

Instruction Packet
2015-2016

**EXCHANGE
VISITOR
(SCHOLAR)
PROGRAM**



Global Engagement Office | Creighton University
www.creighton.edu/geo

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Introduction:

Campus Program Administration

Creighton University is proud to participate as a designated sponsor in the Exchange Visitor Program (J visa) governed by the U.S. Department of State. The program was created to *“foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching, lecturing and research efforts. The exchange of professors and research scholars promotes the exchange of ideas, research, mutual enrichment, and linkages between research and educational institutions”* To learn more about how the Department of State runs the Exchange Visitor Program, please watch a short video and/or read the information posted on their [website](#).

The Global Engagement Office (GEO) administers Creighton University's Exchange Visitor Scholar Program. Only the Responsible Officer (RO) and the Alternate Responsible Officer (ARO) may sign the immigration documents (Form DS-2019), and are responsible to safeguard all forms issued to the sponsor by the Department of State. All matters pertaining to the Exchange Visitor Scholar Program must be brought to the attention of the Global Engagement Office. Contact the GEO via e-mail at GEOScholars@creighton.edu or by phone at (402) 280-2221.

Immigration law defines people in J status (“exchange visitors”) as *“persons who have the intent to return to their home countries when they have completed their stated program.”* Scholars and host/sponsoring departments must keep this definition in mind when preparing all documents related to non-immigrant J status. The penalty for knowingly providing false information in an immigration application is a fine of up to \$2,000.00 and imprisonment up to five years (Title 19, U.S. Code, Section 1546). Therefore, host / sponsoring departments will understand why the GEO must have careful documentation for every application that is submitted.

Please be aware that the process host / sponsoring departments must go through to collect all the documents and approval signatures for the request form before submitting it to GEO will take some time. GEO will also need some time (5-7 business days) to process the DS-2019 document once it has received the needed documentation from the department.

Visiting scholars cannot schedule visa appointments until they have the DS-2019 document in hand, and there may be unforeseen delays in that process. Therefore, the recommended timeline for planning is 12-14 weeks before the desired beginning date of the scholar's visit.

SEVIS (Student and Exchange Visitor Information System) is the U.S. Department of Homeland Security's database which maintains electronic records for all J exchange visitors. The GEO creates a SEVIS record for each exchange visitor Creighton University sponsors and is required to report certain information or changes for these exchange visitors. Certain U.S. government agencies such as the Department of State and Customs and Border Protection also have access to SEVIS records in order to update and verify exchange visitors' records. It is very important that the information in SEVIS be as complete and accurate as possible so that J-1 Scholars do not have complications when traveling, applying for a visa, and other benefits. J-1 scholars must notify the GEO immediately of any changes in the J-1 program such as an address change, funding changes and requests to shorten or extend a program.

All exchange visitors are issued a document called a Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status (“DS-2019” for short) which is generated by SEVIS upon the creation of a new record or when changes are made to an existing record. Participants use this document to obtain a J visa and enter the United States as “exchange visitors.” The GEO will issue the DS-2019 upon receipt of a complete and accurate *Request for a Certificate of Eligibility for Exchange Visitors (J-1) Status Form* and supporting documentation from the Creighton University host / sponsor department.

The Global Engagement Office relies on host / sponsoring departments to provide complete and accurate information about the visitor and his/her funding. This instruction packet as well as electronic (fillable) versions of the *Request for a Certificate of Eligibility for Exchange Visitors (J-1) Status Form* and the *English Language Proficiency Form & Rubric* are available on the GEO website at www.creighton.edu/geo/visitingscholars.

If a department is offering a foreign national a tenure-track or tenured position, J-1 status is **NOT** appropriate. For employment offers first contact Human Resources at (402) 280-2709.

**All matters pertaining to the Exchange Visitor Scholar Program must be brought to the attention of the Global Engagement Office:
E-mail: GEOScholars@creighton.edu
Telephone: (402) 280-2221**

Instructions for Applicants

All international Exchange Visitor Scholars must have a Creighton University department sponsorship. This does not mean the visitor must be on the payroll of the University. Each year we have many visitors who come to Creighton University with funding from other sources (i.e. their governments, their home institutions, the Fulbright Scholar Program, and so on).

Host / sponsoring departments determine the objectives and requirements for their particular program. To take part in Creighton University's Exchange Visitor Program, an applicant must contact sponsoring / host departments directly. The Global Engagement Office (GEO) can only accept inquiries and application forms from sponsoring departments at the University. However, we encourage applicants to review this entire packet so they are familiar with the information the host / sponsoring department and University will need from them as well as the requirements to maintain their J-1 status after they arrive at Creighton University.

Once the sponsoring department has submitted all required documents, personnel from the GEO will contact the applicant directly to obtain any additional financial guarantee documents required by federal regulations in order to complete the process. The steps and timeline for application are listed below in page 7.

Requirements to maintain the J-1 visa status once the applicant arrives at Creighton University appear on page 8.

We hope that participation in the J-1 Visiting Scholar Program at Creighton University will be rewarding and provide the visitor with an enriching cross-cultural experience. Visitors are encouraged to immerse themselves in American culture! The GEO can provide visiting scholars with materials about a number of cultural activities in and around Omaha. By getting out and being part of the local community visiting scholar will learn a great deal about American life. Visiting scholars are also encouraged to participate in activities which allow them to share the language, culture and history of their home country with Americans (as long as such activities do not delay completion of their J-1 Program).

If the visiting scholar needs to improve his/her English skills, there are classes and conversations groups on campus. In addition, there may be student organizations of interest if scholars wish to find visitors from their home country. Scholars and faculties participate in many of these organizations as well. Visiting scholars can find more information about opportunities when they register with the GEO once they arrive on campus.

