

Instructions for Inviting International Scholars to Duquesne

Any academic department that plans to invite and sponsor international scholars to Duquesne must follow a procedure that is in accordance with U.S. Immigration Law. The Center for Global Engagement (DuqGlobal) at Duquesne is authorized to issue immigration documents, what is called the DS-2019, for J visas, the Exchange Visitor visa program.

If you wish to invite an international scholar to campus you must follow the following procedures in order to have the appropriate immigration documents issued:

1. Provide a copy of **the contract** between the department and the scholar **signed by the Dean** to DuqGlobal outlining the nature of the position and any funding arrangements through the department.
2. Provide a **letter of support** from the scholar's sponsoring institution, if applicable.
3. If the department does not plan to cover any living expenses, **scholars must submit proof of finances** in order to cover the costs of living expenses while at Duquesne. Please request an original and certified/notarized BANK STATEMENT AND FINANCIAL GUARANTEE stating that the scholar has sufficient funds to cover his expenses while in the United States. The amount of sufficient funds should be at least \$5,000 for one semester or \$10,000 for an academic year.
4. **All scholars and their dependents are required to carry HEALTH INSURANCE during their stay at Duquesne.** If the exchange visitor will be employed by the university, insurance will be provided as part of their employment. For all other scholars, the university does offer a policy that meets the government requirements for Exchange Visitors. Please visit the **Compass Benefits Group** at <http://www.internationalstudentinsurance.com>
5. If scholars wish for any of their **family members** to accompany them, they must provide you with the information included on the attached sheet. Scholars must show that they have at least **\$4,000 per dependent spouse and \$2,000 per dependent child** in addition to any funds required on the Bank Statement mentioned above. Dependents must also be covered by the scholar's health insurance policy.
6. The exchange visitor's **English language proficiency** has to be deemed sufficient to successfully participate in the program here at Duquesne University and be able to function on a day-to-day basis in the United States by one of the following means:
 - _ English language test (e.g., TOEFL or IELTS)
 - _ Signed documentation from an academic institution or English language school
 - _ Interview conducted in person
 - _ Interview conducted by video conferencing
 - _ Interview conducted by telephone
7. The appropriate Dean must approve this request for the Visiting Scholar visa on the following form.

You must designate your scholar as one of the following categories when submitting your request for the DS-2019. The categories are described as follows:

Professor:	An individual primarily teaching, lecturing, observing or consulting at a post-secondary institution.
Research Scholar:	An individual primarily conducting research, observing or consulting with a research project at a research institution.
Specialist:	An individual who is an expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills.
Short Term:	This category allows individuals to participate in programs of up to 6 months duration in one of our approved categories above.

DuqGlobal will be happy to consult you regarding your best choice if you have any questions. Please feel free to contact us with any questions or concerns regarding your request. Submit all materials to Mary Beth Morris in The Center for Global Engagement, 601 Union (morrism4@duq.edu).

DS-2019 (J-VISA) REQUEST FORM

The academic department should complete this form with the **scholar's information** (as it appears on the passport) and submit the signed form along with copy of passport and supporting documentation to: Mary Beth Morris, Center for Global Engagement, 601 Duquesne Union (morrism4@duq.edu).

Family Name _____

First/Given Name _____ Middle _____

Home address _____ City _____

Country _____ Postal Code _____ Phone number _____

MALE _____ FEMALE _____ DATE OF BIRTH (MM/DD/YY) ____/____/____

COUNTRY OF CITIZENSHIP _____ PERMANENT RESIDENT OF _____

COUNTRY OF BIRTH _____ CITY OF BIRTH _____

PROFESSIONAL POSITION IN HOME COUNTRY _____

EMPLOYER IN HOME COUNTRY _____

BEGINNING AND ENDING DATES (MM/DD/YY): ____/____/____ TO ____/____/____

CATEGORY: () *Professor* () *Research Scholar* () *Specialist* () *Short-Term* () *Student*DESCRIBE FIELD OF RESEARCH OR STUDY

_____Have you previously participated in another program in J-1 before? If yes, when (dates) and in what category?

Duquesne University \$ _____ (circle appropriate type: Salary, TA, Stipend, Grant, Other)

FINANCIAL SPONSOR (if other than Duquesne):

() *US Government Agency*() *International Organization(s)*() *The Exchange Visitor's Government*() *The Binational Commission of the Country*() *All other organizations providing support*() *Personal Funds*

AMOUNT: _____ for funding provided by a third party.

Signature of Dean or Authorized Official

Date _____

Dependent information if scholar to be accompanied by a spouse or children. Please provide copies of all passports.

Dependent 1

Name: Family _____

First _____ Middle _____

Date of Birth (MM/DD/YY) _____ Relationship to scholar (spouse, son, daughter) _____

City of Birth _____ Country of Birth _____

Country of Permanent Residence _____ Country of Citizenship _____

Dependent 2

Name: Family _____

First _____ Middle _____

Date of Birth (MM/DD/YY) _____ Relationship to scholar (spouse, son, daughter) _____

City of Birth _____ Country of Birth _____

Country of Permanent Residence _____ Country of Citizenship _____

Dependent 3

Name: Family _____

First _____ Middle _____

Date of Birth (MM/DD/YY) _____ Relationship to scholar (spouse, son, daughter) _____

City of Birth _____ Country of Birth _____

Country of Permanent Residence _____ Country of Citizenship _____