

**Information for Departments – J-1 Exchange Visitors
Research Scholars, Professors, Short-term Scholars
(All *non-student* J-1 categories)**

Steps to take after you have identified an Exchange Visitor (EV) you would like to sponsor

DOCUMENTS NEEDED

1. Complete the DS-2019 request form: <http://www.ips.mtu.edu/Forms/Immigration/DS-2019Request.pdf>
 - a. Visitor Eligibility Certification page must be signed
 - b. Michigan Tech medical benefit indication must be checked “yes” or “no”
2. Send the request form to IPS with the following documentation
 - a. Proof of funding—either a copy of the Department offer letter or confirmation of support from another sponsor
 - b. Copy of the picture page of each EV’s passport (Scholar and all dependents)
3. If the EV will be an MTU employee, HR forms should be completed and forwarded to HR.

IPS PROCESSING

4. IPS will produce the DS-2019, which the EV must take to the visa interview.
5. The DS-2019, along with a packet of information for the EV will be returned to the person specified as preparer on the DS-2019 Request Form.
6. The packet of information for the scholar will include the following:
 - a. Welcome letter from IPS
 - b. DS-2019 form for Scholar (and dependents if applicable)
 - c. “The Exchange Visitor Program Welcome Brochure” (Department of State)
 - d. “Pre-arrival Information for Exchange Visitors”
 - e. “Form DS-2019 Instructions and Information”
 - f. “I-901 SEVIS Fee for F & J Nonimmigrant Students & Exchange Visitors”
 - g. “Exchange Visitor Health Insurance Requirement”

MEDICAL INSURANCE IS REQUIRED BY FEDERAL MANDATE

ALL J-1 VISA HOLDERS AND THEIR DEPENDENTS ARE REQUIRED BY FEDERAL LAW TO HAVE MEDICAL INSURANCE FOR THE ENTIRE DURATION OF THEIR PROGRAM. Details [HERE](#)

- h. If Michigan Tech is not providing medical insurance for the EV, the IPS packet will also include:
 - i. “Student Injury and Sickness Insurance Plan” benefits booklet
 - ii. An insurance enrollment form. This insurance may be purchased on a month-by-month basis to cover the period of the visitor’s program.
 - iii. If the EV does not choose to purchase insurance through Michigan Tech, s/he must show proof of acceptable insurance at arrival check-in.

SPONSORING DEPARTMENT PROCEDURES

7. Department sends the IPS packet to the EV so that it arrives before the EV's visa interview
8. Department provides airport pickup and assistance locating housing if necessary
9. Department provides someone to accompany the EV through the check-in process (details below)
 - a. If the Scholar needs help with language, the person accompanying the EV at check-in should be able to translate.
 - b. If the Scholar is to be paid by MTU, s/he must complete hiring paperwork and show proof of insurance in HR on or before the program start date.
 - c. IPS Check-in must be completed within 5 business days of the EV's arrival in Houghton.

CHECK IN PROCESS—Human Resources

10. If being paid by Michigan Tech, EV checks in with Laura Baril at the front desk in HR (45 minutes)
 - a. Social Security (Information: <http://www.admin.mtu.edu/ips2/Forms/StepsToEmployment.pdf>)
Scholar will need employment letter (Sample letter: http://www.ips.mtu.edu/Forms/Immigration/SSA_support_letter_pg1.pdf)
 - b. Other paperwork
11. If not covered by Michigan Tech employee insurance, EV obtains/verifies medical insurance with Renee Hiller in HR (required of all EVs)
 - a. Completes insurance form(s) (either enrollment form or comparability worksheet) and gets a copy for IPS (15 minutes)
 - b. If purchasing Michigan Tech insurance, EV goes to Cashier, pays insurance, and gets a copy of the receipt for IPS (5 minutes)

CHECK IN PROCESS—IPS

12. EV checks in with IPS (10 minutes)
 - a. EV must bring all immigration documents: DS-2019, visa, I-94, passport
 - b. If EV is accompanied by dependents, bring all immigration documents for dependents too.
 - c. EV gives IPS copies of health insurance enrollment/comparability form & proof of payment from HR check-in
 - d. EV provides local address
 - e. If EV is paid by Michigan Tech, IPS will provide a Social Security letter
 - f. EV schedules orientation appointment with IPS Director Saleha Suleman
13. EV returns to IPS for scheduled orientation appointment with the IPS Director. If necessary, the Department must provide someone to translate.

CHANGES TO EV PROGRAM DATES—EXTENSION OR EARLY COMPLETION/DEPARTURE

14. If the scholar's program end date needs to be extended, the Department should submit a new DS-2019 request form to IPS with the extension option checked. Neither certification of visitor eligibility nor passport photo is required for an extension.
15. If the EV's program ends early or the EV leaves before completion of the program, IPS should be notified as soon as possible.

DEPENDENT DS-2019 REQUEST AFTER THE ARRIVAL OF THE EV

16. If the EV decides to bring dependents for whom an original DS-2019 request was not made, the DS-2019 Request Form should be completed and submitted to IPS. Only the EV's name, dependent page, and passport photos for dependents need to be submitted.