Instructions for Host / Sponsoring Departments

Host / Sponsoring departments must submit a completed *Request for a Certificate of Eligibility For Exchange Visitor (J1) Status Form* (Appendix A), a Draft Letter of Invitation (Appendix B), and other required documents to the Global Engagement Office *before* inviting a visiting scholar. **Please consult with the GEO before inviting the scholar** to make sure the candidate is eligible. The host / sponsoring department at Creighton University must first determine that the individual has the appropriate academic credentials as well as sufficient English language proficiency for the temporary academic appointment. In addition, the host /sponsoring department at Creighton University must provide evidence of financial support (either Creighton funds or outside funding) for all of the scholar's expenses (including additional financial support for any accompanying family members).

Category and Duration of Appointment

Creighton University has been approved to sponsor exchange visitors participating in academic research, teaching and observation at Creighton. The exchange visitor status is limited to pre-established educational objectives.

The program cannot be used for tenure-track appointments or administrative, clerical or technical positions. In most cases scholars are prohibited from engaging in any clinical activities during Creighton University's exchange visitor visa sponsorship. International medical graduates must use the J-1 visa sponsorship of the [Educational Commission for Foreign Medical Graduates](#) for clinical residency and fellowships.

The exact dates (beginning and ending) must be entered in SEVIS. Therefore, it is important to carefully consider the category of the invitation. Visitors with the designation of "Research Scholar" or "Professor" may participate in the Exchange Visitor Program for the length of time necessary for completion of the program, but not for more than five (5) years. Once they have completed the program, they are not eligible for repeat participation for two years following the official date of the end of the program at Creighton University. Extensions beyond the five year limit are not allowed. Short Term Scholars, on the other hand, may participate in a program at Creighton University for no more than six (6) months, but are eligible to participate in a different exchange program immediately following completion of the Creighton University program.

Creighton University can accept exchange visitors in only the following four categories:

Category	Description	Duration
Research Scholar	An individual primarily conducting research, observing, or consulting in connection with a research project... may also teach or lecture unless disallowed by the sponsor.	Minimum stay of three weeks and maximum continuous stay of 5 years. The 5 year "clock" begins with the start date on the DS-2019 Form and ends in five years of that date or the on date the Creighton program is concluded, whichever comes first.
Professor	An individual primarily teaching, lecturing, observing, or consulting. A professor may also conduct research unless disallowed by the sponsor.	There is a 24 month bar between completion of a J-1 term and the ability to obtain a new J-1 appointment.

Category	Description	Duration
Short-Term Scholar	A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training or demonstrating special skills	Duration is of 6 months or less. The J-1 Short Term Scholar may return to the U.S. again for a new Short Term Scholar stay providing there is a substantial break in between and each visit constitutes a new objective. The Short Term Scholar may also return to the U.S. for a longer term stay using the Research Scholar / Professor category without being subject to the 12 - 24 month-bars.
Specialist	An individual who is an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills.	Maximum stay is 12 months. This category is not intended for experts covered by the research scholar, professor, short-term scholar or foreign physician in graduate medical education or training categories.

Program Objectives / Nature of Activities / Site(s) of Activities

The inviting department must articulate a) specific objectives (purposes), b) associated activities, and c) sites / locations of activity for the scholar's program. These three types of information must be recorded separately in the SEVIS system. Note that the GEO must be notified before any of these change during the program so the scholar's DS-2019 Form can be updated.

Determining English Language Proficiency

Beginning in January 2015, Federal regulations require sponsors to establish and utilize a method to screen and select prospective exchange visitors to ensure they are eligible for program participation. This includes a determination of whether *"the exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency. A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through documented interview"* 22 CFR 62.10(a) [1].

Any one of the methods listed below will suffice to determine English proficiency at Creighton University. However, ***it is essential that English proficiency verification be completed prior to extending the invitation / offer letter.***

The GEO is required to keep a copy of the language test, academic transcript, admission test or interview script and scored rubric, which must be received before a DS-2019 will be issued. ***Failure to do so may cause Creighton University to lose certification to host J scholars.***

English Language Proficiency Test:

The GEO recommends that results of either the TOEFL iBT (Internet-Based Test of English as a Foreign Language) or IELTS (International English Language Testing System) be accepted as they are the most widely utilized tests in higher education and available throughout the world:

1. TOEFL iBT minimum overall recommended score of 60 with either listening or reading sub-score no lower than 15. A lower score likely indicates the scholar will not be able to fully

benefit from opportunities at Creighton University. Also note that if the plans for the scholar's program include auditing courses, the admission requirement for degree-seeking undergraduate and graduate Creighton University students is a TOEFL iBT score of 80 with no sub-score below 20).

2. IELTS recommended overall band score of 5.0 with a sub-score no lower than 6.0 in either reading or listening (note that the undergraduate admission requirement for degree-seeking students is an IELTS overall band score of 6.5 with no sub-score below 6.0).
3. Please contact the GEO if an alternative test is being considered in order to verify if it can be accepted.

Signed Documentation from and Academic Institution or English Language School:

The GEO recommends accepting a transcript showing enrollment and grades from a post-secondary academic institution where English is the primary language of instruction. Alternatively, successful completion of the GRE, L-SAT or other graduate / professional level admission test may be considered.

Documented Interview Conducted by the Sponsoring Institution:

Departments must use a standard interview procedure and evaluation to determine if a scholar possesses sufficient English proficiency for the planned program. The GEO recommends use of the "Visiting Scholar Interview Script and Rubric" (Appendix C).

ESL professionals recommend following a script that avoids use of colloquial expressions, as these may cause confusion and lead to lower rating.

As noted above, a copy of the interview script and graded rubric must be submitted to the GEO before the DS-2019 form is issued.

Financial Requirements

Prospective scholars are required to certify the availability of sufficient funds prior to issuance of a form DS-2019. This can be accomplished through a combination of sources, such as a Creighton University stipend, funds from a sponsor, or the visitor's own funds. **Minimum** required funding per month is \$1,500 for the scholar, \$500 for the spouse, \$300 per child 13 and over, and \$250 per child under 13 (may vary according to planned activities).

