



## INVITING A RESEARCH SCHOLAR (J-1 VISA)

Inviting an international colleague to IUP as a Research Scholar is not difficult but requires coordination and communication between several offices:

- College Dean
- Department Chair
- J-1 Advisor in the Office of International Education

After discussion with the above offices, the following documents must be submitted to the J-1 Advisor in the OIE in a timely manner for the proper invitation packet to be created and sent via airmail (7-21 days depending on country).

- Original invitation letter from College Dean
- Original invitation letter from Department Chair
- [Completed DS-2019 Request Form](#) (Research Scholar must complete)
- Dependent information, if applicable
- Proof of financial support.

With regard to immigration, Research Scholars are sponsored by IUP with a DS-2019 which enables the Research Scholar to apply for a J-1 visa at the closest American Embassy and/or Consulate in his/her home country. This process can take weeks and, unfortunately, IUP cannot guarantee that Research Scholars will obtain the J-1 visa.

Prior to the visa application, the Research Scholar will have to pay the \$180 SEVIS fee (Student and Exchange Visitor Information System). The [I-901 SEVIS payment](#) must be completed a minimum of 72 hours before the visa appointment. IUP does not pay for either the SEVIS fee or visa application fee.

Please note that all J-1 visa holders and J-2 dependents must have appropriate health insurance as required by the Department of State. A brochure and OIE invitation letter outlining the minimum requirements will be sent to the Research Scholar.

NAME OF REQUESTOR \_\_\_\_\_

IUP DEPARTMENT OR OFFICE \_\_\_\_\_

EMAIL \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF PROSPECTIVE RESEARCH SCHOLAR \_\_\_\_\_

SUBJECT/FIELD OF STUDY \_\_\_\_\_