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 Office of International Programs (OIP) 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 the OIP 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 $5000 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 $3000 per dependent 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. |

The OIP 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 Michele Janosko, OIP.
DS-2019 (J-VISA) REQUEST

Please Return to: Michele Janosko, Office of International Programs, 601 Duquesne Union

Please complete the below section with your scholar’s information:

FAMILY NAME ________________________________________________________________

FIRST/GIVEN NAME: __________________________________________ MIDDLE _______________________

MALE ___ FEMALE ___ DATE OF BIRTH ___/___/___

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: ___/___/___ TO ___/___/___

CATEGORY: ( ) Student ( ) Professor ( ) Research Scholar ( ) Specialist ( ) Short-Term

DESCRIBE FIELD OF RESEARCH OR STUDY

____________________________________________________________________________________

____________________________________________________________________________________

Have you previously participated in another program in J-1 before? If yes, when and in what category?

____________________________________________________________________________________

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

Amount of tuition remission ____________ (Credits) per _________ semester

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.

___________________________________________ Date ____________

Signature of Dean or Authorized Official
**Dependent information if scholar to be accompanied by a spouse or children:**

**Dependent 1**

Name: Family__________________________________________________________

First Name___________________________________________Middle_____________________

Date of Birth ______________ Relationship to scholar (spouse, son, daughter) __________________________

City of Birth ______________________________ Country of Birth ______________________________

Country of Permanent Residence _________________________Country of Citizenship_____________________

**Dependent 2**

Name: Family__________________________________________________________

First Name___________________________________________Middle_____________________

Date of Birth ______________ Relationship to scholar (spouse, son, daughter) __________________________

City of Birth ______________________________ Country of Birth ______________________________

Country of Permanent Residence _________________________Country of Citizenship_____________________

**Dependent 3**

Name: Family__________________________________________________________

First Name___________________________________________Middle_____________________

Date of Birth ______________ Relationship to scholar (spouse, son, daughter) __________________________

City of Birth ______________________________ Country of Birth ______________________________

Country of Permanent Residence _________________________Country of Citizenship_____________________