Once the host / sponsoring department has submitted a complete ***Request for a Certificate of Eligibility For Exchange Visitor (J1) Status Form***, the GEO must also must verify that the scholar has sufficient funding for the entire stay. The amount provided by Creighton University should be included in the invitation letter. The following types of documents can satisfy the requirement:

- A letter (on official letterhead with an authorizing signature) from a ***funding organization*** indicating the amount (in U.S. Dollars) of funding and dates during which the funding will be provided.
- A letter or an Affidavit of Support from a ***sponsor*** indicating the amount (in U.S. Dollars) and duration of the sponsorship along with an official bank letter indicating an account balance or an

amount of money in excess of that which is required for the sponsorship (English translation if applicable).

- An official bank letter on letterhead indicating the invited visiting *scholar's account* balance (in U.S. Dollars) for an amount of money in excess of that which is required for the J program.
- An official letter from the visitor's university (on letterhead) indicating details of *sabbatical pay* and duration of the payments.
- All accounts must be easily accessible and liquid assets
- All documents must be in English (otherwise, an official English translation must accompany the original).
- All supporting documentation must be dated within the last 6 months

If the scholar will occupy a benefits-eligible position, contact Human Resources to start the process before completing the GEO documentation.

Health Insurance Requirement

Effective May 15, 2015, federal regulations require the following minimum health insurance coverage for J-1 exchange visitors: Medical benefits \$100,000; repatriation of remains \$25,000; Medical evacuation \$50,000; deductible per accident or illness \$500. The new rule also adds the following regarding the insurance requirement: "Sponsors must inform all exchange visitors that they, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act." [22 CFR 62.14(a)]

If proof of such coverage cannot be provided, the appointee or the sponsoring department will be required to enroll in Creighton's international health insurance plan. If the appointee fails to maintain insurance coverage as described above or misrepresents such coverage, he/she will be in violation of U.S. government regulations and her/his program may be terminated.

Steps and Recommended Timeline

A special e-mail address has been designated specifically for communication about the Visiting Scholars Program at Creighton University. Please send all completed forms, documents and inquiries related to this program to GEOScholars@creighton.edu.

Because each exchange visitor's plan is unique, sufficient time is needed to review materials and exchange information so the visitor can apply for the right visa. Visa applications require in-person interviews at the US Embassy in the country of origin, and waiting periods for appointments vary, with delays as long as one month. In addition, due to the number of applications the GEO must process, the following timeline should be followed:

Timeline	Action / Responsible Department or Person
STEP 1 (14 weeks before desired arrival)	Consult the GEO about the possibility of inviting an exchange scholar to determine if the appointee is eligible and the category of appointment. <i>Please consult the GEO before sending a letter of invitation to an appointee in order to not jeopardize the appointee's ability to obtain the right visa. Example invitation letters appear in Appendix B.</i>
STEP 2 (13 weeks before desired arrival)	Sponsoring Department sends the following to the GEO: <ul style="list-style-type: none"> • Completed Request for a Certificate of Eligibility For Exchange Visitor (J1) Status Form (Appendix A; electronic / fillable version of this form is available online at https://www.creighton.edu/geo/visitingscholars/) • DRAFT letter of invitation

Timeline	Action / Responsible Department or Person
	<ul style="list-style-type: none"> • Appointee’s CV or Résumé • Copy of photo page of appointee’s passport (and of any dependents coming to the US) • Copy of current DS-2019 (if transferring from another institution) • Copy of DS-2019 from any previous visits • Documents providing evidence of financial support from sources other than Creighton University (bank statements, etc.) • Copy of English language proficiency examination, approved admission test (i.e. L-SAT, M-CAT, GRE) or interview assessment (Appendix C).
STEP 3 (13 weeks before desired arrival)	<ul style="list-style-type: none"> • GEO consults Human Resources (if applicable) and Export Control review; consults Sponsoring Department if clarification(s) needed.
STEP 4 (12 weeks before desired arrival)	<ul style="list-style-type: none"> • GEO issues DS-2019 and e-mails appointee instructions for SEVIS fee payment for visa application. • GEO assembles packet and sends to Sponsoring Department.
STEP 5 (11 weeks before desired arrival)	<ul style="list-style-type: none"> • Sponsoring Department sends appointee packed via courier service. • Appointee registers in SEVIS and requests visa appointment at US Embassy in home country.
STEP 6 (Between 11 weeks and desired arrival)	<ul style="list-style-type: none"> • Appointee informs Sponsoring Department when visa has been obtained and of any change in start date. • Sponsoring Department notifies GEO that visa has been obtained and of any delay in start date so a deferral can be entered in SEVIS.
STEP 7 (Week 0 - arrival at Creighton University)	<ul style="list-style-type: none"> • Appointee must visit the Global Engagement Office (324 Creighton Hall) for mandatory orientation and to provide GEO with: • DS-2019 Form with immigration stamp for photocopying • Passport for photocopying • Address in the US • Verification of health insurance or obtain insurance through the GEO. • Accompanying dependents’ contact information.
Throughout the stay:	<ul style="list-style-type: none"> • The host / sponsoring department and appointee must inform the GEO of any changes in program (i.e. change to different location; program extension, program termination). • The appointee must also inform the GEO of: <ul style="list-style-type: none"> ○ Change in address ○ Change in site(s) of activity ○ Travel outside the US (for self or dependents) ○ Transfer to another institution ○ Extension ○ Leaving program early ○ Termination

Maintaining J-1 Status

Check-in Requirement

All J-1 Scholars are required by law to check in with the Global Engagement Office (GEO) (Creighton Hall, Suite 324) upon their arrival. Failure to check in could result in a loss of legal status in the U.S.

