



## J-1 Visiting Scholar/Student Intern Program

This packet is divided into three sections:

- Section I: General information about the J-1 program and an application checklist
  - Section II: Detailed descriptions of the J-1 program categories offered by Widener
  - Section III: Application forms required to host a J-1 scholar or intern at Widener
- Please read each section carefully and complete the required forms in their entirety.

### I. General Information and Application Checklist

#### General Information

The purpose of this application is to aid in immigration document processing for international University visitors to campus. International scholars should *not* come to the US on tourist visas. International researchers, professors, interns, consultants, visiting lecturers or observers should come as J-1 exchange visitors. A tourist visa is *only* appropriate for visitors of less than nine days who will receive no payment.

According to the U.S. Department of State [DOS], the purpose of the J-1 Exchange Program is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges. The exchange of visiting scholars promotes interchange, mutual enrichment, and linkages between research and educational institutions in US and foreign countries. Participants in this program will enter the U.S. with a J-1 visa, identified as “Exchange Visitors.”

For consideration, a prospective exchange visitor must demonstrate that the J-1 Exchange Program is suitable to their background, needs, and experience; and must have sufficient proficiency in the English language to undertake the anticipated program successfully. Additionally, Exchange Visitors are limited to the activities and the location as listed on the immigration document. In other words, they may only teach, conduct research, etc. at Widener unless International Student Services (ISS) provides approval in advance.

#### Minimum & Maximum period of participation in a J-Program:

- J-1 Professor: Continuous 5-year period maximum\* (3 week minimum)
- J-1 Research Scholar: Continuous 5-year period maximum\* (3 week minimum)
- J-1 Short-term Scholar: 6 months maximum (no minimum)
- J-1 Student Intern: 1 year maximum (3 week minimum)

\*Note that the five-year period is **not** aggregate and any unused time is lost. If an exchange visitor completes program participation before the five years is completed, the unused time is lost and the exchange visitor is subject to the 12 and 24 month bars. (See page 3 for more information on the 12 and 24 month bars).

#### Medical Insurance Requirement

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Please note that if selected for program participation, any J-1 Scholar/Student Intern who is *not paid* by Widener University will be **required** to purchase the university medical insurance through Widener University's Student Health Services (610-499-1183). The cost for the 2021-2022 year is \$1,722. Dependents of unpaid Scholars/Interns will be **required** to purchase insurance through International Student Insurance: <http://www.internationalstudentinsurance.com/schools/widener-university.php>. There are several plans to choose from that cost between \$600 and \$1,000 per year, per dependent.

Any J-1 Scholar/Student Intern who *is* receiving compensation from the university will be **required** to purchase a Widener employee plan through Human Resources (610-499-4181) *as well as* a supplemental Medivac and Repatriation plan through International Student Insurance: <http://www.internationalstudentinsurance.com/>. Dependents of paid Scholars/Interns will be covered by the employee insurance and will purchase a supplemental plan as well. There are several employee plans to choose from and prices are adjusted yearly. Please contact HR for details.

## Application Checklist

**The following documents are required of the J-1 Applicant:**

- A copy of passport biographical page of the J-1 applicant and any dependents
- Resume/CV
- A copy of financial documentation (award/salary letter, bank statement, affidavit of support, etc.) of at least \$1,500/month for the J-1 Applicant and \$800/month for a dependent J-2 spouse and \$500/month for each dependent child, plus the cost of insurance. (Insurance amounts vary based on scholar type and are discussed in the previous section of this packet.) Evidence of funds is required by immigration law to prove that scholars will be able to support themselves while in the US.
- Payment for mailing of DS-2019 through eshipglobal. Scholars will need to create an account and select Widener as their school: <https://study.eshipglobal.com/home/?q=s>
- A copy of the invitation letter from the host department (*included in this packet, p. 6*)
- Completed Applicant Form (*included in this packet, p. 7*)
- Completed Department Form (*included in this packet, p. 8*)
- Proof of English Proficiency (*included in this packet, pp. 9-10*)
- For Interns only*, Proof of Academic Status (*included in this packet, p. 11*)
- For Interns only*, the DS-7002 (T/IPP) (*provided as a separate PDF*)

