

Visiting Scholar and Form DS-2019 Application

Montclair State University has authorization from the Department of Homeland Security (DHS) to host scholars who wish to collaborate with our faculty and/or students on research on emerging academic topics and issues. This authorization supports the main purpose of the J-1 Exchange Visitor program, which is to promote “mutual understanding between Americans and citizens of other countries.”

Scholars who wish to come to Montclair State must be willing to abide by all federal regulations governing the J-1 visa and engage with members of the Montclair State community to learn more about American culture.

Responsibilities

To be hosted by Montclair State faculty, the scholar must agree to:

- Be matched with a Montclair State faculty host for the duration of their affiliation.
- Be engaged in research or teaching that will further Montclair State’s education, research, and international initiatives.
- Work to achieve the goals of their research program or appointment.
- Engage with the host department and campus community. For example, deliver presentations, meet with classes or student groups that share common characteristics or interests, participate as a guest speaker within the scholar's disciplines.
- Comply with all university regulations and visa regulations.
- At the end of the visit, submit a brief report on achievements, presentations, and research efforts to the faculty host and the Offices of Global Engagement and International Academic Initiatives.

Eligibility criteria

To be eligible to become a scholar at Montclair State, the scholar must:

- Pursue research that is of interest to a Montclair State faculty member
- Meet the university’s English proficiency requirement (exceptions may be made if you are a native speaker or received a degree from an English-speaking country):
 - o TOEFL iBT minimum score – 70
 - o IELTS minimum score – 6.0
 - o Duolingo minimum score – 95
 - o Pearson PTE-A minimum score – 48
 - o ITEP minimum score – 3.7
 - o English3 J1English Interview minimum score – 3.0
 - o Language Certificate demonstrating B2 Level or higher based on the European Framework
- Have health insurance coverage that meets the minimum requirements set by the Department of State (see more information below) for the duration of their entire program.
- Have enough funding to cover their expenses for the duration of their stay at Montclair State. See additional information below.
- Understand that positions at Montclair State will be temporary and will not be tenure-track.

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Funding

Before the Office of Global Engagement can issue the Form DS-2019, documentation must be provided to show that the scholar has financial resources sufficient to meet living expenses in New Jersey.

- Federal regulations require that J-1 visa holders attend a university that has a memorandum of understanding established with Montclair State, *OR* receive at least 51% of their funding from their home government, the U.S. government, their home university, the host institution, or an outside scholarship.
- Scholars may not use more than 49% of personal or family funds to support themselves while in the U.S.
- Living expenses are estimated to be at least \$2,000/month, with an additional \$650/month if accompanied by a spouse and for each accompanying child.
- Acceptable documents can include a copy of the Montclair State offer letter, bank statements in English in U.S. dollars on the financial institution's letterhead, and/or letters in English from sponsoring institutions specifying sponsorship amount, on that institution's letterhead with their official seal.

Health Insurance Requirement

The U.S. Department of State requires all exchange visitors (both J-1 principals and J-2 dependents; students and scholars) to have coverage for accident and medical insurance, medical evacuation, and repatriation of remains in effect for the duration of their exchange visitor program. A willful failure to carry insurance is considered to be a violation of federal regulations and will result in loss of immigration status. See <https://www.montclair.edu/global/health-insurance/> for detailed information.

Cultural Exchange Requirement

As a requirement of the J-1 visa, Montclair State must provide opportunities for the scholar to learn about American culture and way of living. With this visa, the expectation is that scholars will return to their home countries, and help foster a welcoming image of Montclair State and the United States to his/her fellow citizens. The host department will make every effort to assist the scholar in adjusting to living in a different academic community and cultural environment. Scholars will be encouraged to participate in on-campus cultural and social events hosted by the Office of Global Engagement, International Academic Initiatives, or any other office/club. The host department will make sure the scholar's schedule allows time for social activities.

SEVIS Fee

Scholars will be required to pay a USD 180 SEVIS fee when they apply for a J-1 visa. This fee is collected by DHS and is used to fund the operation of the Student and Exchange Visitor Program. This fee applies to an individual requesting a J-1 visa for initial participation in a program. J-1 visa applicants must remit the fee directly to DHS electronically through this website: <https://www.fmjfee.com/>

Visiting Scholar and Form DS-2019 Application

How to Apply

The supervising professor should collect all required forms and signatures and submit the complete application electronically to the Office of Global Engagement at oge@montclair.edu

Applications must be submitted at least 3 months before the scholar's requested start date.

A complete application must include the following:

1. Host Department's Visiting Scholar Request Application form
2. Scholar Invitation and Form DS-2019 Application
3. Invitation letter from Montclair State faculty: official letter regarding the nature of the involvement with the scholar's project, the start and end dates of the activity, and whether the scholar will receive any funding from Montclair State. If so, explain the source of the funding
4. Proof of funding for the duration of the program (required for the OGE to issue Form DS-2019)
5. Copy of the biographical page of the passport (and dependents if applicable)
6. Copy of diploma (highest earned)
7. Copy of scholar's CV
8. Proof of English proficiency

Visiting Scholar and Form DS-2019 Application

Both pages of this application must be completed by the scholar planning to come to Montclair State. Failure to complete it in its entirety will delay the issuance of the Form DS-2019 required for obtaining the J-1 visa. After completing these two pages, please return them to the Montclair State faculty member who will be hosting you so they can be included with other supporting documentation.

PERSONAL INFORMATION (AS IN YOUR PASSPORT)

Last name: _____ Given name: _____

Date of birth: _____ Gender: ☐ Female ☐ Male

City of birth: _____ Nation of birth: _____

Nation of permanent residency: _____ Nation of citizenship: _____

HOME ADDRESS

Note: Your invitation letter and Form DS-2019 will be sent to this address.

Street: _____

City: _____ Country: _____ Postal code: _____

Phone number: _____ Email: _____

ACADEMIC INFORMATION

The highest degree you currently hold: ☐ MS/MA ☐ Ph.D. ☐ Other: _____

Major: _____ Sponsoring department: _____

Start date at Montclair State: _____ End date at Montclair State: _____

Are you currently in the U.S.? ☐ YES ☐ NO

If you are currently in the U.S., under what visa type? _____

If you are currently in the U.S, list your address: _____

Street: _____

City: _____ State: _____ Zip code: _____

Phone number: _____ Email address: _____

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DEPENDENTS

If you are planning to bring a dependent with you (spouse or children only) provide us with their information below, along with copies of passport(s) and marriage certificate (spouse only). Use a separate sheet if you have more than one dependent.

Last name:

Given name:

Date of Birth:

Gender: Male Female

City of Birth:

Country of Citizenship:

Country of Legal Residence:

Email address:

FUNDING

You must show a minimum of \$2,000 per month for living expenses and estimate approximately \$650 per dependent per month. Proof of funding is required: a copy of an official bank statement from yourself or your sponsor showing a history of debits and credits, or a letter of sponsorship from your university, scholarship organization, or government. Financial documentation must be current (no more than 2 months old) and in English. Only 49% or less of your funding can come from personal or family funds.

Indicate all appropriate means of support and indicate amounts **on a monthly basis**:

Montclair State funding:

U.S. government agency (name the agency):

Your government:

Other organizations (e.g., your home university, name the organization):

Personal or family support (cannot be more than \$1,000/ month):

SIGNATURE

I certify that all of the information provided is correct and I understand that it is my obligation to report any changes in my personal information and/or research activities to Montclair State University.

Signature:

Date: