

W&M J-1 Departmental Sponsor Form
(to be completed by W&M department and submitted to Reves Center)

1. Name of Scholar: _____ Banner ID #: _____
(Family Name) (First/Given Name) (required)

2. Dates of Stay at W&M * : From _____ to _____

*Please note that the DS-2019 can be issued for the period for which you would like to invite the scholar; it is NOT limited to the 1 year validity of employment contracts.

3. Primary activity at W&M:

Teach Research Teaching or research of less than 6 months Internship Other

4. Name of faculty host extending invitation to W&M : _____

Department: _____ E-mail: _____ Phone Number: _____

5. Description of proposed activity at W&M (e.g. description of research plan, etc):

6. List all planned location(s) of activity (e.g. Law School, Jefferson Lab, etc):

7. J-1 Exchange Visitors must have sufficient English to conduct their program/research/activities and engage in day-to-day interactions in the US. As the faculty host, it is your responsibility to assess the exchange visitor's English proficiency and document that it is sufficient.

How have you evaluated the scholar/intern's English language proficiency to determine it is sufficient?

The scholar/intern is a native speaker of English.

I have spoken with the scholar/intern by phone, Skype, or in person and also assessed his/her written English. Date of assessment: _____ Initials of assessor: _____

The scholar/intern has submitted results of a TOEFL or other English Language Proficiency Test. Test Name (e.g. TOEFL): _____ Test date: _____ Score: _____

8. The J-1 Exchange Visitor Program is intended to facilitate the exchange of international scholars and introduce them to US culture.

What opportunities do you plan for him/her to be introduced to US culture and US colleagues?

9. **\$180 SEVIS Fee***: Charge the department: Banner Index: _____ Scholar/Intern will pay

10. **Mailing instructions**: Reves Center sends UPS: UPS Acct # _____
Department sends contact department to pick up campus mail to department

11. **Final Document Checklist**: Submit this form and the document(s) below to Reves Center, Attn: Steve Sechrist

1. Letter of invitation (may also serve as proof of funding if he/she will receive funds from W&M)
2. If sponsoring a Student Intern, *J1 Student Intern Plan* completed by faculty host/supervisor

12. **Departmental Certification**: *I certify that the department agrees to the following:*

- Notify Reves Center by e-mail when the scholar arrives or if the scholar will not arrive within 30 days of the start date requested on this form. This is extremely important.
- Send the scholar to Reves Center for check-in and an orientation upon arrival. *Please contact the office at 221-3594 to schedule an appointment to ensure that an international advisor will be in the office.*
- Notify Reves Center of any changes to the program or issues that arise with the scholar.
- Notify Reves Center when the scholar completes his or her program.

Signature of Department Chair/Program Director: _____ **Date**: _____

About the J-1 Exchange Visitor Visa

The J-1 Exchange Visitor Visa is designed to foster the exchange of students, visitors, and academics between the US and foreign countries and promote cross-cultural exchange. Several categories exist under the J-1 Visa. Through its designation by the Department of State, the College of William and Mary and Virginia Institute of Marine Science are authorized to issue DS-2019 documents for the following categories: Student (including Student-Intern), Professor, Researcher, Short term Scholar, and Specialist.

Categories:

- **Professor***: Visiting professors, instructors, or lecturers. Primary purpose here should be instruction; research is also permitted however. A doctorate is not required. Periods of stay of 3 weeks to 5 years. *The J-1 visa is not appropriate for tenure track positions.*
- **Researcher Scholar***: Visiting researchers or other academics if their primary purpose here will be to engage in research; instruction is also permitted. **Also includes graduate students from abroad coming to do research.** Periods of stay of 3 weeks to 5 years.
- **Specialist**: Persons with specialized knowledge coming to observe, consult, or demonstrate specialized skills (e.g. museum curator). Not interchangeable with the professor, researcher or short-term scholar categories. Periods of stay 3 weeks to 1 year.
- **Short term Scholar**: Academics, administrators, researchers, etc. whose stay will be 1 day to 6 months.
- **Student Intern**: Students enrolled abroad coming for a full-time internship/practicum. 1 year maximum stay.

Insurance requirement: Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J visas for the duration of their exchange program. At a minimum, insurance coverage shall include: \$100,000 per person per accident or illness; repatriation of remains \$25,000; and medical evaluation \$50,000.

Check in upon arrival: Exchange visitors must check in with the Reves Center to be registered with Immigration no later than 30 days from the start date of the DS-2019. For check in they must show passport, DS-2019, and proof of health insurance. **Failure to register on time will place them out of legal status.**

Questions? Please contact Steve Sechrist at 757 221 3437 or sjsech@wm.edu