**Once all documents are received, ISS will issue a DS-2019 which is required before a visa appointment can be scheduled. Scholars should not make travel plans until after scheduling their visa appointment for the J-1 visa.**

## II. Program Descriptions

### J-1 Professor and Research Scholar Program

The difference between the professor and research scholar designation is the primary activity in which they will be engaged (explained below). The research scholar or

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professor's appointment to a position shall be temporary, even if the position itself is permanent. They may **not** be appointed to a tenure-track position.

#### **Professor**

- Primary purpose of teaching/lecturing, observing, or consulting at Widener University
- May also conduct research so long as it is not the principal activity

#### **Research Scholar**

- Primary purpose of conducting research, observing, or consulting at Widener University
- May also teach/lecture so long as it is not the principal activity

#### **For consideration, Professor and Research Scholars must:**

- Demonstrate that the J-1 Exchange Program is suitable to their background, needs, and experience and therefore must have the appropriate academic credentials for the position
- Have sufficient proficiency in the English language to undertake the anticipated program successfully and function in daily life
- Not be a candidate for a tenure track position
- 24 month bar: Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement
- 12 month bar: Not have participated in a J-Visa 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:
  - The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;
  - The participant's prior physical presence in the U.S. on a J-visa program was less than six months in duration; *-or-*
  - The prior participation was as a short-term scholar.

### **J-1 Short Term Scholar Program**

Participants conduct research, collaborate on special research projects, teach/lecture for one semester, consult, or observe at Widener University. The maximum duration of stay is 6 months. **No program extension will be considered and no change of category will be considered.**

#### **For consideration, the Short term Scholar must:**

- Demonstrate that the J-1 Exchange Program is suitable to their background, needs, and experience and therefore must have the appropriate academic credentials for the position
- Have sufficient proficiency in the English language to undertake the anticipated program successfully and function in daily life
- Be a professor or research scholar or someone with similar education and or experience.

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## J-1 Student Intern Program

**Internships are offered in the following occupational categories:**

- Arts and Culture;
- Education, Social Sciences, Counseling and Social Services;
- Health Related Occupations, Nursing;
- Hospitality and Tourism;
- Information Media and Communications;
- Management, Business, Commerce and Finance;
- Public Administration and Law; and
- The Sciences, Engineering, Mathematics, and Industrial Occupations.

These categories correspond with the academic disciplines offered by Widener University.

**For consideration, Interns must be foreign nationals who:**

- Demonstrate that the J-1 Exchange Program is suitable to their background, needs, and experience
- Have sufficient proficiency in the English language to undertake the anticipated program successfully and function in daily life
- Are currently enrolled in and pursuing studies at a foreign degree or certificate granting post-secondary academic institution outside the U.S
- Can verify academic status from their department (Academic Verification of Status form *included in this packet, page 10*)
- Are at least 18 years of age (per university policy)

Interns cannot work in unskilled or casual labor positions, in positions that require or involve childcare or elder care or in any kind of position that involves medical patient care or contact. Nor can interns work in positions that require more than 20% clerical or office work. The internship cannot serve to fill a labor need but instead must exist solely to assist the student intern in achieving the objectives of his or her participation in a student internship program.

