

J-1 EXCHANGE SCHOLAR INFORMATION FOLDER FOR

Professor, Short-Term Scholar, Research Scholar, and Specialist



BELLEVUE
COLLEGE

OFFICE OF INTERNATIONAL EDUCATION
AND GLOBAL INITIATIVES

J-1 EXCHANGE VISITOR (EV) PROGRAMS BC OFFERS

PROFESSOR:

】 **DEFINITION:** For individuals who are involved primarily in teaching, lecturing, observing or consulting at accredited post-secondary educational institutions. A professor may also conduct research, unless disallowed by the program sponsor. (22 CFR 62.20)

】 **DURATION:** One quarter to 5 years maximum. *Prior teaching or research while on a J visa sponsored by another organization in the U.S. could reduce the number of years of eligibility.*

】 **ELIGIBILITY:** The professor's appointment to a position **shall be temporary**, even if the position itself is permanent. Professor/Research Scholar **must**:

1. Not be a candidate for a tenure track position;
2. Not have participated in and completed a professor or research scholar program within the last 24 months immediately preceding the beginning date of their new program's commencement;
3. Not have participated in a J-1 EV program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet **one** of the following exceptions:
 - a. The participant is currently in a professor or research scholar program and is transferring to another U.S. institution to continue their current J-1 EV program;
 - b. The participant's prior physical presence in the U.S. on a J-1 visa program was less than 6 months in duration, and
 - c. The prior participation was a short-term scholar

】 **BENEFITS: Educational enrichment:** Scholars facilitate the exchange of ideas and research in a variety of fields between people of the United States and people of other countries.

】 **REQUIREMENTS - PART I:** The participant **must** submit:

1. Proof of English proficiency;
 2. Resume/CV;
 3. Personal plan and goal statement describing in detail what he/she wants to do at Bellevue College;
 4. A list of places where the participant wants to do his/her research (optional, but strongly recommended if the participant wants to do research while teaching at BC);
- The participant can submit the required documents listed above to either of the following BC offices.

- a. A **BC Division** who is willing to host the participant. This BC Hosting Division will then work with Global Initiatives (GI) J-1 EV Programs for the participant's J-1 visa paperwork process.
- b. **Global Initiatives (GI) J-1 EV Program** via email: ischolar@bellevuecollege.edu. Our GI office will try our best to find a hosting division at BC for the participant.

】 **REQUIREMENTS - PART II:** Once a host division is found, the participant is required to submit the following documents for a DS-2019 to apply for a J-1 EV visa with the U.S. Dept. of State:

1. A completed and signed J-1 Exchange Scholar application form;
2. A \$50 non-refundable application fee, due with application;
3. Financial support form and supporting documents;
4. BC Academic Hosting Division Sign-off form;
5. A copy of the participant's passport ID page;
6. Program fee, (*up to \$4,000 depending on your duration of stay*), due one month prior to arrival;
7. Copy of Dependents' passport ID page, if any;
8. **If transferring from another U.S. institution**, also submit copies of all DS-2019s, J-1 EV visa page, most recent entry (to the U.S.) stamp in passport, I-94 document, and a completed Transfer Eligibility form.



J-1 EXCHANGE VISITOR (EV) PROGRAMS BC OFFERS (CONT.)

RESEARCH SCHOLAR:

】 **DEFINITION:** Primarily conduct research, observe or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the program sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration. (22 CFR 62.20)

】 **DURATION:** Three weeks to 5 years maximum.
Prior teaching or research while on a J visa sponsored by another organization in the U.S. could reduce the number of years of eligibility.

】 **ELIGIBILITY:** The research scholar's appointment to a position **shall be temporary**, even if the position itself is permanent. Professor/Research Scholar **must**:

1. Not be a candidate for a tenure track position;
2. Not have participated in and completed a professor or research scholar program within the last 24 months immediately preceding the beginning date of their new program's commencement;
3. Not have participated in a J-1 EV program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet **one** of the following exceptions:
 - a. The participant is currently in a professor or research scholar program and is transferring to another U.S. institution to continue their current J-1 EV program;
 - b. The participant's prior physical presence in the U.S. on a J-1 visa program was less than 6 months in duration, and
 - c. The prior participation was a short-term scholar

】 **BENEFITS: Educational enrichment:** Scholars facilitate the exchange of ideas and research in a variety of fields between people of the United States and people of other countries.

