Understanding J-1 Scholar Status: The Basics
Office of International Affairs

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Overview of J-1 Status:

• OIA sponsors scholars, interns, students and non-degree visiting students in J-1 status
• U.S. regulations for each J-1 category is different
• Several sub-categories of J-1 Scholar:
  ▪ Research Scholar/Professor
  ▪ Short-Term Scholar
  ▪ Specialist
• Biggest difference between these categories is the maximum duration, or allowed length, of the program
  ▪ Short Term Scholar = 6 months
  ▪ Specialist = 1 year
  ▪ Research Scholar/Professor = 5 years
Eligibility Requirements

- **Research or teaching-based appointment**
  - Temporary/Non-tenure track
- **EV holds Bachelor’s degree or higher** (or the foreign equivalent)
- **EV can demonstrate that they meet the minimum funding requirement for J-1 Scholars**
  - Currently $2,060 per month
- **EV must hold health insurance** that meets the Department of State’s requirements
  - All UChicago and GPA policies fulfill these requirements
Request for STAFF or ACADEMIC J-1 Status Document, Form DS-2019

This request form should be filled out by a staff member in the Department, Professional School or Research Institute where the Exchange Visitor will be working. Completed and approved requests should be e-mailed to international-affairs@uchicago.edu

Departmental Contact Information:
1. Administrator completing this request:
2. Department, School or Institute:
3. Campus Extension:
4. E-mail Address:

Personal Information on J-1 Scholar:
5. Family Name:
6. Given Names:
7. Date of Birth:
8. Position in Home Country:
9. ☐ Male / ☐ Female
10. E-mail Address:
11. If visitor is already in the US, what was the occupation in the home country?
12. Institution/ Employer in Home Country:
13. Number of dependents that will be accompanying the Exchange Visitor:
   (Limited to legal spouse and children under the age of 21.)

Immigration & Visa Information:
14. ☐ Initial J-1 Request – J-1 Scholar will be coming to the University of Chicago directly from abroad
   ☐ Extension Request – J-1 Scholar is now at the University of Chicago and is in J-1 status
   ☐ Amendment Request – J-1 Scholar will remain at the University of Chicago, but a change of location/ change of funding source will occur
   ☐ Change of Status Request – J-1 Scholar is now at the University of Chicago, but in a nonimmigrant status other than J-1.
   Please note: Due to lengthy processing times, a change of status to J-1 usually requires travel outside of the U.S.
15. ☐ Transfer Request – J-1 Scholar is now in the US, in J-1 status, at another institution.
   Please note: When someone transfers to the University of Chicago, OIA cannot issue the new DS-2019 form until the official transfer date/ start date of the position.

Proposed Activities at the University of Chicago:
16. J-1 Program Dates: Start: End:
17. Primary Activity: ☐ Teaching/ ☐ Research/ ☐ Equal Responsibility for Both
18. Field of Research/Teaching at the University of Chicago:
19. Job Title:
20. Position Type: ☐ Staff / ☐ Academic (non-tenure track only)
21. Does the J-1 Scholar hold an M.D.? ☐ Yes / ☐ No
   If yes, attach a "five-point" letter from the Department Chair certifying that the Visitor will not be involved in any patient care.
22. Faculty Supervisor:
23. Campus Extension:
24. Will Scholar work at any off-campus locations?
- Yes
- No, I will inform OIA if additional work sites are added

25. Financial Arrangement
For the period covered by Form DS-2019, indicate salary, stipend, or other support for which you have documentation on file.
Do not include travel allowances, health insurance or other perquisites. If the I-1 Scholar will be supported by more than one source, indicate each individual source & amount.

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount (in U.S. dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Chicago</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

[Total must meet minimum funding requirement as outlined on OIA's website]

26. Items to Attach for OIA:
- Curriculum Vitae (not needed for extension requests)
- Proof of funding if the visitor will use non-University funds (incl. personal funds) for visit [see #24]
- "Five-point" letter if scholar holds an M.D.

