



## **Exchange Visitor Program (J-1 Visa)** Information for Professors and Short-term Scholars

California College of the Arts ["CCA"] is an Exchange Visitor Program (J-1 visa) sponsor. CCA is approved to bring in three categories of exchange visitors: students, professors, and short-term scholars.

CCA has one responsible officer who maintains the program for all three categories: the Director of International Student Affairs and Programs (ISAP) in the Division of Student Affairs.

This checklist and the DS-2019 Request Form for J-1 Scholars pertains to professors and short-term scholars coming to CCA only (hereafter "J-1 professor or scholar"). Please contact the ISAP office directly to obtain the DS-2019 Request Form for student use.

Departments wishing to sponsor a J-1 professor or scholar must follow these important steps:

### Prior to making an offer:

1. Verify that the J-1 professor or scholar is eligible to apply for the J-1 visa.
  - Sponsors are bound by the Department of State requirement [22 C.F.R. § 62.10(a)] that they "screen and select prospective exchange visitors to ensure that they are eligible for program participation," and that they ensure that the "program is suitable to the exchange visitor's background, needs, and experience." However, the regulations do not specify minimum academic qualifications. As a general policy, though, a prospective J-1 professor or scholar at CCA would normally be expected to have at least a bachelor's degree along with appropriate experience in the field of endeavor.
  - A professor or research scholar may be authorized to participate in the Exchange Visitor Program for the length of time necessary to complete his or her program, provided such time does not exceed five years.
2. Verify that the scholar possesses sufficient proficiency in English. (See page 3 of the DS-2019 Request Form for J-1 Scholars). Documentation of proficiency is required upon submission of the DS-2019 Request Form.

### Pre-Arrival:

1. Provide the potential J-1 professor or scholar with the DS-2019 Request form. Please return the completed form, along with all required documentation, to the Director of ISAP **at least four months** prior to the expected arrival date.
2. The J-1 professor or scholar will use the DS-2019 to apply for the J-1 visa at a United States embassy or consulate outside of the US. They are expected to follow the process prescribed by the specific US consulate to apply for the visa. CCA is not responsible for this process.

### After Arrival in the US:

It is crucial that, within one week of arrival at CCA, the J-1 professor or scholars make an appointment with the Director of the ISAP so that the visitor's J-1 status can be validated in the Student and Exchange Visitor Program Information System (government database). The J-1 professor or scholar must bring the following original documents to the appointment:

- Passport
- Visa
- DS-2019
- Proof of valid medical insurance in the United States (see page 2 of the DS-2019 Request Form for J-1 scholars for specific requirements)
- Information on the J-1 professor or scholar's local address. CCA's mailing address cannot be used once the visitor is in the country unless they are living on campus.

### Information on payment to a J-1 professor or scholar:

Payment by CCA: An individual who receives payment from CCA must have either a U.S. social security number (SSN) or an individual taxpayer ID number (ITIN); there are NO exceptions. If the individual will receive a contract to teach, he/she must have or obtain a social security card in order to be put into the payroll system. If the individual is to be paid as an independent contractor, he/she must have or obtain either a SSN or ITIN. A J-1 professor or scholar must be in the country before he/she can apply for a social security card. Processing and receipt of the SSN card can take up to three weeks and it can take up to six weeks to apply for and obtain an ITIN from the Internal Revenue Service. Therefore, it is important that the J-1 professor or scholar bring enough money with him/her to self-sustain while he/she is at CCA, as he/she may not receive payment right away. CCA can pay an honorarium with an ITIN alone, but CCA must have a social security card and number to pay via the payroll system.

Engaging in activities outside of CCA: J-1 professors and scholars may participate in occasional lectures and short-term consultations for other organizations, with prior permission by the program sponsor (CCA). Before participating in any activity other than the one they were given a J-1 visa to participate in at CCA, the J-1 professor or scholar must have the activity approved, in writing, by the departmental Dean and by the Director of the ISAP to ensure that the activity is in-line with the visitor's program objectives.



DS-2019 Request Form for J-1 Scholars (non-student)

Please complete all sections, including signatures and return to sponsoring department. Please attach a copy of the sponsored scholars passport biographical page to this form.

Information about the visiting scholar:

Please list all information exactly as listed on the passport. Enter all dates in the month/day/year format.

Name: family name/last name first middle ( ) Male ( ) Female

Date of Birth: month/day/year Place of Birth: City of Birth Country of Birth

Country of Citizenship: Country of legal permanent residence:

Home Country Address: Street Address

City Province / State Postal code (required) Country

Mailing address (if different from above): Street Address (no PO Boc allowed)

City Province / State Postal code (required) Country

Phone Number: Email:

Dependent Information:

Will any dependents (spouse and/or child) accompany scholar? Yes No

If yes, number of dependents (spouse and/or child) to accompany scholar:

Please attach copy of passport biographical page for each dependent.

