

Bryant University
Office of International Affairs (OIA)
International and Exchange Visitor Host Faculty Checklist

This check list serves as a resource for the host faculty ("host") who has made a commitment to host an Exchange Visitor ("visitor")

- ☐ **Point of Contact:** The visitor's primary AND secondary point of contact has been identified. This includes providing the visitor with the names, telephone numbers and Bryant email addresses.

Preparing for Arrival

- ☐ **Determining an Arrival Date:**

The exchange visitor may plan to enter the U.S. at any time up to 30 days prior to the start date of his/her program as indicated on Form DS-2019. If circumstances prevent him/her from entering the U.S. before the indicated start date, the sponsoring faculty must notify OIA so that an immigration advisor can amend the start date. If the exchange visitor tries to enter the U.S. after the indicated start date, he/she could be denied entry to the U.S. Note that the exchange visitor cannot begin his/her actual work, however, until the official program start date. Rather, he/she should use the time before the start date to settle in.

- ☐ **Providing Program Information:**

The host faculty is responsible for providing to the exchange visitor, in writing, the terms and obligations of the program of work before arrival. These should be clearly laid out in the invitation/appointment letter issued to the visiting scholar. This should include what is expected of the visitor and what resources the sponsoring department is able to provide. It may include financial or legal restrictions on research and/or teaching as well as resources available (e.g. laboratories, libraries, outside departments, and financial resources).

- ☐ **Initial Arrival at Bryant University:**

OIA is required by law to verify each Bryant University Exchange Visitor's arrival (including his/her spouse and dependents), review all J-1 immigration documentation, provide an immigration orientation and subsequently record their arrival in SEVIS, the Department of Homeland Security's database. This must be completed within 30 days of the program start date as reflected on the Exchange Visitor's Form DS-2019 in order to preserve their legal status in the U.S. **Failure to do so will result in the automatic cancellation of the Exchange Visitor's SEVIS record and termination of their exchange program at Bryant University, jeopardizing their J-1 status and future visits to the U.S.**

Host faculty is responsible for ensuring that all new J-1 Exchange Visitors have made an appointment with OIA for a mandatory scholar orientation shortly after arrival within 10 days of the DS-2019 start date as mandated by SEVIS regulations. Orientations take approximately 30-45 minutes and are by appointment only.

☐ **Health Insurance Requirement:**

All J-1 scholars (and their dependents) are required by the US Department of State regulations to maintain adequate health insurance coverage while participating in the exchange program (beginning at entry to the U.S.) Information on this insurance and the requirement will be provided to the scholar prior to arriving in the U.S. A scholar's willful failure to maintain adequate health insurance may result in immediate termination from the exchange program. The host department is expected to assist the scholar to meet the insurance requirement at all times.

Living in the U.S.

- ☐ **Housing and Living Arrangements:** The host faculty has responsibility to find housing for the visitor and the dependents, if applicable. Currently Bryant University does not provide housing either on or off campus, but a list of resources is available upon request. The host, or host department should ensure that the visitor has the adequate living arrangement, including access to local transportation and shopping trips.
- ☐ **Airport Pickup:** Sponsoring faculty member should assist the incoming scholar with transport to and from the airport.
- ☐ **Transportation:** The visitor will need to understand U.S. insurance requirements and driving regulations if they intend to rent/own a car. Bryant University does not provide personal transportation.
- ☐ **Dependents:** If the visitor is bringing his/her children, and they require schooling, it will be the host faculty's responsibility to assist the visitor for the arrangement.
- ☐ **Banking:** The host faculty will need to assist the visitor in locating a bank and in setting up a bank account, if necessary.
- ☐ **Social Security Card:** OIA will provide visitors with the information needed to apply for a social security number (SSN) card. Newly arrived scholars must wait for 10 days after their date of entry to the US before applying for a Social Security Number. This allows the Social Security Administration to verify the visitor's port of entry information in the SAVE system.

Office Space, Technology and Other Resources: If a commitment is made to a visitor, then office space and related on-campus resources should be made well in advance of the visitor's arrival.

