

TO: Faculty and Administrators  
FROM: Center for International Faculty and Student Services  
RE: Exchange Visitor Program (J-1 Visa) Application Procedures and Department Responsibilities

The attached request form is submitted to the Center for International Faculty and Student Services for preparation of the Form IAP-66, Certificate of Eligibility, for an exchange visitor student or for a visiting scholar, faculty member, or researcher to obtain a J-1 visa. All of the information on the request form must be provided before the IAP-66 can be issued. If some of the information required is not readily available, the requesting department must communicate with the prospective visitor to obtain it. Most items can be determined from the vita or resume. Once the request is approved by the dean or director, the IAP-66 is issued to the prospective visitor.

### **IAP-66 Request Procedure:**

- (1) complete the front and back of the request form and obtain all required signatures
- (2) attach to your request the following supporting documentation and forward the entire package to the Center for International Faculty and Student Services:

- the journal voucher for mandatory insurance (see attached explanation)
- a one or two paragraph description of the research/teaching/study program the visitor will undertake-- please include the name of the visitor's immediate supervisor or department mentor and a statement regarding the facilities and equipment that will be made available to the visitor;
- curriculum vita (resume or transcript for exchange visitors coming in the student category);
- proof of funding if from an external source directly to the exchange visitor (or from personal funds of the visitor for use in supporting dependents *only*);
- copies of internal appointment approvals, e.g., post-doc appointment form, LARF, etc., as appropriate for the position;
- the appointment letter (courtesy appointments should be made via a letter from the dean) or letter of admission/invitation for a visiting student.

The IAP-66 and information on visa application, travel, and insurance will be sent to the visitor within five working days of receipt of all necessary information and supporting documents. If urgent delivery is necessary, the department may arrange to pick up the papers and express them overseas.

**Important Advisory: if your request is received by the center less than 10 weeks prior to the visitor's applying at a U.S. Consulate for the visa**, we strongly suggest you pick up the IAP-66 once it has been prepared and send it by express mail. Requests to the center for reissuance of an IAP-66 because of non-delivery through regular mail can be honored as "rush" requests only if the center mailed the original form more than ten weeks earlier. Please be sure to provide mailing or pick up instructions on the bottom of the second side of the enclosed request form.

### **Before completing the IAP-66 request form, please note the following important information and department responsibilities:**

1. **The department *must--without exception--*notify the center of cancellations, arrivals, and departures of exchange visitors.** The University, as a program sponsor, is required by law to report "no shows" and early departures to the United States Information Agency (USIA); *the Center for International Services can comply with the law on behalf of the University only if departments provide us with this information.*
2. **Faculty and researchers** are normally permitted to maintain J-1 status for a total of three consecutive years, including time spent in another exchange visitor program at another institution. Exceptions to the three-year limit are sometimes possible if "good cause" can be established. For further information, consult with the Center for International Faculty and Student Services at least six months before needing such an exceptional extension. USIA regulations limit the stay of **nondegree visiting students** to a maximum period of two years.
3. Any individual who has held J-1 *or* J-2 status within the past 12 months is ineligible to return to the U.S. as a J-1 professor or research scholar unless one of the following conditions apply:
  - ▲ the previous J-1 or J-2 visit was for a program of six or fewer months' duration as a "short term scholar"
  - ▲ the visitor is extending his/her J-1 stay at Rutgers within the normal three year limits

▲ the visitor is transferring directly from another J-1 program and the transfer will not extend the visitor's stay beyond the three year limit

Contact the Center for International Faculty and Student Services if you think your intended J-1 visitor may be ineligible.

4. The J-1 visa is used for temporary visitors only. It may not be used for tenure-track faculty or permanent staff positions, nor for a visitor who intends to apply for permanent residence in the United States.

5. If the exchange visitor will be government funded (U.S. or home government) and/or if the exchange visitor is on the "skills list" (a list of fields of specialization judged by the U.S. State Department to be in short supply in the home country), it is probable that he/she will be subject to a two-year home residence requirement. This means the exchange visitor must return home for two years at the completion of his/her program before being eligible for an H-1B or any other non-immigrant visa.

6. Exchange visitor regulations require explicit financial documentation. Regardless of the source(s) of support, funding for the visitor's living expenses must **at a minimum** cover minimal living expenses for a single adult in this region, currently established to be approximately \$20,000. An additional minimum of \$4000/year (or \$333/month) is required for an accompanying spouse, and another \$3000/year (or \$250/month) required for each additional dependent. Evidence of sufficient funding for dependents must be supplied. Funding at this minimum level is required throughout the length of the appointment.

