

## CHECKLIST for Personnel Representative: Hosting a J-1 Exchange Visitor

### Part 1 – Requesting a DS-2019 for a prospective Exchange Visitor:

- ✓ Determine whether the invitation for the visitor is for:
  1. Business meetings, conference attendance or other similar consultations → **B-1 visa** (Visitor applies individually with the Embassy in their home country)
  2. Engaging in research (collaborative or independent), teaching or lecturing: activities must be for a limited amount of time (up to 5 years), can be paid or unpaid → **J-1 visa** (Visitor needs Form DS-2019 to apply for J-1 status – see below)
  3. Long term (including tenure track) paid employment with NC State University → **H-1B visa** (Contact the Office of International Employment for request details: <http://www7.acs.ncsu.edu/hr/intemployment/h1bvisa.asp>)
- ✓ If the visitor needs J-1 status, complete the **DS-2019 request form**:  
<http://www.ncsu.edu/ois/forms/documents/DS2019AB2012.pdf>
- ✓ **Part A** of the above form is to be completed by the exchange visitor (it can be completed online and e-mailed to you).
- ✓ **Part B** (2 pages) of the above form is to be completed by the personnel representative or the supervisor for the exchange visitor in the department.
- ✓ **Review the proof of funding** for the exchange visitor (see “Financial Information” on Part B of the DS-2019 request form for details). The funding has to meet the minimum requirements and be represented as liquid assets. The proof of funding has to be issued within 6 months of OIS receiving the request. Attach the documentation to the DS-2019 request form.
- ✓ Attach a copy of the **exchange visitor’s passport** (and copies of passports of dependents if applicable) to the DS-2019 request form.
- ✓ **Submit the DS-2019 request form (Part A & B), proof of funding and a copy of the passport to OIS.** You can drop off the forms at the OIS office or e-mail them to [ois@ncsu.edu](mailto:ois@ncsu.edu).
- ✓ OIS will contact you to collect the DS-2019 form within 5 business days after receiving the completed DS-2019 request. **Along with the DS-2019 form, you will receive the Campus/Employee ID number for the exchange visitor.**

## **Part 2 – To do list once you receive Form DS-2019 from OIS:**

- **Mail the original DS-2019 to the visitor** along with the pre-arrival form and the rights & responsibilities form, so they can apply for the J-1 visa at the U.S. Embassy in their home country. Keep a copy of the DS-2019 for your records.
- If there are any changes to the exchange visitor's plans or stay, notify your OIS liaison. They will advise you on whether or not a new DS-2019 form is required.
- Contact the exchange visitor to learn their arrival plans to the U.S. Once you know their approximate arrival date, complete the following:
  - Submit their **HR appointment** in SIS, so they will be ready to start upon arrival (and have a campus id number to be able to use NC State services).
  - Schedule a **Check-in appointment** with OIS (**required** for the exchange visitor to complete upon arrival). Please call 919-515-2961 to schedule the appointment.
  - Schedule a **meeting with the supervisor** in the department for an orientation.
  - If the exchange visitor will receive payment from NC State University, schedule an appointment for them to meet with Michelle Anderson ([foreignnationaltax@ncsu.edu](mailto:foreignnationaltax@ncsu.edu)) in the Payroll office to set up their tax withholdings.
  - After the exchange visitor has checked in with OIS, consult the Visa Permit Data Panel in SIS to check their hiring eligibility dates (no-pay or pay). This panel will be updated within 24 hours after the Exchange Visitor has completed their Check-in.

*If you need **practical resources** for J-1 exchange visitors, please refer to this website: <http://www.ncsu.edu/ois/research/jresourcesindex.php>. You can find information about housing, transportation, SSN, driver's license, health insurance, cross-cultural events and programs, English language resources, etc.*

*If you receive **immigration related questions** from your visitor, either refer them to the "Research Scholar" section of the OIS website (<http://www.ncsu.edu/ois/research/immigrationindex.php>) or refer them directly to your OIS liaison (<http://www.ncsu.edu/ois/oisadvisingteam.php>) for help.*

### **Useful links:**

- Background information on the different **J-1 categories**:  
<http://www.ncsu.edu/ois/research/categories.php>
- **Changes or extensions** to a J-1 exchange visitor's stay:  
<http://www.ncsu.edu/ois/research/j1changes.php>
- Frequently requested **forms**: <http://www.ncsu.edu/ois/forms/depts.php>
- **Training materials**: <http://www.ncsu.edu/ois/faculty/training.php> and  
<http://www.ncsu.edu/ois/faculty/oisdelivers.php>
- Upcoming **events & trainings**: <http://www.ncsu.edu/ois/updates/>