】 **REQUIREMENTS - PART I:** The participant **must** submit:

1. Proof of English proficiency;
2. Resume/CV;
3. Personal plan/goal statement describing in detail what he/she wants to do at Bellevue College;
4. A list of places where the participant wants to do his/her research (optional, but strongly recommended if the participant wants to do research while teaching at BC);
The participant can submit the required documents listed above to either of the following BC offices.
 - a. A **BC Division** who is willing to host the participant. This BC Hosting Division will then work with Global Initiatives (GI) J-1 EV Programs for the participant's J-1 visa paperwork process.
 - b. **Global Initiatives (GI) J-1 EV Program** via email: ischolar@bellevuecollege.edu. Our GI office will try our best to find a hosting division at BC for the participant.

】 **REQUIREMENTS - PART II:** Once a host division is found, the participant is required to submit the following documents for a DS-2019 to apply for a J-1 EV visa with the U.S. Dept. of State:

1. A completed and signed J-1 Exchange Scholar application form;
2. A \$50 non-refundable application fee, due with application;
3. Financial support form and supporting documents;
4. BC Academic Hosting Division Sign-off form;
5. A copy of the participant's passport ID page;
6. Program fee, (*up to \$4,000 depending on your duration of stay*), due one month prior to arrival;
7. Copy of Dependents' passport ID page, if any;
8. **If transferring from another U.S. institution**, also submit copies of all DS-2019s, J-1 EV visa page, most recent entry (to the U.S.) stamp in passport, I-94 document, and a completed Transfer Eligibility form.



J-1 EXCHANGE VISITOR (EV) PROGRAMS BC OFFERS (CONT.)

SHORT-TERM SCHOLAR:

】 **DEFINITION:** A professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations. (22 CFR 62.21)

】 **DURATION:** One week to 6 months. **Important notes:** **NO** extensions will be permitted, and **NO** change of category will be considered.

】 **ELIGIBILITY:** Short-term scholars must be a professor or research scholar or someone with similar education or experience.

】 **BENEFITS: Educational enrichment:** Participants collaborate on special research projects, teach a semester at a college or university, or lecture, consult or observe in a variety of settings in education and research in the United States.

】 **REQUIREMENTS - PART I:** The participant **must** submit:

1. Proof of English proficiency;
2. Resume/CV;
3. Personal plan/goal statement describing in detail what he/she wants to do at Bellevue College;
4. A list of places where the participant wants to do his/her research (optional, but strongly recommended if the participant wants to do research while teaching at BC);

The participant can submit the required documents listed above to either of the following BC offices.

- a. A **BC Division** who is willing to host the participant. This BC Hosting Division will then work with Global Initiatives (GI) J-1 EV Programs for the participant's J-1 visa paperwork process.
- b. **Global Initiatives (GI) J-1 EV Program** via email: ischolar@bellevuecollege.edu. Our GI office will try our best to find a hosting division at BC for the participant.

】 **REQUIREMENTS - PART II:** Once a host division is found, the participant is required to submit the following documents for a DS-2019 to apply for a J-1 EV visa with the U.S. Dept. of State:

1. A completed and signed J-1 Exchange Scholar application form;
2. A \$50 non-refundable application fee, due with application;
3. Financial support form and supporting documents;
4. BC Academic Hosting Division Sign-off form;
5. A copy of the participant's passport ID page;
6. Program fee, (*up to \$4,000 depending on your duration of stay*), due one month prior to arrival;
7. Copy of Dependents' passport ID page, if any;
8. **If transferring from another U.S. institution**, also submit copies of all DS-2019s, J-1 EV visa page, most recent entry (to the U.S.) stamp in passport, I-94 document, and a completed Transfer Eligibility form.



J-1 EXCHANGE VISITOR (EV) PROGRAMS BC OFFERS (CONT.)

SPECIALIST:

】 **DEFINITION:** For experts who will exhibit specialized knowledge or skills in the United States. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between Americans and foreign specialists. (22 CFR 62.26)

】 **DURATION:** Three weeks to 1 year maximum.

】 **ELIGIBILITY:** Specialists must:

1. Be experts in a field of specialized knowledge or skill, except professors and research scholars, short-term scholars and alien physicians in graduate medical education or training;
2. Seek travel to the U.S. for the purpose of the interchange of knowledge and skills among foreign and American specialists by observing, consulting, or demonstrating their special knowledge or skills;
3. Not fill a permanent or long-term position of employment while in the U.S.;

】 **BENEFITS: Educational enrichment:** Participants experience an interchange of knowledge and skills among foreign and American specialists who are defined as experts in a field of specialized knowledge.