If the visitor will receive income provided through non-university sources (or personal savings, for use in supporting dependents *only*), complete documentation of these other sources must accompany the IAP-66 request form. Letters of support must be on official stationery and must guarantee a specified amount in U.S. dollars for the duration of the visitor's intended stay.

It is expected that funding for the visitor will come from an official source or sources and will be granted for the purpose of a bona fide educational exchange visit. Examples of evidence of funding might be: (1) a letter from a home university stating the visitor will be on sabbatical, the amount, in U.S. dollars, of salary he/she will receive during the period, and that the home university supports the visit to Rutgers for educational exchange purposes; (2) a letter from a sponsoring agency outlining the amount and terms of a grant to the visitor; (3) a letter from an agency of the visitor's government stating the amount and terms of a grant for an educational exchange visit.

7. USIA regulations require that the exchange visitor carry both basic and major medical coverage for him/herself and all dependents throughout the entire visit, either through University benefits or through the purchase of a policy with coverage at a minimum of \$50,000 per accident or illness. Please see attached procedures on how to comply with this requirement.

8. The exchange visitor is permitted by the USIA to change J-1 visa category, e.g., from researcher to student, only with explicit approval by the USIA. To get this, an exchange visitor must make an application to USIA documenting "unusual or exceptional circumstances" and USIA must approve the application. Only upon receiving USIA approval can the exchange visitor then change categories.

9. *All visiting faculty and scholars must complete a "check in" procedure at the Center for International Faculty and Student Services*; those visitors being paid by Rutgers (other than on a billhead) must sign up for and participate in an employment workshop at the center upon arrival. The international faculty adviser will give a brief orientation to the exchange visitor, advise on completion of the top of Form I-9 and provide certain payroll papers unique to foreign nationals, as appropriate. Please call ahead of time to sign the visitor up for a workshop. International students must check in at the Center for International Faculty and Student Services office and should participate in orientation activities offered prior to the beginning of the fall and spring semesters and throughout the year.

10. The Exchange Visitor must obtain a U.S. Social Security number after arrival if he/she does not already have one. For visitors not on payroll and coming for a few weeks only, this might not be necessary.

11. J-1 employees and researchers are exempt from Social Security withholding (FICA) for their first two years in the U.S.; J-1 students are FICA exempt for five years. However, unless fully exempt by treaty, exchange visitors must pay income tax. All persons employed in the United States must file tax returns unless 100% of their earned income is tax exempt. Most must file form 1040NR. For precise information on tax regulations, the visitor should contact a tax specialist or the IRS directly.

12. All J-1 visitors are encouraged to attend scheduled cultural orientation programs offered early each semester. For visitors who have not previously been in the U.S. and who will spend more than a few weeks here, attendance at a cultural orientation program is mandatory.

Please call the Center for International Faculty and Student Services if you have any questions about this procedure or follow-up requirements. Thank you.

# **VERY IMPORTANT NOTICE: READ BEFORE PROCEEDING WITH IAP-66 REQUEST**

## **Required Insurance Coverage: Procedures for ALL IAP-66 Request Forms**

As a regulatory condition of J-1 status, all exchange visitors and their accompanying dependents must have health and accident insurance. The United States Information Agency (USIA) stipulates that all program sponsors must ensure that J-1 exchange visitors and their dependents in the U.S. have coverage *throughout the course of their program* that provides at a minimum \$50,000 for major medical expenses, \$10,000 for emergency medical evacuation and \$7,500 for repatriation.

Rutgers University, as a program sponsor, must ensure compliance with this regulation and has therefore arranged to offer an insurance policy to meet this requirement. J-1 visitors who otherwise do not have insurance that satisfies USIA regulations will be required to purchase this coverage. The policy meets USIA's *minimum* requirements for sickness and accident coverage. It is *not* comprehensive coverage by any means. Alternate policies that provide greater coverage at significantly higher prices will also be available. For information on alternative policies, the requesting department should consult with Kirstin Calamoneri, the insurance coordinator, at 932-7015.

Individuals who have alternate insurance from their home countries must provide a copy of the policy in English, evidence that the plan is licensed in New Jersey and has a rating of A- or better (or the full backing of the government of the home country) and the name, address and telephone number of the U.S. agent who administers the plan. If the policy is determined to meet or exceed USIA's minimum requirements, the University policy will not be required.