- ☐ **Office Space or Work Area:** The host faculty should work through the department and the Academic Affairs office well in advance of the visitor's arrival to secure office space for the visitor.
- ☐ **Computer:** The host faculty will need to request adequate computer system. This may include a desktop or laptop.
- ☐ **Bryant Banner and Photo ID:** The host faculty must request a Banner ID for the visitor. This will enable him/her to obtain a Bryant ID card. The host faculty will need to have the ID's magnetic strip coded at Support Services for any copying rights.
- ☐ **Email, Network Access:** The host faculty must request an email account and network access at the IT Help Desk. The host or hosting department, will determine what level of access is needed.

Laboratory Access: In case the visitor's program requires access to laboratory facilities, the host faculty will work with the hosting department to secure access to laboratory facilities.

During the Program

J1 Visa Advising

OIA will advise J-1 visitors and their dependents in their immigration matters and assist them in maintaining their visa status; However, it is ultimately the J visa holders (visitor and his/her dependents) responsibility to maintain their visa status. Therefore, it is crucial that J visa holders understand the federal regulations pertaining to the J visa program and maintain in close communication with their host faculty during the program.

- ☐ ***Notification of Changes:*** The host faculty should notify OIA immediately if:
- The exchange visitor will be transferring his/her program to another university;
 - There are any changes in the immigration status of the exchange visitor. Note that the processing time may require up to 3 months, so it's advisable to begin the process in a timely manner. In addition, in case the visitor requires a 212e (2 year home residency requirement) waiver, it can take additional 6 to 8 weeks to obtain;
 - The exchange visitor will be departing from the program early.
 - The exchange visitor needs to extend his/her stay. The host faculty should notify OIA at least 30 days prior to the expiration date of the current DS-2019. The visitor will need to provide proof of funding and health insurance (including medical evacuation and repatriation) for the additional stay. The accumulative maximum period of stay is five years. Note that Short-term Scholar is not eligible for program extension.

☐ ***Maintaining Legal Status***

In order to maintain his/her legal status in the U.S. and avoid program termination, the host faculty must ensure that the exchange visitor should keep the following points in mind:

- Maintain a valid passport and DS-2019;
- Maintain proof of health insurance;
- Engage only in activities listed on the DS-2019;
- Not be employed off-campus without authorization from OIA;
- Report changes of address within 10 days to OIA.

☐ ***Temporary Absences:***

J-1 Research Scholars may travel abroad during their program for a period of more than 30 days only if the scholar's program activity **requires** the scholar to travel, and the travel abroad is in collaboration with the academic activity of the host faculty and department. In such circumstances OIA will maintain the exchange visitor's SEVIS record active. The request for temporary leave of absence (LOA) must be approved by the host faculty/department and submitted to OIA prior to departing the U.S. OIA will determine if the LOA is in accordance with the federal regulations pertaining to J-1 Research Scholar category. If so, the LOA will be granted and the Out-of-Country function will be assigned in SEVIS to keep the scholar's record active.

Absences not required/related to the J-1 visitor's academic objective with the host faculty/department may not extend beyond the maximum of 30 days and may not be repetitive in nature. In accordance with

federal regulations pertaining to the J-1 category, OIA cannot maintain that an exchange visitor is in the U.S. actively engaged in the objective stated in item #4 on the DS2019 if the visitor is not in the U.S.

Research scholars must be aware that the termination of the SEVIS record subjects scholars to the 24-month bar on repeat participation.

Host faculty must inform OIA if the visitor is absent from the program.

☐ ***Employment:***

Participants in the J-1 Exchange Visitor Program at Bryant University in the Professor, Research Scholar and Short-Term Scholar category may be authorized only by OIA to engage in occasional consultations/lectures for institutions other than Bryant University. The proposed activity must be temporary and/or occasional and must be related to the original program objective. Visitors are only permitted to work off campus after receiving written approval from OIA. Please refer to the J-1 Visa Visiting Scholar Responsibilities for the limitations on the visitor's employment in the U.S.

☐ ***Travel Outside the U.S.:***

International scholars may need to travel outside the U.S. during their stay at Bryant University. They must have a valid J visa to re-enter the U.S., and a "travel signature" on the Form DS-2019. Only an OIA immigration advisor is authorized to sign the DS-2019 Form; host faculty or department representatives may not sign the DS-2019 Form. The travel signature is good for one year from the date of signing.

Visa application: The scholar should contact OIA for information regarding the renewal of the J visa, if it has expired, and he or she will be travelling abroad. It's advisable that the scholar obtains a letter from the department chair confirming the position at Bryant University and the field of research or teaching.