Scholars must check in within 10 days of arrival and no later than 30 days after the start date indicated in the DS-2019 form.

During the check in the scholar will receive a mandatory orientation. The orientation covers topics such as J-1 program regulations, how to maintain J-1 status, travel, extensions, dependents, and many others. At check-in the visiting scholar must present the following documents for photocopying and filing in the GEO:

- DS-2019 Form with immigration stamp
- Passport with visa
- Address in the US
- Verification of health insurance or obtain insurance through the GEO.
- Accompanying dependents' contact information.

Delayed Arrival

If the visiting scholar cannot arrive and check-in within 30 days after the DS-2019 start date, the scholar and host department must notify the GEO so that it can change the start date in SEVIS to avoid invalidation. Depending on the timing of the arrival, a new DS-2019 may need to be mailed to the scholar.

Dependent Check-In

J-2 dependents are not required to arrive and check-in within 30 days of the start date. They may arrive with the J-1 or any time after, but not before the J-1. When J-2 dependents do arrive, the J-1 Scholar must submit the required dependent documents to the GEO.

Health Insurance Requirement

The Department of State requires all exchange visitors and their accompanying dependents to purchase and maintain appropriate health insurance for the duration of their stay in the United States in Exchange Visitor status. It is a serious violation of program regulations not to comply with this requirement. The Department of State requires that the scholar be dismissed from the program for willful failure to carry the necessary insurance coverage. If dismissed, the scholar will be required to leave the United States immediately or will be considered to be unlawfully present.

Host/sponsoring departments and the GEO provided the scholar with the health insurance requirements prior to the issuance of the original Form DS-2019. Visiting scholars are required to provide proof of insurance coverage upon arrival, when requesting the issuance of documents for an extension of stay, or for a Form DS-2019 for their dependents.

Participants must maintain the level of insurance coverage required of all participants in the Exchange Visitor Program (including J-2 dependents):

- medical coverage of at least \$100,000 per person per accident or illness
- medical evacuation coverage of at least \$50,000
- repatriation of remains coverage of at least \$25,000
- a \$500 deductible

Anyone in J-1 or J-2 Exchange Visitor Status may also be subject to the requirements of the Affordable Care Act. Scholars must maintain health insurance coverage for the entire length of the program. Renewing the insurance coverage and submitting proof of continuing coverage to the GEO is the scholar's responsibility.

Change of Address

It is the responsibility of the visiting scholar to maintain his/her contact information updated at all times with the GEO. This can be done by submitting a *Contact Information Update Form* online at <http://www.creighton.edu/geo/visitingscholars>.

Travel

Within the United States.

Visiting scholars have the right to travel freely within the United States provided they maintain their legal J-1 status. They must carry their passport and immigration documents with them.

Outside of the United States, returning to the same program sponsor

In order to avoid problems re-entering the country, the visiting scholar must consult with the GEO before leaving the United States. The scholar will need to have the DS-2019 signed and may also need a letter to verify his/her status as an exchange visitor. The scholar may also need to obtain a new U.S. visa.

Outside of the United States, returning to a different program sponsor

The visiting scholar must consult in advance with the GEO (current program sponsor) about the proposed travel and transfer to a new program sponsor. The GEO will be able to alert the scholar to possible problems he/she may encounter. If the change is permissible, the visiting scholar must obtain a new Form DS-2019 from the new program sponsor to which he/she will transfer before the scholar attempt to re-enter the United States.

Employment

Employment of a J-1 Scholar (professor, researcher, short-term scholar or specialist) in the United States is limited to the position described on the DS-2019 form. Occasional lectures or short-term consultation are permitted, but only with prior written approval from the GEO.

Options for incidental employment for J-1 scholars are limited. Employment without proper authorization is a serious violation of the J-1 status. Before beginning any kind of employment, the visiting scholar must first consult the J-1 Responsible Officer in the GEO, whose written approval is necessary in advance of engaging in the incidental employment activity.

Professors and research scholars may participate in occasional lectures and short-term consultations, if authorized to do so by the GEO. If wages or other remuneration are received by the exchange visitor for such activities, he / she must act as an independent contractor.

Criteria

The occasional lectures or short-term consultations must:

- be directly related to the objectives of the exchange visitor's program;

- not interfere with the exchange visitor’s primary program activities;
- no delay completion of the exchange visitor’s program; and
- be documented in SEVIS

Procedures

To obtain authorization for incidental employment, the visiting scholar must present the following to the J-1 responsible officer in the GEO:

- A letter of offer from the prospective employer describing the terms and conditions of the proposed employment, including the duration, number of hours, field or subject, amount of compensation, and a description of the activity for which the visiting scholar is being hired.
- A letter from the visiting scholar’s department head or supervisor at Creighton University that recommends the activity and explains how it is directly related to the visiting scholar’s principal activity and how it would enhance his/her Exchange Visitor program.

All scholars must receive permission for these “incidental” activities PRIOR to participation. The GEO cannot retroactively approve a past activity.

Authorization to Work

Authorization to engage in the incidental employment activity will be in the form of letter to the visiting scholar from the J-1 Responsible Officer in the GEO. The visiting scholar should give a copy of this letter to his/her employer and keep the original for his/her permanent records.

Program Extension

Visiting scholars have the right to remain in the United States to complete their program objectives provided that does not exceed the total length of time permitted by their program category and they adhere to all regulations of their J-1 status.

If it is necessary for the visiting scholar to remain in the United States beyond the expiration date listed in their DS-2019 Form in order to complete their program objectives, the visiting scholar and his/her hosting / sponsoring department have the right to request an extension of the stay.

The GEO must be contacted at least 60 days before the expiration date of the approved program to request an extension.

