

# HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE

## INTERNATIONAL VISITING SCHOLAR INVITATION PACKET

### FOR HAMPSHIRE FACULTY WISHING TO INVITE AN INTERNATIONAL SCHOLAR

Visiting professors or scholars wishing to come to Hampshire College to teach or do research on a short-term basis **must** first be invited and sponsored by a Hampshire College faculty member or administrator. In most cases, Hampshire College will sponsor a J-1 Exchange Visitor Visa in the Professor, Researcher or Short-term categories. Please refer to pages 2-3 in this packet for J-1 visa requirements and procedures. Depending on the individual situation, another type of visa (TN, B1/B2, H1B or O1) may be considered. If you or the scholar is uncertain of the correct visa please speak with the Global Education Office or Dean of Faculty Office prior to completing these forms.

#### Invitation Process

- Hampshire College faculty member or sponsor should contact the Global Education Office to discuss the specifics of the invitation. If possible, please do this **at least** one semester prior to the scholar's arrival.
- Hampshire College faculty member or sponsor should complete **Hampshire Visiting Scholar Invitation Form (Form A)** in the International Scholar Invitation Packet and submit it and supporting documentation to the Global Education Office and Dean of Faculty Office (DOF) for approval.
- Once GEO & DOF has approved the scholar's visit, the scholar should submit **the Scholar Visa Intake Form (Form B)** to the Global Education Office. Both **Forms** are needed in order for the Global Education Office to issue the J-1 Certificate of Eligibility (DS-2019), the document needed by the visitor to apply for a J-1 visa. GEO cannot issue the DS-2019 without all necessary documentation and necessary approval from both the inviting faculty member and prospective scholar.
- Upon receiving **the Scholar's Visa Intake Form**, GEO will send a packet of information to help the scholar apply for the visa. Please allow a minimum of 2-3 weeks to receive the packet. It will include:
  - J-1 Certificate of Eligibility (DS-2019)
  - Invitation/contract letter
  - Letter to the Consulate
  - SEVIS Fee Receipt (if paid by Hampshire College)
  - Insurance Information
  - Additional instructions and tips for applying for the visa
  - Arrival/orientation information
- Once the scholar receives his/her visa, GEO will be in contact with you, the faculty sponsor, to talk more specifically about your responsibilities for the duration of the scholar's program and the logistics regarding his/her arrival.

#### Invitation Checklist

Faculty or departments interested in inviting an international scholar to come to Hampshire College to give a lecture, workshop, do research or teach need to complete and submit the following:

- ☐ **Form A:** Needs to be completed by individual (faculty or staff) sponsoring the scholar. Signatures required from School Dean, and Dean of Faculty.
- ☐ **Appointment Proposal:** Please include a one page proposal that includes the following: the purpose of the scholar's visit, the length and date of the visit, a description of his/her professional background including field of research/study and any related degrees, specific duties and responsibilities while on campus, type of on campus support (both financial and otherwise) being provided and by whom, where scholar will be living and who will be providing the financial support for the visitor for the duration of his/her stay. Please be very detailed about the services and financial support that will and will not be provided by Hampshire. All of this information will be used to draft a letter of invitation for the scholar which he/she will need to apply for their visa.
- ☐ **Resume/Curricular Vitae of the Scholar**
- ☐ **Proof of English Language Proficiency (see below)**
- ☐ **Budget Supplement Worksheet:** This is planning worksheet for the faculty sponsor. It must be completed and submitted with Form A. Approval from the budget manager is required.

- **Financial Documentation from Scholar:** To be submitted by the scholar if he or his home institution/government is financing his program.

## J-1 VISA REQUIREMENTS AND PROCEDURES

**\*\*Please read carefully BEFORE filling out FORM A (Hampshire Visiting Scholar Invitation Form)**

Any international scholar wishing to come to Hampshire (for any amount of time) to give a lecture or workshop, to consult on a professional basis, to do research or teach, **MUST** first be invited and sponsored by a faculty or staff member at Hampshire. In most cases, these scholars will come to Hampshire on a J-1 Visa. Please read the following overview about the J-1 visa regulations. Additional details are available on the Global Education Office Website in the Visiting International Students and Scholars section.

