HOW TO INVITE A J-1 VISITOR

J-1 DEPARTMENT INVITATION PROCESS

1. Select a J-1 visitor.
2. Determine if the prospective J-1 visitor is a ‘Professor’ or ‘Short-Term Scholar’ (see below)
3. Submit J-1 Professor/Short-Term Scholar Request Form and visitor job description to International Affairs at least four months before the visitor’s prospective start date.
4. Receive confirmation from International Affairs that the visitor is eligible for the MICA J-1 Visitor program
5. Complete MICA new-hire paperwork with Human Resources

PROFESSOR VS. SHORT-TERM SCHOLAR

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<th>Short Term Scholar</th>
<th>Professor</th>
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<tr>
<td>Qualifications</td>
<td>Bachelor’s degree minimum</td>
<td>relevant experience in the field must be proficient in English.</td>
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<td>Type of Position</td>
<td>visiting artists, lecturers, consultants, trainers, skill demonstrators</td>
<td>non-tenure track faculty members</td>
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<td>workshop, conference, seminar or observation participants</td>
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<td>Length of visa</td>
<td>1 day - 6 months.</td>
<td>3 weeks - 5 years.</td>
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<td>No extension beyond 6 months.</td>
<td>If a Professor has transferred their visa to MICA from another institution, their time served at a previous institution may cut into their 5 year maximum length of visa.</td>
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<td>Exchange visitors who have already visited MICA as Short Term Scholars may return to MICA as a short term scholar provided there is a substantial gap between visits and that their objective is fresh.</td>
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<td>Fees</td>
<td>The J-1 Exchange Visitor will be responsible for both a 'SEVIS fee' and a visa fee. Fee amounts vary based upon the country the J-1 EV is from.</td>
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ROLES AND RESPONSIBILITIES:

Academic Department:
- Select a Professor or Short-Term Scholar
- Using a videoconference or telephone call, determine whether the Professor or Short-Term Scholar has sufficient English language skills to function on a day-to-day basis, both on and off campus.
- Create an invitation letter or contract for the J-1 visitor, with information including
  - Job title
  - Start and end date of position
  - Job duties
  - Number of work hours
  - Wages
  - Other compensation and benefits
  - Any deductions from wages that may be taken for housing and transportation
- Submit J-1 Professor/Short-Term Scholar Request form to International Affairs at least four months prior to the visitor’s anticipated start date.
- Process applicable new-hire Human Resources paperwork and liaise with Human Resources accordingly.
- Submit an Exchange Visitor Annual Report Form to International Affairs by May 1st each year.

Office of International Affairs:
- Determine the visitor’s eligibility for J-1 status.
- Create DS-2019 form to the Professor/Short-Term Scholar.
- Guide the Professor/Short-Term Scholar through the visa application process.
- Hold a brief meeting when the visitor arrives detailing the immigration laws and Exchange Visitor Program.
- Collect Annual Report Forms from Academic Departments hosting J-1 visitors and submit the Annual Report to the Department of State.