To implement coverage under the University's policy, the Center for International Faculty and Student Services requires a transfer of funds for full payment of the appropriate insurance premium *prior to issuing a requested IAP-66 form*. While it is for the department to decide who will ultimately cover the cost of the insurance--the department or the visitor him/herself--the department will be required at the time it submits an IAP-66 Request Form to transfer funds via a "journal entry" or submit a check payable to Rutgers University in U.S. dollars through a U.S. bank to cover the premium costs. Rates for 1995-96 (subject to change) are as follows:

For J-1 visitors:	\$42 per month for each month of insurance coverage
For J-2 spouses:	\$82 per month for each month of insurance coverage
For J-2 children:	\$45 per month PER CHILD for each month of insurance coverage

### **Procedure:**

Complete a journal voucher to transfer the appropriate amount to the International Insurance Premiums Account (0-16554-2460) and attach the original voucher to the IAP-66 request form. The Center for International Faculty and Student Services will forward the journal voucher to the University Accounting Office. If the amount on the voucher is incorrect, the center will contact the department.

### **When determining the amount to transfer, please bear in mind the following:**

- Insurance is purchased from the first day through the last day of the month. Thus, insurance for individuals whose IAP-66 forms begin in the middle of a month must be purchased from the first day of that month; insurance for individuals whose IAP-66 forms end before the end of a month must also be purchased for the entire month.
- For an IAP-66 form that *includes* a spouse and/or children, i.e., if dependent(s) will accompany the J-1 visitor from the beginning of his or her program, insurance funds to cover the dependent(s) *must* be included in amount provided by the requesting department. If J-2 dependents will arrive *after* the J-1 visitor, the J-1 visitor will have to provide payment for the period of the dependents' visit prior to obtaining an IAP-66 form for the dependents.
- For **post doctoral researchers and all other individuals with Rutgers University benefits**, the department is not required to purchase this coverage to supplement the existing university benefits. However, the exchange visitor is responsible for being insured during the period before university benefits begin. Traveler's insurance from the home country is recommended for this purpose.

Please note that the University's policy, and any alternate policies offered through the University, cover the visitor and accompanying dependents *only* while in the U.S. The beginning date requested on the IAP-66 will be the date the insurance will go into effect *assuming the visitor has arrived in the U.S.*

Please feel free to call Gail Child Szenes (Director), Marcy Cohen (International Faculty and Student Adviser) or Kirstin Calamoneri (Insurance Coordinator) at 932-7015 if you have any questions about this matter.

Center for International Faculty and Student Services  
180 College Avenue x7015  
**Request for Certificate of Eligibility (IAP-66) for Visiting Foreign National (J-1 Visa)**

Please read the attached explanation on mandatory insurance and the attached memorandum to faculty and administrators on Exchange Visitor Program (J-1 Visa) Application Procedures before completing this form. If you have any questions please call the Center for International Faculty and Student Services.

**Do not send this form to the prospective visitor.** Please collect the information through vita, application, resume or follow up correspondence.

1. Name of visitor

\_\_\_\_\_ (last name)

\_\_\_\_\_ (first name/middle initial)

2. ( ) male ( ) female

3. Birthdate \_\_\_\_\_  
(month/day/year)

4. Birthplace

\_\_\_\_\_ city

\_\_\_\_\_ country

5. Purpose of this request:

- ( ) initial appointment  
( ) extension of stay  
( ) transfer from another J-1 program

**If transfer, you MUST complete Item 20 on reverse side**

6. Visitor previously at Rutgers? ( ) yes ( ) no If yes, when? \_\_\_\_\_

6a. Visitor anywhere in the US in J status in past 12 mos.? (You MUST answer this question.) ( ) yes\* ( ) no

**\*If yes, attach a separate page listing all dates in the past 12 months in J-1 or J-2 status, and specify the J category for each visit (you will need to obtain this information from the prospective visitor)**

7. Social Security number (if previously issued)

\_\_\_\_\_

8. Country of citizenship

\_\_\_\_\_

8a. Country of current legal residence

\_\_\_\_\_

9. Visitor's legal address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Address abroad to which visitor will return

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Position in home country

\_\_\_\_\_ (title and name of organization or university)

12. If organization, please check:  
( ) government ( ) private sector

13. Title of visitor at Rutgers University

\_\_\_\_\_

Receiving university benefits? \_\_\_\_\_  
If yes, provide 5-digit payroll job code \_\_\_\_\_