The actual request for the extension must come from the host / sponsoring department. Providing the scholar and host department submit all of the necessary documentation requested by the GEO, the scholar has not exceeded the maximum allowable stay for his/her program category, and the scholar has maintained lawful J-1 immigration status, the visiting scholar will be considered eligible to receive an extension.

Ending the Program Early

Prior to an exchange visitor's leaving Creighton University, the GEO asks that he/she complete and submit an *Early Departure Form*. This form can be submitted in person or by email. The form must also be endorsed by the host / sponsoring department supervisor to acknowledge the early departure.

We encourage the exchange visitors to schedule an appointment with the GEO if they have a plan to end their program early.

Program Completion

The GEO is required by the Department of State to keep them informed of the visiting scholars' activities while they are exchange visitors. This means that the GEO must know when a scholar has completed his/her program. Once the program has been completed, the visiting scholar has an additional thirty (30) days within which to depart the United States.

If a visiting scholar ends his/her program early - before the date of expiration on the Form DS-2019 – the scholar is not entitled to thirty day the grace period, but instead must leave the United States as quickly as possible.

The GEO is required to notify the Department of State of any early departure from the program. If a scholar chooses to remain in the United States for more than 30 days following the end of the approved program, that scholar must apply to the U.S. Citizenship and Immigration Service for a change of visa status. Otherwise, the scholar will be in violation of immigration laws and could, under certain circumstances, be subject to deportation and/or be barred from re-entering the United States for three years.

Transfer In

Individuals in possession of a J-1 visa who are currently inside the U.S., but whose J-1 Program is sponsored by another institution may be eligible for transfer to Creighton University. The prospective J-1 Scholar should currently be in one of the following J-1 Exchange Visitor categories: Professor, Research Scholar, Short-term Scholar, or Specialist.

Scholars seeking to transfer their current J-1 program to Creighton University will need the Creighton University host department to initiate the request by completing the same procedure required for new J-1 scholars.

Transfer Out

Scholars who wish to transfer their J-1 status from Creighton University to another institution will need to contact their Creighton University host department to finalize their last day of their exchange program, and then contact the GEO for the transferring out process.

Termination

It is imperative that the host / sponsoring department inform the GEO of the possibility of a termination of the visiting scholar's program due to inability to meet stated objectives. The GEO recommends providing the visiting scholar sufficient notice so he/she can arrange for a transfer to a different institution before the GEO enters a termination notice in SEVIS.

Physical Presence Requirement

Many J-1 Exchange Visitors who have received funding from their government or the U.S. government for J-1 program participation or whose skills are deemed to be in short supply by their home country (on the [Skills List](#)) are required to return to their home countries for a period of two years after completion of their program objective before they can return to the United States in certain other non-immigrant classifications. If you are subject to this requirement, you will not be able to apply for a change from J status to any other status from within the United States.

In most cases, if the visiting scholar is subject to this requirement, it will be noted on his/her J-1 visa as “subject to 212e” or “not subject to 212e.” It might also be noted on the DS-2019. For more information about 212(e), refer to the [U.S. Department of State website](#).

A special e-mail box has been designated specifically for communication about the Visiting Scholars Program at Creighton University. Please send all completed forms, documents and inquiries related to this program to

GEOScholars@creighton.edu.

APPENDICES

APPENDIX A

Request for a Certification of Eligibility for Exchange Visitor (J-1) Status Form

**GLOBAL ENGAGEMENT OFFICE
INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

**REQUEST FOR A CERTIFICATE OF ELIGIBILITY FOR
EXCHANGE VISITOR (J-1) STATUS (FORM DS-2019):**

PROFESSORS, RESEARCH SCHOLARS, SHORT-TERM SCHOLARS, AND SPECIALISTS

The Global Engagement Office (GEO) administers Creighton University's Exchange Visitor Program. **Only the Responsible Officer (RO) and the Alternate Responsible Officer (ARO) may sign the Form DS-2019**, and are responsible to safeguard all forms issued to the sponsor by the Department of State. All matters pertaining to the Program must be brought to the attention of the Global Engagement Office (GEO) at GEOScholars@creighton.edu or (402) 280-2221.

INSTRUCTIONS: ALL areas of this form must be completed before submission to the Global Engagement Office (GEO) to avoid delays in processing. It is the responsibility of the sponsoring department to obtain the needed information and signatures required by Federal regulation in order for Creighton University to issue the needed documentation for visa application. Choosing the wrong category can create problems, preventing the scholar from being able to change plans and remain at Creighton University longer, transfer to another U.S. institution, or even affecting the scholar's ability to return to the US again on the J-1 visa.

Section A may be filled out by the appointee if desired. However, the appointing department at Creighton University is responsible for obtaining this information.

Section B must be filled out by the appointing department at Creighton University.

TIMELINE: Because each J-1 exchange visitor's plan is unique, sufficient time is needed to review materials and exchange information so the visitor can apply for the right visa. Visa applications require in-person interviews at the US Embassy in the country of origin, and waiting periods for appointments vary, with delays as long as one month. In addition, due to the number of applications the GEO must process, the following timeline should be followed:

14 weeks before desired arrival:	Consult the GEO about the possibility of inviting an exchange scholar to determine if appointee is eligible and the category of appointment. Please consult the GEO before sending a letter of invitation to an appointee in order to not jeopardize the appointee's ability to obtain the right visa
13 weeks before desired arrival:	Sponsoring Department sends the following to GEO <input type="checkbox"/> DRAFT letter of invitation <input type="checkbox"/> Appointees CV or Résumé <input type="checkbox"/> Copy of photo page of appointee's passport (and of any dependents coming to the US) <input type="checkbox"/> Copy of current DS-2019 (if transferring from another institution) <input type="checkbox"/> Copy of DS-2019 from any previous visits <input type="checkbox"/> Documents providing evidence of financial support from sources other than Creighton University (bank statements, home institution or government letter of support, sponsor documents, etc.) <input type="checkbox"/> Copy of English language proficiency examination, approved admission test (i.e. L-SAT, M-CAT, GRE) or interview assessment.
13 weeks before desired arrival:	<ul style="list-style-type: none"> GEO consults Human Resources (if applicable) and Export Control review; Consults Sponsoring Department if clarification(s) needed.
12 weeks before desired arrival:	<ul style="list-style-type: none"> GEO issues DS-2019 and e-mails appointee instructions for SEVIS fee payment for visa application. GEO assembles packet and sends to Sponsoring Department.
11 weeks before desired arrival:	<ul style="list-style-type: none"> Sponsoring Department sends appointee packet via courier service. Appointee pays SEVIS fee and requests visa appointment at US Embassy in home country.
Between 11 weeks and desired arrival	<ul style="list-style-type: none"> Appointee informs Sponsoring Department when visa has been obtained and of any change in start date. Sponsoring Department notifies GEO that visa has been obtained and of any delay in start date so a deferral can be entered in SEVIS.
Week 0 (arrival at Creighton University)	Appointee must visit the Global Engagement Office for mandatory orientation . <ul style="list-style-type: none"> Provide DS-2019 Form with immigration stamp for photocopying Provide passport for photocopying Provide address in the US Provide verification of health insurance or obtain insurance through the GEO. Provide accompanying dependents' contact information.
Any time during stay:	Department must inform GEO of any changes in program (i.e. change to different location; program extension, program termination). Appointee must inform the GEO of: <ul style="list-style-type: none"> Change in address Change in program (i.e. change to site of activity, extensions) Travel outside the US (for self or dependents) Transfer to another institution Leaving program early / terminating program

Dependent Information Complete this section only if the appointee wishes to bring a spouse or child(ren) to the U.S. If no dependents will be coming to the U.S., leave this section blank. Attach a copy of the passport page of each dependent.*

Name (Last, First, Middle)	Date of Birth DD/MM/YYYY	City and Country of Birth	Citizenship	Country of Legal Residence	Relationship to Appointee
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter

*Add a page with additional names if necessary.

**Each dependent must have an e-mail address per DOS requirements.

SECTION B: APPOINTMENT INFORMATION (must be filled out by hosting department)

Category of Appointment (choose only one of the following categories for which Creighton University has been approved by the U.S. Department of State according to the corresponding descriptions)

Category	Description
<input type="checkbox"/> Research Scholar	An individual primarily conducting research, observing, or consulting in connection with a research project... may also teach or lecture unless disallowed by the sponsor."
<input type="checkbox"/> Short-Term Scholar	A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training or demonstrating special skills
<input type="checkbox"/> Professor	An individual primarily teaching, lecturing, observing, or consulting ...a professor may also conduct research unless disallowed by the sponsor.
<input type="checkbox"/> Specialist	An individual who is an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills.

Dates of Appointment

Appointing Department:

From:			To:			
Month	Day	Year	Month	Day	Year	

Supervisor of Appointee:	Extension:	E-mail Address:
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Title of Position to be Held by Appointee at Creighton University:	Field of Specialization in Which Appointee Will Work:
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Nature of research and /or activities in which the appointee will participate (a detailed description is needed for SEVIS):

List all the sites [locations] where research and/or activities will take place:

Method of Determining Sufficient English Language Proficiency

Federal regulations require sponsors to establish and utilize a method to screen and select prospective exchange visitors to ensure they are eligible for program participation. This includes a determination of whether "the exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency... A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through documented interview..." 22 CFR 62.10(a) [1]

Please select the method used to determine English Language Proficiency*

<input type="checkbox"/> TOEFL – score of _____ <input type="checkbox"/> IELTS – Band score of _____ <input type="checkbox"/> Cambridge English Language Assessment – Level _____ <input type="checkbox"/> College English Test (China) – Score _____ <input type="checkbox"/> Other – Name of Assessment _____ Score _____	Standard Test used for Specialized Admission: <input type="checkbox"/> GRE <input type="checkbox"/> L-SAT <input type="checkbox"/> Interview (interview schedule and rubric must be attached)
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*Please attach copy of official certificate documenting the English language test score, standardized admission test or interview questions.

Documentation of Financial Support

Please complete the following as appropriate. Attach pertinent appointment or award letters giving the total financial support to be provided to the visitor for the entire period covered by the DS-2019. For funding sources other than Creighton University, please provide evidence of support (bank statements, etc.) Original documents must be in the GEO **before the DS-2019 can be issued.**

Amount*	Source Description	Person/Office Responsible
\$	Creighton Department/School:	
\$	U.S. Government Agency:	
\$	Appointee's Government:	
\$	Appointee's Personal Funds	
\$	Other:	

*Total amount must be equivalent or exceed US \$1,500.00 per month for the J-1 scholar, \$500.00 per month for spouse, and \$250.00 per month for each child.

NOTE: HEALTH INSURANCE INFORMATION

Effective May 15, 2015, Federal regulations require the following insurance rates for J-1 exchange visitors: Medical benefits \$100,000; repatriation of remains \$25,000; Medical evacuation \$50,000; deductible per accident or illness \$500. The new rule also adds the following regarding the insurance requirement: "Sponsors must inform all exchange visitors that they, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act." [22 CFR 62.14(a)]

If proof of such coverage cannot be provided, the appointee or the sponsoring department will be required to enroll in Creighton's international health insurance plan. If the appointee fails to maintain insurance coverage as described above or misrepresents such coverage, he/she will be in violation of U.S. government regulations and her/his program may be terminated.

