

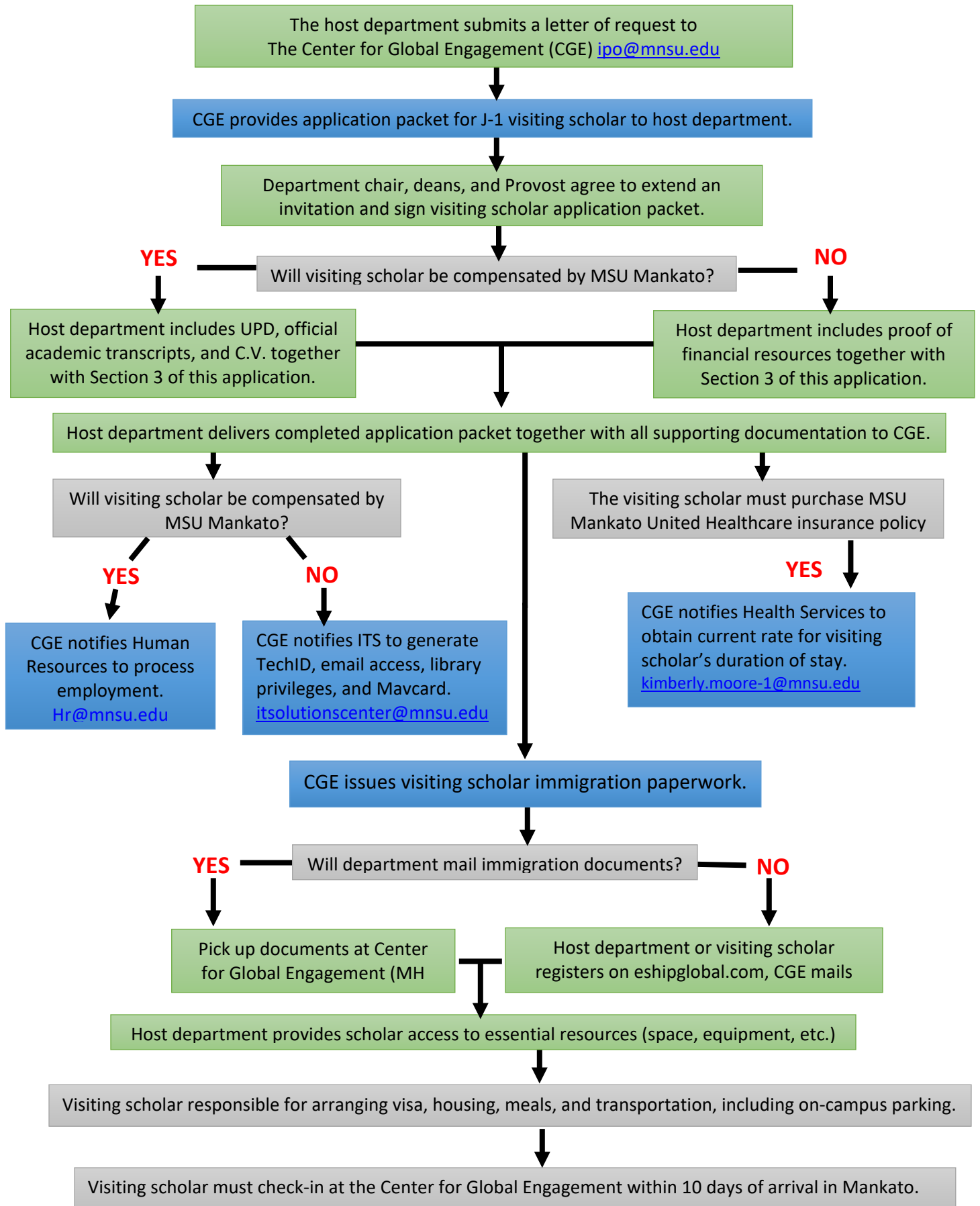
University Guidelines for Visiting International Scholars to Minnesota State University, Mankato

The University's J-visa program allows units to host international scholars who can contribute to the mission of the institution and advance strategic priorities. The following guidelines are intended to assist departments, colleges, and divisions in completing the required documents and approvals needed to participate in the visiting international scholar program.