】 **REQUIREMENTS - PART I:** The participant **must** submit:

1. Proof of English proficiency;
2. Resume/CV;
3. Personal plan/goal statement describing in detail what he/she wants to do at Bellevue College;
4. A list of places where the participant wants to do his/her research (optional, but strongly recommended if the participant wants to do research while teaching at BC);

The participant can submit the required documents listed above to either of the following BC offices.

- a. A **BC Division** who is willing to host the participant. This BC Hosting Division will then work with Global Initiatives (GI) J-1 EV Programs for the participant's J-1 visa paperwork process.
- b. **Global Initiatives (GI) J-1 EV Program** via email: ischolar@bellevuecollege.edu. Our GI office will try our best to find a hosting division at BC for the participant.

】 **REQUIREMENTS - PART II:** Once a host division is found, the participant is required to submit the following documents for a DS-2019 to apply for a J-1 EV visa with the U.S. Dept. of State:

1. A completed and signed J-1 Exchange Scholar application form;
2. A \$50 non-refundable application fee, due with application;
3. Financial support form and supporting documents;
4. BC Academic Hosting Division Sign-off form;
5. A copy of the participant's passport ID page;
6. Program fee, (*up to \$4,000 depending on your duration of stay*), due one month prior to arrival;
7. Copy of Dependents' passport ID page, if any;
8. **If transferring from another U.S. institution**, also submit copies of all DS-2019s, J-1 EV visa page, most recent entry (to the U.S.) stamp in passport, I-94 document, and a completed Transfer Eligibility form.



STEP-BY-STEP INSTRUCTIONS TO APPLY TO BELLEVUE COLLEGE

➤ Follow these steps to ensure that you submit a complete J-1 Exchange Scholar Application (JESCA) packet to the Global Initiatives (GI) office. Check off each item as it is completed.

NOTE: It takes approximately 3 to 5 months from the initiating of an Exchange Scholar's admissions application to their arrival at BC. Please plan accordingly.

STEP 1: Initiate an Exchange Scholar's admission process.

A. If you are invited by any BC Academic division, then:

- Contact the **BC Academic Hosting division** that you plan to visit.
- Work with the BC Academic Hosting division and seek their invitation for your visit to BC.
- Seek assistance from the BC Academic Hosting division to complete the J-1 Exchange Scholar Application (JESCA) packet, if necessary.
- Collaborate with the BC Academic Hosting division to complete the BC Academic Hosting Division Sign-off form included in the JESCA packet. **NOTE:** If you will be teaching for BC, you must meet BC hiring requirements for the position.

B. If you are looking for a host from a BC Academic division, then:

- Submit your resume and your Personal Plan and Goal Statement to the Global Initiatives Office (GI).
- GI will try to connect you with a BC Academic division that is the most relevant and matched with the purpose and outcome of your goal/plan, and that is willing to host.
- Once a BC Academic Hosting division is found, GI will let you know.
- Follow all instructions in Step 1A above to complete your JESCA packet.

STEP 2: Review the U.S. State Department's website at www.state.gov/travel/ for any special regulations governing travel procedures for your country. NOTE: Security clearances can take several months.

STEP 3: Complete the JESCA packet and submit to the GI office for review.

- J-1 Exchange Scholar Application form:** Complete and sign the form.
- Pay application fee:** Complete and sign the Credit Card Authorization section to pay the \$50 non-refundable application fee.
- Copy of your Passport ID page:** Include a clear copy of the photo page and issue/expiration page of your passport.

- Copies of your dependent's Passport ID page (if applicable):** Include a clear copy of the photo page and issue/expiration page of passport for each of your dependents, if any. A separate DS-2019 will be issued for each eligible dependent.
- Proof of English Proficiency:** A recognized English language test result, a signed documentation from an academic institution or English language school, or a document interview conducted by BC Academic Hosting division or by BC Testing Center either in person or by videoconferencing, or by telephone if videoconferencing is not a viable option.
- Financial Verification Document(s):** Depending where your funding is from, include a letter or contract from that university/organization, a BC Contract from your Academic Hosting division, or an original bank letter or bank statement on official bank letterhead. These financial verification document(s) must show funds to support your entire program stay and must not be more than 6 months old. They must be written, or translated, in English.
- Academic Hosting Division Sign-Off Form:** Work with and request your BC Academic Hosting division to have this form completed and signed by your BC Mentor, Dean/Program Chair, and VP of Instruction.
- J-1 Exchange Scholar Responsibility Form:** Read and sign the form.

