

**IMPORTANT IMMIGRATION INFORMATION REGARDING THE APPOINTMENT OF AN INTERNATIONAL SCHOLAR, RESEARCHER OR FACULTY MEMBER (NON TENURE-TRACK)**

1. Most international scholars, researchers, and faculty member (non tenure-track) will be issued an immigration form DS2019 in order that they can obtain a J-1 Exchange Visitor visa. This visa status allows them to come to the U.S. for a maximum of five years and be compensated for services rendered (if appropriate). *International scholars, researchers, and faculty must have a minimum of a Master's degree, or a Bachelor's degree with significant experience in their field.*
2. Before the DS2019 form will be issued, the attached information sheet must be completed by the Boston College department that is appointing the international scholar, and returned to Adrienne Nussbaum in the Office of International Students and Scholars, 21 Campanella Way 249, x2-8005. ***Please note this is an interactive PDF Document. Place your cursor over the field you wish to complete, and type your information in. Then print this from, and bring or mail it to the Office of International Students and Scholars.*** The information sheet must be signed by the chairperson of the department. Please allow several weeks for the immigration form to be issued.
3. All J-1 Exchange Visitors, and their dependents, are required to obtain health insurance for the duration of their stay which meets the minimum criteria as defined by the United States Department of State. Specific information on these requirements, and the various options for meeting them, will be sent to the international scholar with his/her immigration form.
4. If the international scholar is already in the U.S., copies of his/her current immigration documents should be sent to the Office of International Students and Scholars, so that an assessment of his/her visa options can be made.
5. **Visiting Scholars ONLY:**
  - A. All Visiting Scholars must be issued an official appointment letter from the Provost Office. Please contact Liz Shanley at x2-4779.
  - B. Visiting Scholars will need to document that they have sufficient money to support themselves during their stay in the U.S. as they will not be able to obtain work permission. The minimum certification is \$20,000 per annum. An original, recently dated and signed statement on bank letterhead showing that they funds are available, or a letter from a sponsoring organization, should be included with this form. If the scholar will be accompanied by any family members, an additional \$4,000 for spouse and \$2,000 per child per annum must also be shown.

**Information Sheet on International Scholar, Researcher, or non tenure track Faculty Member  
(To be filled out by the Boston College Department)**

**Faculty Sponsor Information:**

Faculty Sponsor: \_\_\_\_\_ Department: \_\_\_\_\_

BC Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Administrative/Department Contact (if different from sponsor): Name : \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Scholar Information:**  Male  Female

*Please submit a copy of the passport identification page if possible to ensure accuracy*

Name: \_\_\_\_\_

**Family Name**

**First Name**

**Middle Name or Initial (not required)**

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residency: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth (**City**, Country): \_\_\_\_\_

**Month/Day/Year**

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Single  Married Will spouse and/or children be coming to US?  Yes  No \* If yes, complete attached form.

Position in home country: \_\_\_\_\_

Was this individual in the U.S. in J status (either as J-1 Exchange Visitor or J-2 dependent) anytime during the 24 months previous to this appointment?  Yes  No If yes, from: \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**

In which J category? Student Short-term scholar Researcher/Professor Dependent other \_\_\_\_\_

**Position/Duties at Boston College:**

Title: \_\_\_\_\_ Duration of stay : \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**

Proposed duties: \_\_\_\_\_

**Financial support from all sources while he/she is in the United States:** Please note: Expenses are 20,000 per year or 1,667/month. If the BC salary does not cover this amount, original bank documents or proof of payment must be provided in order to issue the DS-2019.

Boston College Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Other organization\* (please name): \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

Personal funds\*: \$ \_\_\_\_\_ per \_\_\_\_\_

\* **Original documentation must be provided**

**Signature of Chairperson of Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DS-2019 Delivery Instructions:**  Send regular airmail from the OISS  Return to department for mailing

Send from the OISS using the department's Fedex/DHL account number: \_\_\_\_\_