1. The hosting unit submits a letter of intent to the Center for Global Engagement stating the purpose of the visit and how the scholar's proposed activities will benefit the department, college, or division. Invitations should only be extended after obtaining the agreement of the department, the appropriate deans and vice presidents, and the Provost.
2. The invitation is extended on behalf of the University and by the hosting department or unit. The hosting unit must be willing to assist the visitor for the duration of the visit and to introduce the visiting scholar to the campus and the local community. A scholar is expected to be engaged in the life of the University for the duration of the visit and will make at least one presentation or conduct at least one event while on campus.
3. Funding arrangements for visiting scholars will vary, depending on whether the scholar has funding to support the visit. For example, Fulbright scholars receive a stipend that requires an institutional match from the university. Scholars who are on sabbatical or receive grants from their institutions or governments may not require a university match. Any invitation letter must clarify both the scholar's and the University's commitments related to funding.
4. If the scholar is to be compensated, all federal and state regulations must be met.
5. A visiting scholar may have a MavCard and Tech ID, email access, and library privileges.
6. If engaged in research, the visiting scholar must comply with all University regulations and policies pertaining to the conduct of research activities.
7. The hosting unit is expected to provide the scholar access to essential resources (i.e., space, equipment, supplies, technology) based on the scholar's proposed activities.
8. Visitors are responsible for their own living arrangements and expenses, including parking on campus.
9. If a visitor's personal health insurance does not conform to J-1 visa regulations, the visitor MUST purchase coverage through the MSU Mankato Health Services Office.

Revised: January 13, 2025

Departmental procedures to host an international short-term scholar



Request for DS-2019 Application Packet (Instructions)

J-1 Exchange Visitor Categories

Professors: may remain in the U.S. for up to five years.

- The professor category is for a foreign national who enters the United States for the primary purpose of teaching, lecturing, observing, or consulting at accredited post-secondary academic institutions, museums, libraries, or similar type of institution. A professor may also conduct research, unless disallowed by the sponsoring organization.
- J-1 visiting professors or scholars may take classes if they are admissible under normal procedures of departmental admitting committees and the University's Admission Office. However, in accordance with the U.S. State Department policy, they are **not** able to extend their stay in the United States beyond their specific program maximum. Thus, it is very important that an exchange visitor who is a likely Ph.D. candidate receive a student DS-2019 form. This would allow them to stay in the United States until they graduate with their degree. However, persons in this situation need to be admitted as degree candidates before a student DS-2019 form can be issued.

Research Scholars: may remain in the U.S. any time between 3 weeks-five years

- Research Scholar - A foreign national whose primary purpose is conducting research, collaboration, observation, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar also may teach or lecture when authorized by the sponsor, but research activities must be the primary reason to visit. Degree Requirement: Master's degree or above.

Short Term Scholars: may remain in the U.S. for a maximum of four months, and no extension of stay is permitted.

- Professors, research scholars and other individuals with similar education or accomplishments travel to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions.

Procedures

Hosting MSU Unit:

- Approves invitation of visiting scholar per internal MSU department procedures. Please see "*University Guidelines for Visiting International Scholars to Minnesota State University, Mankato*" attached with this packet.
- Provides formal invitation letter on department letterhead.
- Requests (from Center for Global Engagement ipo@mnsu.edu) and completes the DS-2019 application form, including all attachments, and signatures of department head, college dean, graduate dean/AVP, and Provost.
- Forwards the completed application form with appropriate attachments to CGE for processing.