STEP 4: Once your completed JESCA packet is received your BC Academic Hosting Division will:

- Review your request.
- Send you an invitation letter for your J-1 visa obtaining.
- Complete and sign the Academic Hosting Division Responsibility form.
- Submit their Responsibility form and your completed JESCA packet to the GI for a DS-2019 issuance. The OIEGI's contact information is on the last page of this folder.

STEP 5: Once your completed JESCA packet is reviewed and approved by the GI office, you will:

- Be issued Form DS-2019 (Immigration Document issued by BC). The DS-2019 Form will be sent to you by mail along with the Pre-Arrival Information for J-1 Scholars brochure, Health Insurance pamphlet, Banking Information pamphlet, Housing Information pamphlet, and J-2 Dependent Information pamphlet, if applicable.
NOTE: These documents will be sent to you by express mail via FedEx or DHL. We are using the eShipGlobal Company to send out packets to students and scholars. Please sign up with the eShipGlobal Company, <https://study.eshipglobal.com>, so that you can pay for your shipment fee and track your packet.
- Be notified of your program approval by email.

STEP 6: Review all brochures and pamphlets (listed in Step 5) thoroughly. This information will help you through the process of applying for your J-1 visa and preparing you for your trip to Bellevue, Washington.

STEP 7: Pay the I-901 SEVIS fee of \$200 online at www.ice.gov/sevis/i901/. Be sure to print a copy of the SEVIS Fee receipt to take to the U.S. Embassy for your J-1 visa interview.

STEP 8: Pay the program fee at the GI office. Complete and sign the Credit Card Authorization section to pay the fee.

STEP 9: Obtain a J-1 visa.

- Find required documents to apply for a J-1 visa at <http://j1visa.state.gov/participants/how-to-apply/interviews-documents/>
- Find a U.S. Embassy or Consulate near you at www.usembassy.gov/.
- Click on your area of the world.
- Click on your country.
- Click on "Visas" option on the top menu bar, then click on "Non-immigrant Visas" option.
- Follow the instructions to sign up for a visa appointment.



STEP 10: After you receive your J-1 Visa, make your travel arrangements to Bellevue College (BC). The closest international airport to Bellevue College is Sea-Tac Airport. Our school is located in the city of Bellevue in the state of Washington.

STEP 11: Upon arrival to the United States (you may arrive no more than 30 days prior to your program start date), you must complete all of the following:

- Check in with your BC Academic Hosting division.**
Get your BC Employee ID number.
- Check in with the Responsible Officer (RO) or Alternate Responsible Officer (ARO) at the Global Initiatives Office.** Schedule your mandatory J-1 Visitor Orientation with the RO/ARO.
- Attend the mandatory J-1 Exchange Scholar Orientation.** Please bring your and your dependent's following items to the Orientation:
 - Passports;
 - DS-2019 forms;
 - I-94 information sheet(s);
 - Local contact information (i.e., address where physical residence, phone, and email);
 - Local emergency contact information (e.g., address, phone, email);
 - Proof of your Health Insurance, if any
- Apply for a Social Security card (if applicable)**



BELLEVUE COLLEGE - GLOBAL INITIATIVES (GI):

3000 Landerholm Circle SE • Bellevue, WA 98007 USA

Phone: +1.425.564.3185 • Fax: +1.425.641.0246

Email: ischolar@bellevuecollege.edu • www.bellevuecollege.edu/globalinitiatives/



Responsible Officer (RO):

Diem O'Rourke (Mrs.), *J-1 Immigration Compliance and Program Specialist*

Tel: +1 (425) 564-3052 direct • Email: Diem.ORourke@bellevuecollege.edu



Alternate Responsible Officer (ARO):

Jean-D'Arc Campbell (Mr.), *Dean*

Tel: +1 (425) 564-3160 direct • Email: JeanDarc.Campbell@bellevuecollege.edu



Alternate Responsible Officer (ARO):

Shpresa Halimi (Ms.), *Director of Global Initiatives*

Tel: +1 (425) 564-5214 direct • Email: Shpresa.Halimi@bellevuecollege.edu



Alternate Responsible Officer (ARO):

Kazumi Hada (Ms.), *Director of International Education*

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For more information, please contact us at:

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ischolar@bellevuecollege.edu

www.bellevuecollege.edu/globalinitiatives/ ■ www.bellevuecollege.edu/oiegi/



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