### EXCHANGE VISITOR PROGRAM

Hampshire College has been designated as a sponsor of the J-1 Exchange Visitors Program by the Department of State (DOS). The purpose of this program is to promote international education and cultural exchanges in collaboration with universities around the world. Hampshire College is permitted to sponsor visitors in the following categories: professor, research scholar, short-term scholar or university/college student. For more information about the Exchange Visitor Program and its requirements, please visit the US Department of State website at:

[http://travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)

### SEVIS

SEVIS is an internet-based system that allows schools and the Student and Exchange Visitor Program (SEVP) -- a division of the U.S. Immigration and Customs Enforcement (ICE), which is the largest branch of the U.S. Department of Homeland Security (DHS) -- to exchange data on the visa status of international students and exchange visitors. SEVIS is what schools use to track international visitors on F or J visas. Accurate and current information is transmitted electronically throughout an international student's or scholar's "career" in the United States. U.S. embassies and consulates also have access to SEVIS. The website for SEVIS is: [www.ice.gov/sevis](http://www.ice.gov/sevis).

### CATEGORY OPTIONS

Hampshire is authorized to sponsor scholars in the Short-term, Professor and Researcher categories. Each category has specific regulations and restrictions. In general, the Professor and Researcher categories are most appropriate for visits longer than a semester and for international scholars who will be financially supported by Hampshire. The short-term category is appropriate for scholars coming to the U.S. for *no more than* six months for academic-level research or teaching. Extensions of stay beyond six months are not permitted. We will use the short-term category for scholars who (1) may or may not receive Hampshire College funding, (2) will leave the U.S. within six months, and (3) may come and go periodically to Hampshire College. To familiarize yourself with the regulations for each category, please visit the Global Education website.

### EMPLOYMENT IN J-1 STATUS

**All** J-1 scholars are limited by government regulations to employment and affiliation at **Hampshire College only**. Occasional lectures and short-term consultations may be allowed in limited circumstances with advance **written** authorization from the Global Education Office (GEO). Please visit the GEO website for details regarding authorization procedures. **NOTE:** It is the responsibility of the Host Department to verify that the visitor has the necessary academic credentials and expertise to carry out the proposed research/teaching, adequate English language proficiency to successfully interact at the College and awareness of appropriate laboratory guidelines. The visitor will be interviewed at the U.S. Embassy/Consulate and may be denied if the officer believes the visitor's skills lacking.

**ELIGIBILITY:** J-1 visa sponsorship may only be offered to foreign nationals who are being invited to the College for a **temporary** position. It is not possible to do a J-1 visa for someone who is being hired for a *Tenure-Track* or *Permanent* position: please consult with the GEO before you make an offer for such a position! Additional restrictions may apply for the Professor and Researcher categories depending on their presence in the US in J visa status within the last 24 months. Please consult with the Global Education Office to determine whether or not another visa status is possible.

### LENGTH OF STAY:

There are statutory limits for the total length of stay in the U.S. for professors, researchers, and Short-term scholars. The normal length of stay for Professors and Research Scholars is a minimum of 3 weeks and a maximum of five years. Extensions within the five year maximum limit are possible. There are no limits as to the number of extensions as long as it is within the maximum limit. Short-term scholars have no minimum stay requirements and may be in the U.S. for a maximum of 6 months with no ability to extend beyond the 6 month period.

**TWO YEAR HOME RESIDENCY:**

All visitors in J-1 status may be subject to a two year home residence requirement. This requirement varies depending on the country of citizenship, the academic field/skill and the source of funding. This regulation prohibits them from obtaining U.S. permanent residence and from applying for other non-immigrant classifications such as H or L. It does not affect a visitor's ability to return in J, F, or B status (although other restrictions may apply). Visitors in J status wishing to apply for permanent residency or for H and L visa classifications may obtain an official waiver from the U.S Citizenship and Immigration Services. Visitors should be in contact with the GEO for more information.

**DEPENDENTS:**

Spouses or children of scholars who wish to accompany the scholar for any part of their stay may be considered as J-2 dependents. Other visa classifications such as B-1/B-2 may also be appropriate. Dependents in J-2 status must comply with the same health insurance requirements and have additional employment restrictions. Regardless of their visa status, bringing dependents to campus has logistical and financial implications. Please be sure to discuss the possibility of bringing a dependent with GEO prior to inviting the scholar.

**FINANCIAL REQUIREMENT:**

All scholars in any J-1 category are required to prove that they have enough financial support for the duration of their (and any dependents) stay in the United States. This may be either through their own personal expenses or through financial support given by Hampshire College or their home institution or government. Faculty inviting scholars need to think through who will be supporting the scholar for the duration of his/her stay. Please refer to section D on FORM A and the Funding Budget Supplement Worksheet for guidance.