14. Department at Rutgers / Field of Specialization

\_\_\_\_\_ / \_\_\_\_\_

15. Primary category/area of responsibility (select one):

- ( ) Student ( ) Short-term scholar (6 months or less/no extensions)  
( ) Professor (primarily teaching/some research)  
( ) Research Scholar (primarily research/some teaching)

**Please note that the USIA does not authorize a category change unless the agency determines "exceptional circumstances" exist. Such a determination is by no means automatic; it is difficult to obtain.**

16. Period requested to be covered by IAP-66:

(Normally no more than one year at a time, with extensions permitted for a total of up to 3 years for most professor or researcher programs, including time already spent in the U.S. in the same J-1 category. Initial date requested here should be the date by which the visitor must enter the U.S.)

From: \_\_\_\_\_  
(month) (day) (year)

To: \_\_\_\_\_  
(month) (day) (year)

17. If dates in 16 (above) are different than dates on the PAF, provide payroll appointment dates (as stated on PAF) and explain:

From: \_\_\_\_\_ To: \_\_\_\_\_  
(month/day/year) (month/day/year)

Explanation of discrepancy: \_\_\_\_\_

**CHECKLIST** -- Have you remembered to...

- \_\_\_ attach journal voucher for transfer of insurance funds
- \_\_\_ obtain all signatures (see #21-23 on other side)
- \_\_\_ attach visitor's CV (for new faculty/scholars only) or resume
- \_\_\_ attach funding documentation (for non-RU payment only)
- \_\_\_ attach copy of appointment form or invitation letter
- \_\_\_ attach copy of job description/program of study
- \_\_\_ attach list of all visits to U.S. as J visitor in past 12 months

18. Source and dollar amount of financial support: **PLEASE READ CAREFULLY** - If funded in any way by the University (including grant funds) complete "Dollar Amount" column in Section A, below. Also, if appropriate, use Part B, left column, to name all sources of funding which are not payable by Rutgers and complete the "Dollar Amount" column for each external source listed, including Exchange Visitor's personal funds.

**Please note:**

- Exchange Visitors may *not* use personal funds to support their own visits; they may use personal funds to support their visa dependents *only*
- Funding may come from a combination of sources, but the total must be at least \$20,000/yr. for professors or researchers.
- If the visitor is bringing dependents, proof of additional funding (\$4,000/year for the spouse; \$3,000 for each child) will be required.
- Official documentation of all external funding (not including grants paid through Rutgers payroll) must accompany this request form.

**SOURCE(S) OF FUNDING** (list all sources applicable)

**DOLLAR AMOUNT for period covered by this request *only***

A) University Funds, including grants paid through Rutgers payroll

\$ \_\_\_\_\_

B) Non-University Funding -- do not include grant source funds which are payable by Rutgers; include only funds from external sources which will not be processed through university channels, i.e. which pay the exchange visitor directly.

\$ \_\_\_\_\_

\$ \_\_\_\_\_

19. The following immediate family members (check if appropriate): ( ) will accompany visitor ( ) are joining visitor after his/her initial arrival (The IAP-66 cannot be issued for family members if you fail to check appropriate item above **and** to provide information below.)

<u>NAME</u> (last/first)	<u>RELATIONSHIP</u>	<u>D.O.B.</u>	<u>CITY/COUNTRY OF BIRTH &amp; CITIZENSHIP</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. If transfer from another U.S. institution, name of current J-1 program sponsor (institution's name) : \_\_\_\_\_

Date of visitor's initial entry to U.S. if in J-1 status: \_\_\_\_\_

Expiration date of current IAP-66 \_\_\_\_\_

**For transfers, you MUST attach photocopy of visa, I-94 and all IAP-66 forms used since initial entry.**

21. Individual Requesting IAP-66 (not the exchange visitor):

Name (print): \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

22. Departmental Chair or Director Approval:

Name (print): \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

23. Dean's Approval:

Name (print): \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

IAP-66 is to be: ( ) mailed directly to visitor at address in # \_\_\_\_\_ or to:

\_\_\_\_\_

( ) mailed to requesting department

( ) picked up -- Call \_\_\_\_\_ for pick up

(name/extension)

**For extension requests:** the visitor must come in person to the center with his/her passport and sign the IAP-66.

**For change of status requests:** The visitor must complete Form I-539 and submit fees.