## Which J-1 Designation is Right for Your Visiting Scholar?

	<b>Intended participants</b>	<b>Primary Purpose</b>	<b>Minimum period of participation</b>	<b>Maximum period of participation</b>
<b>Professor</b>	Foreign professors	To teach/lecture for an extended period of time; promote the exchange of ideas, research, mutual enrichment, and linkages between research and academic institutions in the U.S. and foreign countries.	3 weeks	5 years
<b>Research Scholar</b>	Foreign research scholars	To conduct research for an extended period of time; promote the exchange of ideas, research, mutual enrichment, and linkages between research and academic institutions in the U.S. and the U.S. and foreign countries.	3 weeks	5 years
<b>Short-Term Scholar</b>	Foreign professors, research scholars, other individuals with similar education or accomplishments	Short-term visit to lecture; observe; consult; train; demonstrate special skills; or participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities.	No minimum	6 months
<b>Student Intern</b>	Foreign college/university students.	Gain exposure to U.S. culture and to receive hands-on experience in U.S. business practices in Intern's chosen occupational field.	3 weeks	1 year

### III. Application Documents

## Sample Employment Letter for J-1 Scholars and Interns

Use letterhead

Date

Name and Address of Scholar

Dear [insert Scholar Name]:

The Department of [insert Department Name] is pleased to offer you the position of [insert position title and title code], beginning [insert start date] and ending [Insert end date]. We are delighted that you are coming to Widener University to pursue your research interests.

As a [insert position title] you will be expected to [insert detailed description of job duties]. Your primary worksite location is [insert complete address of place of employment]. Your faculty supervisor/mentor is [insert supervisor's name] and contact information is [insert supervisor's e-mail and telephone #]. This position is [insert paid/unpaid]. [insert payment details if applicable]. [insert benefits if applicable.] You are expected to work [insert number of hours] per week.

J-1 scholars must have adequate health insurance coverage for the duration of their appointment. Your insurance coverage will be explained to you in the attached Pre-arrival Guide. Please read the information carefully.

If you agree to accept this position as described in this agreement, please print and sign your name at the bottom of this page, indicating your acceptance of the appointment described here. A copy of this letter will be provided to you. If you have any questions regarding your appointment, or your understanding regarding your appointment differs from what is written here, feel free to contact [insert name of contact person, telephone and e-mail], prior to signing this agreement. We look forward to your response.

Sincerely,

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Signature of Supervisor or Mentor

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Print Name

I, [insert typed name of scholar], accept the appointment as described in this letter.

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International Scholar/ Intern Signature

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Date

# J-1 Visiting Scholar/Intern Applicant Form

*To be filled out by the prospective Scholar/Intern*

Name: \_\_\_\_\_ Gender:  Male  Female  
*(last/family) (first/given) (middle)*

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_  
*MM/DD/YYYY*

Home Country Address: \_\_\_\_\_  
\_\_\_\_\_

US Address (if any): \_\_\_\_\_  
\_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Country of Legal Residence: \_\_\_\_\_

Occupation in Home Country (e.g. professor, researcher): \_\_\_\_\_

Employer/University in Home Country: \_\_\_\_\_

Do you have a current immigration status in the U.S.? (*Circle one*) No / Yes, please explain: \_\_\_\_\_

## **The following dependent(s) will accompany me:**

Relationship to you:  Spouse  Child

Name: \_\_\_\_\_ Gender:  Male  Female  
*(last/family) (first/given) (middle)*

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_  
*MM/DD/YYYY*

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Country of Legal Residence: \_\_\_\_\_

*(Attach additional sheets for multiple dependents)*

# J-1 Visiting Scholar/Intern Department Form

To be filled out by the sponsoring University Department

Scholar's Name: \_\_\_\_\_  
(last/family) (first/given) (middle)

Scholar's Widener ID Number (if you have received it): \_\_\_\_\_

Scholar's designation: (Please check one; for further information please see next page.)

- J-1 Professor Scholar
- J-1 Research Scholar
- J-1 Short-term Scholar
- J-1 Student Intern

Sponsoring Department: \_\_\_\_\_

Supervisor Contact Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Scholar's Job Title: \_\_\_\_\_

List the discipline/program area and specific nature of the research/work (e.g. Computer Software: will research wireless networks):

\_\_\_\_\_  
\_\_\_\_\_

Where will the above Scholar be working (site of activity)?