**HEALTH INSURANCE REQUIREMENT:**

The U.S. State Department **mandates** that **all** J-1 scholars and their dependents in J-2 Exchange Visitor immigration status have health insurance which meets specific requirements. Insurance purchased in the visitor's home country will not necessarily satisfy these requirements. A willful failure to carry insurance is considered to be a violation of the Exchange Visitor Program regulations. In planning for your scholar's visit, please consider whether or not this is something Hampshire College will provide on behalf of the scholar or if they are responsible for it (especially for short-term scholars). GEO can recommend appropriate providers to your visitors. Scholars are **required** to sign a statement on FORM B in order to process his/her application and show proof of insurance upon arrival.

**Minimum Requirements:** Sponsors shall require each exchange visitor to have insurance in effect which covers the exchange visitor for sickness or accident during the period of time that an exchange visitor participates in the sponsor's exchange visitor program. Minimum coverage shall provide:

- (1) medical benefits of at least \$100,000 per accident or illness
- (2) repatriation of remains in the amount of \$25,000
- (3) expenses associated with medical evacuation in the amount of \$50,000
- (4) deductible not to exceed \$500 per accident or illness

**ENGLISH LANGUAGE PROFICIENCY:** U. S. Department of State regulations require that visiting scholars demonstrate satisfactory English language competency by means of one of the following objective measurements of English language proficiency:

- A recognized English language test;
- Signed documentation from an academic institution or English language school; or
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

If neither of the first two means of measurement are not possible, the faculty/staff sponsor may conduct an interview and submit a letter attesting the scholar's level of language and ability to meet the English language proficiency requirements. For more information please contact Katie Irwin in the Global Education Office.

**LETTER OF INVITATION:**

A letter of invitation from the sponsoring institution is necessary for the scholar in order to apply for any J visa category. Once all the necessary paperwork has been submitted and approved by DOF, GEO and DOF will work to draft a letter of invitation for the scholar. Information in the initial proposal will be used to draft this letter and should include: the dates of invitation, the nature of the research or teaching position and the financial support, if any. It should also be clear about what the invitation does and does not provide, e.g., library carrel, office space, telephone and computer services, public lecture on research topic, salary, and health insurance. This is very important as it alleviates any possibility of misunderstanding.

**CERTIFICATE OF ELIGIBILITY (DS-2019) AND SEVIS (I-901 FEE):**

The DS-2019 is the primary document that the scholar will need to apply for his/her visa. In addition, the scholar will need proof of paying the SEVIS fee (\$180) at the time of application. In some cases, Hampshire may pay this on behalf of the

scholar. If the scholar is paying it individually GEO will give them the appropriate website to pay it online. Please note: the SEVIS fee is separate from the visa processing fee. Hampshire Faculty sponsors should consider who will be responsible for paying the visa and SEVIS fees at the time of invitation. Once all the appropriate paperwork is received, GEO will generate the DS-2019 (and pay SEVIS fee if necessary) and other necessary paperwork.

**ARRIVAL:** Once the scholar has received his/her visa it is important for both the Hampshire College faculty sponsor and the international scholar to be in touch with the Global Education Office about the scholar's arrival. All newly arrived scholars are required to visit the Global Education Office within the first week of their arrival so that they may be activated in SEVIS. At this time we will also give them orientation/registration information and an overview of the requirements of their visa. If a scholar does not come to Hampshire College please retrieve the DS-2019 Form that we issued and return it to the Global Education Office.

***The Global Education Office is here to assist both the scholar and sponsoring faculty member. If you or the scholar have any questions about visa options or the J-1 visa process please contact Katie Irwin in the Global Education Office. We look forward to working with you throughout this process and to meeting and working with the prospective scholar.***

HAMPSHIRE COLLEGE GLOBAL EDUCATION OFFICE  
INTERNATIONAL VISITING SCHOLAR INVITATION FORM A

**TO BE COMPLETED BY THE FACULTY OR ACADEMIC DEPARTMENT INVITING AN INTERNATIONAL SCHOLAR. PLEASE PRINT OR TYPE!**

**A. HAMPSHIRE SPONSORING FACULTY/DEPARTMENT**

Hampshire Faculty/Sponsor: \_\_\_\_\_ School/Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

**B. SCHOLAR INFORMATION**

Full Legal Name (as it appears on his/her passport): \_\_\_\_\_  
(Last/Family) (First) (Middle)