APPROVAL SIGNATURES

In requesting a DS-2019 and agreeing to host a Visiting Exchange (J-1) Scholar, the host / sponsoring department and faculty assume responsibility for ensuring that:

- Will not make copies of the DS-2019 available to any entity, including the J-1 visiting scholar without prior clearance from the Global Engagement Office (GEO)
- The proposed J-1 program is not for a tenure-track or tenured faculty appointment.
- The J-1 Visitor has sufficient English proficiency to participate fully in the proposed J program and function on a day-to-day basis.
- The J-1 visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfill the objectives of the proposed J-1 program;
- The department will provide the J-1 visitor with the office space and other needed support during the J-1 program.
- The host department's supervising will be physically present and maintain regular contact with the J-1 visitor for the duration of the J-1 program to ensure the goals of the proposed program are met.

We hereby certify that the above is true and agree to (1) notify the GEO of the appointee's arrival or inability to participate in the program, (2) present proof of the appointee's enrollment in a health insurance plan that meets the federal law or enroll in Creighton's international group plan, (3) consult with the GEO before making any changes in the appointee's status as outlined in the attached document.

Name Inviting Supervisor	Signature	Date
Name of Department Chairperson	Signature	Date
Name of Dean	Signature	Date

Please print completed form, sign, scan and e-mail to:

GEOScholars@creighton.edu

Global Engagement Office
ton Hall Suit 324
Creighton University

APPENDIX B

Examples: Letters of Invitation

SAMPLE #1 INVITATION LETTER FOR J-1 EXCHANGE VISITOR SCHOLAR

(Original signed letter must be on department letterhead)

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

On behalf of [Name of Department] I am pleased to invite you to be a [Position Title or “Visiting Scholar”] (J-1 [Professor, Research Scholar, Short-term Scholar or Specialist]) at Creighton University (CU). This invitation is effective for the period of [Start Date of Program] to [End Date of Program]. During this period you will be engaged in [Describe Program Activities].

FUNDING

[CU Funding Option]

Creighton University will provide a stipend of US\$ [Dollar Amount] per [Month / Year]. Creighton University will also provide you with [office / lab] space (which may be shared), the use of a computer and access to library facilities.

[Non-CU Funding Option]

It is my understanding that you will provide your own funding to cover all your expenses of your stay at Creighton University. Creighton University will also provide you with [office / lab] space (which may be shared), the use of a computer and access to library facilities.

HEALTH INSURANCE

The U.S. Department of State (DOS) and Creighton University require J-1 Exchange Visitor Scholars have medical insurance coverage during their entire stay in the United States as J-1 Exchange Visitors. The DOS also requires that J-2 dependents have medical insurance that meets DOS requirements.

[You] [Creighton University] will be responsible for purchasing health insurance from CU’s Global Engagement Office for the entire period of your program at CU. Your home country health policy can only be substituted for the CU insurance if it offers comparable coverage (Medical benefits \$100,000; repatriation of remains \$25,000; Medical evacuation \$50,000; deductible per accident or illness \$500). Dependents are also required to have coverage during their time in the U.S. You must present proof of coverage to the Global Engagement Office when you meet with them for your mandatory orientation.

HOUSING

It will be your responsibility to find housing for yourself (and your family, if applicable) for the duration of your stay at Creighton University. Helpful tips and links for finding off-campus housing can be found at <http://www.creighton.edu/studentlife/departments/residenceandlifecenter/offcampusresources/>.

Further information regarding the J-1 Exchange Visitor Program at Creighton University is available from the Global Engagement Office at <https://www.creighton.edu/geo/>.

We are delighted that you will come to Creighton University as a [Position Title or “Visiting Scholar”] and look forward to meeting you soon.

Sincerely,

[Name]

[Title]

SAMPLE #2 INVITATION LETTER FOR J-1 EXCHANGE VISITOR SCHOLAR

(Original signed letter must be on department letterhead)

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

On behalf of [Name of Department] I am pleased to formally invite you to Creighton University as a visiting [choose one: professor / research scholar / short-term scholar / specialist] from [month, day, year] to [month, day, year].

[Name and title] will be your faculty host during your time at Creighton University and will work with you as you engage in the following activities at Creighton University:

[Describe in detail the individual or collaborative research / teaching, presentations and other activities; specify the academic field of research and specific courses which will be taught, etc., as applicable].

You [will / will not] receive any [stipend / salary] from Creighton University or any other U.S. entity *[If a stipend or salary is offered, the exact amount must be stated in this letter and arrangements must be made through Human Resources]*. You will be responsible for finding your own housing accommodations and providing your own room and board *[If the department will provide any assistance in these areas, please specify the support you will provide; if a meal plan is included in the offer, please indicate a U.S. Dollar value]*.

During your time at Creighton University, the following supports and services will be made available to you:

**[Describe in detail what will / will not be made available. Example:
You will be allowed to audit (without pay) two course per semester (without credit or certificate). You will be provided with a shared office, phone, computer, and all the facilities granted to faculty members including invitations to our department meetings and seminars.]**

The Global Engagement Office will assist you with your visa application and immigration procedures. If you have any questions or concerns regarding immigration matters, please contact the Global Engagement Office via e-mail at GEOScholars@creighton.edu or by telephone at (402) 280-2221.

We look forward to welcoming you to Creighton University. I am certain you will have a productive and rewarding experience and we will gain much from your presence on our campus. Please feel free to contact me if you require additional assistance.

Sincerely,

[Signature of Department Chair]

[Name]

[Department]

SAMPLE #3 INVITATION LETTER FOR J-1 EXCHANGE VISITOR SCHOLAR

(Original signed letter must be on department letterhead)

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

On behalf of the [name of department] at Creighton University (CU), I am pleased to offer you an appointment under the State Department J-1 Exchange Visitor Program title of [Select one: **Research Scholar, Professor, Short Term Scholar, Specialist**]. You will be [working/studying/observing] at Creighton University in this capacity beginning [month, day, year] to [month, day, year] with [name of supervisor or professor] and other faculty members on [briefly describe the research project, study plan, etc.].