Visitor:

- Provides evidence they have sufficient English language proficiency to engage in the proposed activities.
- Must enroll in MSU's mandatory health insurance. Complete "*Health Insurance Compliance Form*" attached.
- Must pay the SEVIS I-901 fee prior to going to the U.S. consulate. For more information on the fee payment please visit: <http://www.ice.gov/sevis/i901/index.htm>.
- Takes the DS-2019, passport, MSU appointment/invitation letter, and any other required financial documents to the U.S. consulate to obtain J-1 visa stamp on passport (exception for Canadian citizens).
- Uses DS-2019 and passport with J-1 visa stamp to enter the U.S.
- Must check in at the Center for Global Engagement office upon arrival.

Center for Global Engagement (CGE):

- Processes completed application packet. Please allow up to 10 days to process immigration paperwork.
- CGE will send J-1 documents (DS-2019) and invitation letter, **however:**
 - **If the department prefers to send the DS-2019 themselves:** they can request to pick up the original DS-2019 and J-1 packet at the CGE and mail it from the department at their expense.
 - **If the visiting scholar will cover the shipment expenses:** they can sign up at: <https://study.eshipglobal.com> (at the scholar's expense). The scholar must use the website provided – do not use DHL or FedEx website directly. All communication must go through **eshipglobal** and they will notify us that you are requesting your DS-2019 to be sent by express mail. If you use this service, you will be required to generate a username and password to create an account. To request shipment, you will need your Tech ID number (8-digit number provided by MSU).
- Upon visitor's check-in at the CGE office, copies will be made of your immigration documents, and your SEVIS/immigration record will be updated.

Center for Global Engagement Health Insurance Compliance Form

Minimum Requirements:

Department of State regulations require Exchange Visitor Program sponsors to monitor insurance coverage for all J-1 and J-2 participants under their sponsorship. While no recommendations are made on specific policies or carriers, the regulations do establish minimum coverage as follows per person:

- 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 to visitor's home country in the amount of \$50,000.
- 4) Deductibles not to exceed \$500 per accident or illness.

An insurance policy secured to fulfill these requirements:

- 1) May require a waiting period for pre-existing conditions as long as the waiting period is reasonable by current industry standards.
- 2) May include provisions for co-insurance, not exceeding 25%.
- 3) Must not unreasonably exclude coverage for perils inherent to the activities of the exchange program.

In addition to the standards for coverage, the regulations also set forth rating requirements for acceptable policies. Coverage backed by the full faith and credit of the government of the exchange visitor's home country are exempt from these rating requirements.

Important: Department of State regulations require insurance coverage to be in place from the time the exchange visitor enters the program and throughout the duration of the program. Minnesota State University Mankato is required to terminate an exchange visitor's participation in the program if the visitor and/or his or her dependents willfully fail to comply with, and maintain, the required insurance coverage.

MSU Mankato Health Services provides options for visiting scholars and their dependents that meet the J-1 federal requirements. For more information, contact the Student Insurance Advocate, Kim Moore at 507-389-1432 or via email at kimberly.moore-1@mnsu.edu

I understand I'm required to purchase health insurance through Minnesota State Mankato for myself and my dependents.

I verify that I have read the information contained above and that I will comply with the insurance regulations as specified by the U.S. Department of State. I understand that it is my responsibility to maintain health insurance coverage for myself and any J-2 dependents for the duration of my J-1 program. I also understand that failure to comply with these requirements will result in my termination from the exchange visitor program.

Name (please print)

Signature _____

Date _____

**Prior to arrival in the U.S., return completed form and copies of financial documents to: ipo@mnsu.edu
Center for Global Engagement, Morris Hall 002, Minnesota State University, Mankato, MN, 56001**

DS-2019 Application Form

(Documentation to be submitted to the Center for Global Engagement – MH 002)

Section 1: Information about the Scholar

(Department or Scholar may complete. Please type or print clearly.)