Full Name of Dependent #1 family name/last name first ( ) Male ( ) Female

Relationship to applicant: Spouse Child

Date of Birth: month/day/year Place of Birth: City of Birth Country of Birth

Full Name of Dependent #2 family name/last name first ( ) Male ( ) Female

Relationship to applicant: Spouse Child

Date of Birth: month/day/year Place of Birth: City of Birth Country of Birth

NOTE: For additional dependents, please attach a separate page.

**Information about the visa category:**

- J-1 category requested:  Short term scholar (research / teaching for 6 months or less)  
 Research Scholar / Professors (for research / teaching more than 6 months)
- Has the scholar held a J-1 exchange visitor or J-2 dependent status in the US in the past 24 months?  
 No  Yes (If yes, please attach copies of all previous DS-2019s)
- Is the J-1 scholar currently in the US under another sponsor and plans to transfer J-1 status to CCA?  
 No  Yes (If yes, please attach a printout of your current I-94 and copies of all DS-2019 forms)
- Is scholar currently in the US under a different visa type?  
 No  Yes (If yes, please include visa and I-94 printout)

**Information about appointment at CCA:**

Please note that if CCA is providing financial support, the program request can only be made for the initial length of time funding is offered.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
CCA Title: \_\_\_\_\_ Specific Field of Activity: \_\_\_\_\_

**Financial Information:**

The required minimum financial support for a J-1 exchange visitor at CCA is \$2500 per month, with an additional \$650 per month for a spouse and \$350 per month for each child.

For all CCA funding, please attach a copy of the written offer made to the sponsored scholar. Original bank documents including account balance in US dollars are required for all support not provided by CCA. Please enter the source and estimated amount in US dollars for the entire period of appointment.

Funding from CCA: \_\_\_\_\_ Amount \$: \_\_\_\_\_  
US Government Agency: \_\_\_\_\_ Amount \$: \_\_\_\_\_  
Personal Funds: \_\_\_\_\_ Amount \$: \_\_\_\_\_  
Scholar's Government Agency: \_\_\_\_\_ Amount \$: \_\_\_\_\_

**Health Insurance Requirement:**

Department of State regulations require that all J-1 exchange visitors and their dependents be covered by health insurance, medical evacuation and repatriation coverage. Coverage amount requirements include:

- ! \$100,000 per accident or illness
- ! Medical evacuation in the amount of \$10,000
- ! Repatriation coverage for up to \$7500
- ! A deductible of no more than \$500 per illness

Documentation of medical insurance coverage throughout the time at CCA is required to be verified upon arrival. Failure to hold insurance meeting the requirements above is a **violation of J-1 status**. Please indicate how the scholar will meet this requirement:

- CCA will enroll participant in the employee insurance plan.
- J-1 visitor will purchase insurance from a private carrier and provide written documentation to CCA upon arrival.
- J-1 visitor's home employer / government will provide insurance coverage. Scholar will provide written documentation to CCA prior to / upon arrival.

**Required English Proficiency:**

The Department of State (DOS) policy requires that anyone coming to the United States on a J-1 exchange visitor visa must meet an English proficiency requirement. To comply with these regulations, the sponsored scholar is required to show proof of one of the following measurements of English language proficiency:

- Recognized English Language Test (attach copy of score):
  - TOEFL score (minimum score of 550 on the PBT, or 79 on the iBT)
  - IELTS score (minimum scores of 6.5 and higher)
  - CAE score (Cambridge English: Advanced minimum score of Grade C)
  - SAT score (Critical Reading and Writing score of 490 and greater)
  - ACT score (English and Reading subsections scores of 20 and greater)
  - IB score (English score of four and greater)
- Signed documentation from an English language school. Letter must include any and all accreditations for the school, the method of English language proficiency assessment, the date of the assessment, and the dates the prospective exchange visitor attended courses at the school.
- A documented interview conducted with CCA Associate Provost or authorized faculty colleague.
- Degree from an academic institution that utilizes English as the language of instruction. Please attach a copy of diploma or signed document from an official at the institution confirming attendance and language of instruction.

**Required Signatures:**

Please sign to verify that all of the information listed above is correct and true.

Name of CCA Sponsoring Office: \_\_\_\_\_

Department Dean/Official Designee: \_\_\_\_\_

Signature of Department Dean / Official Designee : \_\_\_\_\_

Date

Name of Sponsored Scholar: \_\_\_\_\_

Date

Scholar Signature: \_\_\_\_\_