitor to be eligible for a university ID and OAK user ID.

The hosting department should contact ISFS at least one month prior to the end date on the visitor's DS2019 in the event an extension is needed. The department must notify ISFS when the visitor departs the university early or at the end of their program.

The international visitor should notify ISFS prior to any temporary trips outside the US so staff may review their immigration documents.

