

# J-1 EXCHANGE VISITOR AGREEMENT

J-1 Exchange Visitor: \_\_\_\_\_

College: \_\_\_\_\_

Department \_\_\_\_\_

The dean of the college, the chair/director, a mentor (SDSU faculty member) and the J-1 exchange visitor must consider the following responsibilities and criteria of the J-1 exchange visitor program when requesting a J-1 status at San Diego State University (SDSU):

### College/Department/School and Mentor

- The college/department/school and mentor must verify that the international scholar has appropriate academic credentials and adequate financial support to be appointed as a J-1 scholar. Proof of financial support is as follows:

J Type	Minimum Amount of Financial Support Required
J-1 Research Scholar, Professor, or Short-Term Scholar	\$2,400 per month
J-1 Student Intern (Graduate Student Abroad)	\$2,207 per month
J-1 Student Intern (Undergraduate Student Abroad)	\$2,012 per month
J-2 spouse	\$800 per month
J-2 child (under 21 years old)	\$400 per month per child

- The college/department/school and mentor **must** verify that the international scholar has met the minimum English Language Proficiency requirements by completing Faculty Advancement’s **English Language Proficiency Evaluation Form** prior to the issuance of the Form DS-2019.
- The J-1 appointment should benefit both the scholar and SDSU.
- The J-1 scholar’s primary site of activity **must** match the address listed on Form DS-2019. Any changes to the primary site of activity, or any additional sites of activity must be reported to Faculty Advancement **within 10 days of the change.**
- Faculty sponsors play an essential role in helping visitors plan for their visit and in quickly addressing any challenges that might arise during the course of the visit. Thank you for connecting your visitor to the following SDSU resources before and during their visit:
  - Faculty Advancement** - Support related to the immigration aspect of the scholar's visit (delay in arrivals, lost immigration documents, travel questions, etc.). We also provide support if there are serious issues or concerns with the scholar, or if the scholar experiences a serious issues (severe illness, robbery, arrest, etc.).
  - College dean's office** - Support in completing paperwork (immigration and volunteer forms) and can answer general questions or provide guidance on where to go for specific issues that arise.
  - International Affairs** - Support with health insurance guidance if a scholar does not already have health insurance coverage that meets the State Department requirements. Information is available here: [https://newscenter.sdsu.edu/student\\_affairs/internationalstudents/ishealthinsurancej1.aspx](https://newscenter.sdsu.edu/student_affairs/internationalstudents/ishealthinsurancej1.aspx). They also have some cultural events that would be suitable for J-1 scholars, such as the International Coffee Hour or other events open to the community.
  - Housing Administration & Residential Education Office** - They have resources for locating off-campus housing. The information is available <https://housing.sdsu.edu/resources/off-campus>.
  - University Police** - Scholars can visit the university policy to report a lost passport or a crime/incident that involves a J-1 scholar. If a scholar loses their passport, they must file a police report, as we are required to provide this information to the State Department.

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## J-1 EXCHANGE VISITOR AGREEMENT (cont.)

### J-1 Exchange Visitor and J-2 Dependents

- The J-1 scholar **must** be in direct contact with the college/department/school and mentor during their stay in the US.
- The J-1 scholar **must** report any changes to their residential address, telephone number or primary email address by completing the [Change of Address Form](#) on the Faculty Advancement’s website **within 10 days of the change**.
- The J-1 scholar may only work or conduct research at SDSU. All other employment including employment at the SDSU Research Foundation (SDSURF) **must** be reviewed and approved in advance. Please do so by submitting a [J-1 Amendment Request Form](#) to Faculty Advancement **prior to conducting work outside of SDSU**.
- **Two weeks prior to travel**, the J-1 scholar **must** report any off-campus travel outside of San Diego, CA to Faculty Advancement, the dean’s office, chair/director and mentor, including justification of travel, the date(s) and location(s) using the [Travel Notification Form](#) on Faculty Advancement website.
- **Travel outside the U.S. for the J-1 and J-2 dependent(s) must be authorized by the RO/ARO at SDSU two weeks prior to the travel**. If travel **exceeds 30 days**, SDSU is required to report the J-1 scholar “out of the country” to the U.S. Department of State. This also applies to J-2 dependent(s). The J-1 scholar **must** complete the [Travel Notification Form](#) on the Faculty Advancement website. If a travel signature is needed on the DS-2019 form, please contact [vanessa.campos@sdsu.com](mailto:vanessa.campos@sdsu.com) to schedule an appointment to obtain a signature.
- There is a **30 day grace-period** following the end date of the J-1 scholar’s program. During this time, the J-1 scholar and J-2 dependent(s) may remain in the U.S. **However, the J-1 scholar may not conduct research or accept employment during this time**. Requests for extension of programs may be considered. Please contact the Faculty Advancement for more information.
- Failure to comply with the guidelines listed above may result in termination of the J-1 scholar’s program. Termination of the J-1 program will also apply to the J-2 dependent(s).

*By signing below, I acknowledge the responsibilities and criteria of the J-1 Exchange Visitor Program and will abide to the agreement to the best of my ability:*

J-1 Exchange Visitor (print name)	Signature	Date
Mentor/SDSU Faculty Member (print name)	Signature	Date
Dept. Chair/School Director (print name)	Signature	Date
Dean of College (print name)	Signature	Date

### **IMPORTANT**

**All parties must sign this agreement prior to Faculty Advancement and Student Success’ issuance of the J-1 DS-2019 Form. A copy of this completed signed agreement should be submitted with the J-1 Initial Request.**

For questions, contact Vanessa Campos at [vanessa.campos@sdsu.edu](mailto:vanessa.campos@sdsu.edu).