Guidelines for Departments

The following handout is intended to provide basic information on the J-1 Exchange Visitor visa status. For more details or if you have any questions, please contact an international scholar advisor in the Office of Global Services (OGS).

J-1 Scholars

Purpose/Activity at GU

The J-1 Exchange Visitor Program promotes mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges, under the provisions of U.S. law.

J-1 Exchange Visitor status may be used for research, teaching, and short-term academic activities as well as student internship programs. It cannot be used for tenure-track or tenured faculty. This status is also appropriate for international students who will be paid by the University as well as those who are coming to Georgetown with their own funding to conduct research.

Georgetown Uses

OGS will issue DS-2019 Forms for the following:

- Visiting Researchers appointed through the Main Campus or the Law Center Visiting Researcher Program
- Research Affiliates appointed through the Provost Office
- Postdoctoral Fellows
- Research Faculty (not tenure-track or tenured)
- Teaching Faculty (not tenure-track or tenured)
- Researchers at the Medical Center (paid or if unpaid, paid by another source)
- Student Interns (for students working on an undergraduate or graduate degree abroad to which they will return)

Process

Department:

1. Obtains letter of appointment from appropriate source.
2. E-mails J-1 request form to scholar to complete and return with supporting documents.
3. Conducts English language interview, if applicable.
4. Completes and signs form and forwards all documents in PDF format via e-mail to OGS for processing.

OGS:

5. Issues DS-2019 Form(s) in one week and sends to the scholar.

Request Form available at http://internationalservices.georgetown.edu/forms/

Scholar:

6. Uses DS-2019 Form to apply for J-1 and J-2 visas at U.S. Consulate in his/her country.

7. Arrives and attends J-1 orientation or check-in appointment, if student intern.

8. If paid, completes I-9 Form, applies for SSN after attending orientation and sets up tax withholding with Lawrence Smith in Tax Office.

If unpaid, checks in with Visiting Researcher program or Department, to get in system.

Restrictions

Following are some of the restrictions pertaining to J-1 scholars:

- J-1 scholars may conduct research or teach only at Georgetown University unless specifically authorized ahead of time by OGS to give an occasional lecture or consult at another institution (Research Scholar, Professor and Short-term Scholar categories only). See http://internationalservices.georgetown.edu/scholars/j-1/workregs/ for what needs to be in the letter of support from the Department.
- If scholar will be paid by Georgetown, the funding must be listed on the scholar’s DS-2019 Form.
- Scholars and host departments must notify OGS whenever there is a change in the program or program dates.
- Scholars must apply for an extension before the DS-2019 Form expires (not in the 30 day grace period) if they intend to remain at Georgetown. Category maximums: The Research Scholar or Professor - 5 years, Short-term Scholar - 6 months, Specialists - 1 year, Student Interns - 1 year.
- There is a two-year bar on repeat participation in the J-1 Professor and Research Scholar categories. Talk to OGS if scholar will be returning to Georgetown in the future or if they have previously held J-1 status elsewhere.
- Some J-1 scholars are also subject to a two-year home residency requirement which prohibits them from changing their status in the U.S. and from obtaining H-1B temporary worker visas and permanent residency. In some cases, scholars can receive a waiver of this requirement. Scholars should consult with OGS prior to applying for the waiver.