\_\_\_\_\_  
*Street Address* *City* *State* *ZIP Code*

If the Scholar will be paid, provide payment details: \_\_\_\_\_  
(amount, type and frequency of funding)

Scholar Start Date: \_\_\_\_\_ Scholar End Date: \_\_\_\_\_  
*MM/DD/YYYY* *MM/DD/YYYY*

Hours to be worked per week (minimum of 32 for Interns): \_\_\_\_\_

In the space below, please describe why the above scholar applicant is an ideal candidate for this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## J-1 Scholar/Intern English Proficiency Verification

The U.S. Department of State has mandated that J-1 Scholars/Interns have sufficient English proficiency to successfully participate in their programs and to successfully function in the U.S. on a day-to-day basis [22 CFR§62.10(a)(2)]. **If sufficient English proficiency cannot be documented, then the potential Scholar/Intern is not eligible for J-1 status.** Note that the regulations do *not* have an exemption for native English speakers, so they too must provide evidence of English proficiency.

Widener University must objectively measure and document the language proficiency of J-1 Scholars/Interns using one of the options below:

1. A **documented interview** conducted by the **Hosting Department** either in-person or by videoconferencing. Use the form on the next page and the sample questions below.
2. A recognized **English language test**: Evidence of TOEFL, IELTS, Duolingo or other recognized English test taken within the last 2 years. **Minimum**: 6.5 IELTS, 75 internet-based TOEFL, 60 Duolingo, equivalent for other tests. The Duolingo exam can be completed at home and costs \$49. Use the following link for Duolingo: <https://englishtest.duolingo.com/applicants>
3. **Signed documentation** from an academic institution or English language school: Evidence of graduation from a college/university wherein the primary method of instruction is English, evidence of completion of an ESL program, or a letter verifying the same.

### Sample interview questions:

1. Describe your previous experiences traveling and/or living abroad. If you have not traveled outside your home country, what you will do to prepare for your time here?
2. Why do you want to be a Scholar/Intern at Widener University?
3. What do you think will be the most challenging aspect of living/working in the U.S.?
4. How do you think that the time you spend at Widener University will benefit you personally and professionally?
5. Briefly describe what you would like to accomplish professionally at Widener University. (Examples: What journals would you like to access for your research? What will you accomplish in your internship? What would you like to observe during your time here?)
6. Briefly describe what you would like to do at Widener and in the U.S. outside of your Scholar/Intern duties. What cultural activities will you engage in?
7. Discuss your previous experience with the activities you will be doing at Widener. Have you researched/worked etc. in an English speaking setting before? How will you perform your duties here?
8. What responsibilities do you expect to have as a visitor scholar?



## J-1 Intern Verification of Academic Status

This form should be completed and signed by the student intern's Academic Advisor, Dean, or other official university representative at the home country institution. *(This form is for interns. This form is **not required** for other J-1 Scholars.)*

Student's Name: \_\_\_\_\_  
*Family/Last* *Given Name*

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

Institutional Website (URL): \_\_\_\_\_

Type of Institution:  University  Other: \_\_\_\_\_

1. Is the student currently enrolled at your institution?  yes  no
2. Is the student in good academic standing?  yes  no
3. Will the student return to your school to complete degree requirements?  yes  no
4. Will this internship be used to fulfill degree requirements?  yes  no
  - a. If not required, is the internship highly recommended?  yes  no
5. Will your institution object if the student is paid for this internship?  yes  no

Date Student Began Study: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
*MM/DD/YYYY* *MM/DD/YYYY*

Degree: \_\_\_\_\_ Field of Study: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am the student's:  Academic Advisor  Dean  Other University Official

\_\_\_\_\_  
*Printed Name of Institutional Representative*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email*

**Please put Institutional seal/stamp below:**