



J-1 EXCHANGE VISITORS – GUIDANCE FOR UD DEPARTMENTS

The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work-and study-based exchange visitor programs (EVP). You are receiving this message because your UD Department is hosting one or more J-1 Exchange Visitors (EV) under one of the following categories:

1. Research Scholar,
2. Professor,
3. Short-Term Scholar;
4. Specialist;
5. Student Non-Degree.

When hosting J-1 EV at the University of Delaware, UD Departments are required to comply with US Department of State regulations and CGPS policies during the entire duration of the EV program. A detailed list of responsibilities can be found on the CGPS website:

<https://www.udel.edu/academics/global/iss/departments/hosting-scholars/j-1-scholars/>.

Requirements and Responsibilities

UD Departments are responsible to inform CGPS if anything about the Exchange Visitor (EV) position changes, including funding, job duties, or site(s) of activity. Failure to inform CGPS of changes could result in fines for the University and violation of immigration regulations for the EV. Specifically:

1. Report any changes in site(s) of activity: An EV is only allowed to work or study in the position approved and in the site(s) of activity indicated on the DS-2019 request. An EV cannot work in a different position or undertake any other activities, unless pre-authorized and approved by CGPS.
2. Report any changes in research, program of study, or employment: (job duties, salary, and geographic location): The host department is required to notify CGPS of any such changes before they occur.
3. Report any changes in program dates: Notify CGPS if the EV leaves or is terminated 15 days or more before the requested end date. Notify CGPS if the EV is delayed more than 10 days from the requested start-date.
4. Report any changes in funding: If payment from the University of Delaware or other sources needs to be added or removed from the DS-2019 form, contact CGPS before the changes occur. Funding information must be reported in the SEVIS system.
5. Out of Country Update (Research Scholar/Professor only): Notify CGPS if exchange visitors are continuing their programs for 6 weeks or more outside the United States. This update must be reported to the US Government and UD departments are required to monitor the activities and welfare of the EV while abroad.
6. Health Insurance: All exchange visitors (both J-1 principals and J-2 dependents) are required by federal regulations to have sickness and accident insurance, as well as medical evacuation and repatriation insurance in effect for the duration of their exchange visitor program. In addition to being required by law, this requirement serves to protect exchange visitors and their dependents from unanticipated medical expenses. A list of health insurance requirements can be accessed here: <https://www.udel.edu/academics/global/iss/departments/hosting-scholars/j-1-scholars/>.

7. Reportable Incidents: Departments must immediately notify the CGPS of any serious incident or allegation involving a J-1 EV sponsored by the University of Delaware the same day the incident or allegation occurs. Incidents are defined as situations that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or University of Delaware's exchange visitor program into notoriety or disrepute. Examples of reportable incidents or allegations can be found on the CGPS website: <https://www.udel.edu/academics/global/iss/departments/hosting-scholars/j-1-scholars/>.
8. K-12 important notice: Exchange visitors under the Professor, Research Scholar, Short-Term Scholar or other university level categories are not permitted to conduct activities or programs in pre-schools, primary and secondary school systems, summer camps, or other local community activities for K-12 students.
9. Non-Degree Student. A student who attends full-time a non-degree academic program (postsecondary academic institution) with a specific educational objective. Such course of study may include intensive English language training, classroom instruction, research projects, and/or academic training up to 24 months. Such exchange is intended to promote mutual understanding by fostering the exchange of ideas between foreign students and their American counterparts.

For non-degree students, please contact CGPS for any of the following:

- a. Reportable Incidents;
- b. Changes in program of study;
- c. Site of Activity;
- d. Funding information.

NOTE: Not all the aforementioned guidelines apply for J-1 degree seeking students. Please contact CGPS with any questions regarding J-1 Student Bachelor, Student Masters, and Student Doctorate.