27. Mailing Instructions (for Initial Requests Only, see #14):
- Email or Call the Department at:
- Mail it to the Exchange Visitor with the attached and completed shipping label

28. Approval:
- Chair of Department, Director of Institute, or authorized representative:
  - Name __________________________
  - Signature: _____________________
  - Date __________________________

29. Dean of Division or Professional School, Office of Academic Affairs or authorized representative:
- [Departmental HR Administrator may sign for staff positions in the BSO]
  - Name __________________________
  - Signature: _____________________
  - Date __________________________
<table>
<thead>
<tr>
<th>Section</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>J-1</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>30-30-2030</td>
</tr>
</tbody>
</table>
The J-1 5 Point Letter

When foreign scholars come to the University to conduct research or to teach, the status that they hold in the United States is often that of Exchange Visitor, also referred to as J-1. To certify eligibility for J-1 status, the University issues Form DS-2019.

In order to comply with immigration law, foreign physicians coming to the US to conduct non-clinical research in J-1 status must also present a letter containing the following five statements:

1) The program is predominantly one of research.
2) Any incidental patient contact will be under the direct supervision of a U.S. licensed medical faculty member.
3) Dr. [name] will not be given final responsibility for the diagnosis and treatment of patients.
4) Any activities of Dr. [name] will conform to Illinois State licensing requirements and regulations for medical and health care professionals.
5) Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification.

Important:

Please note that the visitor must present this letter to a US consular official when applying for a J-1 visa. The letter is a regulatory requirement. Therefore, it is important that the letter be written on departmental letterhead and that pertinent information such as dates and title on the request form, 5-point letter and invitation letter match.
Must be endorsed with “J-1 D/S”
Admission (I-94) Number Retrieval

Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on the travel document you used to enter the United States.

*See our Privacy Policy regarding our request for your personal information.

Last Name:

First (Given) Name:

Birth Date:

YYYY Month DD

Passport Number:

Country of Issuance:

Most Recent Date of Entry:

YYYY Month DD

Class of Admission:

Submit

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.
Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 
Admit Until Date: D/S

Details provided on Admission (I-94) form:

Last/Surname: 
First (Given) Name: 
Birth Date: 
Passport Number: 
Passport Country of Issuance: Brazil
Most Recent Date of Entry: 2013 September 26
Class of Admission: J1

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.
<table>
<thead>
<tr>
<th>Role</th>
<th>2-year home residency</th>
<th>2-year repeat bar</th>
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</thead>
<tbody>
<tr>
<td>Short-Term Scholar:</td>
<td>Possible</td>
<td>No</td>
</tr>
<tr>
<td>Specialist:</td>
<td>Possible</td>
<td>No</td>
</tr>
<tr>
<td>Research Scholar:</td>
<td>Possible</td>
<td>Yes</td>
</tr>
<tr>
<td>Professor:</td>
<td>Possible</td>
<td>Yes</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>2-year home residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiver Possible:</td>
<td>Yes</td>
</tr>
<tr>
<td>Indicated on DS-2019 or Visa:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Impact on <strong>H-1B Eligibility</strong></th>
<th>Impact on J-1 Eligibility</th>
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<tbody>
<tr>
<td>2-year home residency</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Impact on J-1 Eligibility</td>
<td>No</td>
<td>Yes</td>
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Who can come in B-1/B-2 status or under the Visa Waiver Program?

Under certain circumstances, a visitor may come to the University in B-1/B-2 status or under the Visa Waiver Program.

B-1 is the Visitor for Business status, and B-2 is the Visitor for Pleasure status. The Visa Waiver Program (VWP) allows a traveler to come to the U.S. without a visa and stay for up to 90 days. Individuals coming under the VWP will need to have a valid ESTA registration. Similar conditions apply to B status and to the VWP. Visitors should carefully check the website of the consulate or embassy for information on both. Please see a more detailed overview of various Immigration statuses.

B-status allows a visitor to conduct business on behalf of a foreign company as well as business of a general nature. (It also allows for independent research. However, the kind of activity a visitor might conduct in affiliation with the University does not constitute independent research. Please see more about this below.) It does not permit employment. Some facts about B-status are noteworthy in the context of the University:

1. A visitor who comes specifically for the purpose of attending a conference or symposium or to give public lectures or presentations at the University may do so in B-status, provided that:
   a. The activities fall within 9 calendar days
   b. The visitor has not undertaken such activities for more than 5 different institutions in the last 6 months
QUESTIONS???
Upcoming Trainings

• Understanding H-1B and TN Employee Status: The Basics
  Monday, January 11, 2:30-4pm

• Understanding J-1 Scholar Status: Advanced
  Monday, April 18, 2:30-4pm

• Understanding H-1B Employee Status: Advanced
  Monday, May 9, 2:30-4pm