Preferred Name: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Gender (circle one): Male Female Country of Citizenship: \_\_\_\_\_

**Current Home Contact Information** \*please provide address in home country to where documents should be sent

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_ Other Phone (optional): \_\_\_\_\_

Does the Scholar plan to bring any dependents with him/her? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

If Yes, please list name(s), relationship(s), duration of stay and ages for children:

**Current Employment Information (if applicable)**

Name of Employer/Institution in Home Country: \_\_\_\_\_

Position Title in Home Country: \_\_\_\_\_

Area/Field of Expertise: \_\_\_\_\_

Degrees (or equivalent) held if applicable: \_\_\_\_\_

**C. ACADEMIC APPOINTMENT INFORMATION**

Dates of intended appointment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Is there a possibility of extending beyond original dates of appointment? Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

Primary task while at Hampshire: Teaching \_\_\_\_\_ Research \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

Is this scholar a candidate for tenure? Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

Is the primary reason for the scholar's visit to the US to come to Hampshire College? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

If no, please describe what the scholar's primary reason for visiting the US will be:

Include a brief, one sentence description of the nature and field of work the scholar will be doing while at Hampshire:

#### D. VISA INFORMATION

Type of Visa J-1 visa are requesting Professor \_\_\_\_\_ Researcher \_\_\_\_\_ Short-term \_\_\_\_\_ Don't Know \_\_\_\_\_  
Is the Scholar currently in the US? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_  
Does the Scholar plan to be in the US prior to his/her time at Hampshire? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_  
If yes to either question, in what visa status? J-1 \_\_\_\_\_ H-1B \_\_\_\_\_ F-1 \_\_\_\_\_ B-1/B-2 \_\_\_\_\_ Other(list visa): \_\_\_\_\_ Don't Know \_\_\_\_\_  
Has the scholar been in the US in any visa status in the last 24 months? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_  
If yes, in what visa status? J-1 \_\_\_\_\_ H-1B \_\_\_\_\_ F-1 \_\_\_\_\_ B-1/B-2 \_\_\_\_\_ Other (list visa): \_\_\_\_\_ Don't Know \_\_\_\_\_

#### E. FINANCIAL INFORMATION

**A visitor must demonstrate access to at least \$2000/month for living expenses. Additional funds (\$600/month for a spouse and \$500/month per child) must be documented for any accompanying family members.** Before we can prepare the DS-2019 form, we must provide evidence that the scholar will either have enough personal financial support and/or there will be appropriate and sufficient funding from Hampshire. Faculty Sponsors will need to submit the Budget Supplement Worksheet along with this form. Please refer to the Budget Supplement for examples of the type of expenses that need to be covered for the visiting scholar.

##### Who will be the PRIMARY source of funding?

Hampshire College \_\_\_\_\_ Scholar \_\_\_\_\_ Home Institution/Agency \_\_\_\_\_ Scholar's Home Government \_\_\_\_\_

Please submit totals below from funding source and attach formal documentation to verify this support. If receiving support from Hampshire this should include the HC Scholar Budget Form. If outside funding, this may include an award letter from an outside agency, a bank statement showing personal funds in U.S. dollars, or any combination of these funding sources. **Documentation must be attached.**

FUNDING SOURCE	TOTAL AMOUNT	PER MONTH
Hampshire College (including grants)	\$	
Visitors Home Government	\$	
Other Agency or Home University (specify):	\$	
Personal Funds	\$	
<b>Total available funds for time period indicated</b>		

#### F. MAILING INSTRUCTIONS

When the DS-2019 is completed please send it and accompanying documents to:

- ☐ Scholar (please make certain address in Section B is a correct mailing address. It **cannot** not be a PO box)
- ☐ Faculty Sponsor via campus mail (faculty is responsible for delivering to scholar)

Note: If sending directly to scholar, budget account # on budget worksheet will be billed for shipment unless otherwise indicated.

#### G. APPROVAL

Name/Signature of School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Signature of Dean of Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

#### H. FACULTY SPONSOR VERIFICATION

I have read the regulations and procedures regarding inviting a scholar, have spoken to the Global Education Office and/or the Dean of Faculty and understand my responsibilities as a Faculty Sponsor. I understand also that I am primarily responsible for providing academic and logistical support for the duration of the scholar's stay.

\_\_\_\_\_  
Name of Faculty/Sponsor

\_\_\_\_\_  
Signature of Faculty/Sponsor

\_\_\_\_\_  
Date