Name: _____
Last/Family Name First Name Middle Name

Gender: Male Female Marital Status: Single Married Date of Birth: ____/____/____
(mm/dd/yyyy)

City of Birth: _____ Country of Birth: _____

Country of Citizenship*: _____ Country of Permanent Residence: _____

**If scholar has dual citizenship, list country of passport in use for this visit.*

Passport Number: _____ Scanned copy of Passport bio page attached: YES NO

Title/position in home country: _____

Institution/employer in home country: _____

Has the scholar previously been in the U.S on a J-1 or J-2 status? YES NO

If "yes", list dates of program(s) below and attach copies of all previous DS-2019 (formerly IAP-66) forms.

Scholar is presently out of the U.S. The scholar will be applying for the visa at this embassy/consulate:

_____.

Scholar is presently in the U.S. and may require a transfer or change of status. *Please consult with ISSS for further procedures.*

Visiting Scholar's current mailing address:

City/Province: _____

Country: _____ Zip Code: _____

E-mail Address: _____ Telephone Number: _____

Section 2: Information about the Appointment

(Must be completed by the hosting department. Please print clearly.)

Eligibility for J-1 Scholar categories: Professor Research Scholar Short Term Scholar

Dates of Program: Beginning ____/____/____ Ending ____/____/____
(mm/dd/yyyy) (mm/dd/yyyy)

Academic Staff Title offered: _____

Department Collaborator: _____
Please print full name and title

Department Head (signature): _____ Date: ____/____/____

Dean of the College (signature): _____ Date: ____/____/____

Dean of Graduate Studies/Associate VP for Research (signature): _____ Date: ____/____/____

Provost (signature): _____ Date: ____/____/____

Section 3: Funding Information (In U.S. dollars)

(Please attach any letter(s), documents and/or official bank statements to validate each funding source below).

NOTE: Minnesota State University requires Exchange Visitors to have at least \$800 per month for each J-1 & J-2 visitor for living expenses in Mankato, Minnesota. If at least this amount is not available, the DS-2019 **cannot** be issued.

MNSU salary/stipend (if any): \$_____ per month year duration of program.

Please list any other financial support provided to the visiting scholar:

U.S. Government (list agency): _____ None _____ \$_____ per _____

International Organization: _____ None _____ \$_____ per _____

Visitor's home government: _____ None _____ \$_____ per _____

Visitor's personal funds: _____ None _____ \$_____ per _____

Other (specify): _____ Current Employer _____ \$_____ per _____

Total: \$_____ per _____

Section 4: Information about Scholar's Dependents

- List **ONLY** if dependents are traveling and entering the U.S. with the scholar.
- Dependents are **ONLY** defined as legally wed spouse and minor, unmarried children under the age of 21.
- Primary J-1 Scholar must also demonstrate funds for each dependent at \$800 per month per dependent to cover health insurance and living expenses)
- Include a copy of each dependent's passport biographical page.

Dependent 1

Name: _____
Last/Family Name First Name Middle Name

Gender: Male Female Relationship: Spouse Child Date of Birth: ____/____/____
(mm/dd/yyyy)

City of Birth: _____ Country of Birth: _____

Country of Citizenship*: _____ Country of Permanent Residence: _____

**If dependent has dual citizenship, list country of passport in use for this visit.*

Dependent 2

Name: _____
Last/Family Name First Name Middle Name

Gender: Male Female Relationship: Spouse Child Date of Birth: ____/____/____
(mm/dd/yyyy)

City of Birth: _____ Country of Birth: _____

Country of Citizenship*: _____ Country of Permanent Residence: _____

**If dependent has dual citizenship, list country of passport in use for this visit.*

Dependent 3

Name: _____
Last/Family Name First Name Middle Name

Gender: Male Female Relationship: Spouse Child Date of Birth: ____/____/____
(mm/dd/yyyy)

City of Birth: _____ Country of Birth: _____

Country of Citizenship*: _____ Country of Permanent Residence: _____

**If dependent has dual citizenship, list country of passport in use for this visit.*