It is understood that you will receive no funding from Creighton University. [Note: **The minimum required funding per month is \$1,500 for the scholar, \$500 for the spouse, \$300 per child 13 and over, and \$250 per child under 13 (may vary according to planned activities)**]. I (We) understand that you will be supported by [list the funding agency and/or personal funds]. Before applying for a visa and prior to the issuance of the DS-2019 you will be required to submit some type of evidence of funding (e.g. a bank statement, letter from your home government, company, or other type of funding source). The amount of funding may be pro-rated according to the minimum funding requirements and the duration of your stay in the United States. [Note: **Include this information only when no CU funding is provided**].

Our department will provide you with a desk space, access to the department's computing facilities, library privileges and usual departmental support services [adapt to suit your needs]. Temporary appointments are not eligible for standard University employee benefits, such as health insurance and retirement.

U.S. Federal regulations require all J-1 scholars and their dependents to have health insurance that meets or exceeds the university's minimum health insurance criteria. The Global Engagement Office will provide you with information about this insurance requirement in your welcome materials. Please be aware that many health insurance companies in the U.S. or abroad do not meet the CU requirements. We recommend that you review the CU minimum requirements and send them to your current health insurance provider before deciding to purchase any health insurance. If you discover that your coverage does not meet the minimum standards or you wish to purchase the CU health insurance coverage you may do so upon arrival to the U.S.

This appointment is contingent on your ability to obtain a visa for entry to the United States. We will request that the Global Engagement Office issue a form DS2019 for your J-1 visa application.

[Note: **please exclude the previous sentence if the person is sponsored by another government agency that will take care of the visa preparations such as Fulbright. Instead you should add the following line which states "We understand that your visa paperwork will be handled by _____ and you will not require the visa services of Creighton University**].

We look forward to meeting you soon.

Sincerely,

[Name]

[Title]

APPENDIX C

Visiting Scholar Interview Script and Rubric



GLOBAL ENGAGEMENT OFFICE
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

7.2015

ENGLISH LANGUAGE PROFICIENCY FORM & RUBRIC
EXCHANGE VISITOR PROGRAM

Visiting Scholar Name:

<i>Last Name (Family or Surname):</i>	<i>First (Given):</i>	<i>Middle Name:</i>
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Appointing Department:

Supervisor:

Date of Interview:

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Below is a recommended “script” of the oral interview for prospective scholars. The interview itself should last for about ten minutes, at least half of which should be the answers of the prospective scholar. If you feel like any answer is too brief to evaluate, please ask for further elaboration.

Help the interviewees warm up by first asking about their name, date of birth, and their field of study before moving on to the interview questions. Evaluate the prospective scholars’ fluency, pronunciation and grammar rather than the content of their answers. Also evaluate the prospective scholar’s listening skills based on their ability to understand your questions. After the interview, please complete the scoring rubric on the following page.

1. Please explain why you want to come to Creighton University as a visiting scholar.
2. Have you been to any other country beyond your home country? Where did you go? What did you do?
3. How did you become interested in your field of study?
4. How will your time at Creighton University help you when you return to your home country?
5. What do you think living in Nebraska will be like?
6. What are some of your hobbies or leisure interests?
7. What sights and activities would you recommend to someone planning to visit your home country?

Circle the number below the descriptor that best corresponds with your assessment of the interviewees' performance. Once completed, add the points for the final score.

	Low Proficiency	←————→	Moderate Proficiency	←————→	High Proficiency
Listening	Did not actually answer the questions that the raters asked, even after several repetitions or attempts to rephrase, showing lack of listening comprehension 1	Could understand some of the questions the raters asked, but often required repetition or long pauses before answering 2	Could understand many of the questions that the raters asked, but mostly those related to familiar topics 3	Was mostly able to understand any question that the raters asked 4	Understood all questions quickly 5
Pronunciation	Had pronunciation that was extremely difficult to understand 1	Had pronunciation that required constant effort to understand 2	Had pronunciation that was generally - but not always - understandable 3	Had a "strong accent", but was mostly easy to understand 4	Possibly slightly accented, but had pronunciation that was never difficult to understand 5
Fluency	Did not have enough vocabulary to talk about more than common, daily topics, and had extreme difficulty speaking in smooth, connected sentences 1	Hesitated and repeated frequently, rarely speaking an entire sentence smoothly 2	Spoke smoothly some of the time, but still had false starts and repetitions that were confusing 3	Made a few false starts or repetitions, but had mostly smooth speech 4	Had consistently smooth, connected speech 5
Grammar	Showed very little control of grammar, using mostly 1—3 word responses or memorized sentences 1	Made many mistakes in grammar that confused the answer's meaning 2	Used a variety of grammatical structures and made some errors, but nothing that made the speaker's ideas unclear 3	Used a variety of grammatical structures and made some errors, but nothing that made the speaker's ideas unclear 4	Showed clear control of a wide variety of grammatical structures 5

Adapted from University of Iowa "Scholar English Proficiency" <http://international.uiowa.edu/isss/departments/inviting/scholar-english-proficiency>

Overall Score:	Note: A score below 12 might indicate the scholar does not have enough English language proficiency to fully meet the program objectives and benefit from the visit to Creighton University. You may consider supplementing the program with participation in the Intensive English Language Institute (IELI) courses. Please contact the GEO for more information.

Based on this interview, is this scholar's English proficiency adequate for the proposed program at Creighton University?

- YES.** The scholar was able to, in most circumstances, understand and answer the interview questions. The scholar should be able to handle communication in English in his or her own field and would understand safety rules and instructions in English.
- NO.** Scholar was not able to understand and answer the interview questions. The scholar would not be able to handle communication in English in his or her own field and would not be able to understand lab safety rules or instructions in English.

Interviewer Signature:	Date:

Please print completed form, sign and send to:

Global Engagement Office
GEOScholars@creighton.edu / Creighton Hall Suit 324
 Creighton University