

HOW TO

INVITE A J-1 SCHOLAR

A guide for academic departments



SELECT YOUR CANDIDATE

Candidates are usually selected one of following ways:

- Open recruitment call
- Faculty networks
- Proactive scholar outreach

VERIFY ELIGIBILITY

Does the scholar's expertise and the proposed project align with existing department goals and priorities?

Does the scholar have adequate English language proficiency to complete their programmatic work and navigate life in the US without assistance?

Does sufficient funding exist to support the visit, either through department funding or from the scholar via personal resources or external sponsorship/grants?

Is the scholar subject to a repeat participation bar or home country residency ruling during the proposed program dates?



SUBMIT VISITING SCHOLAR REQUEST

Requires SOP, Scholar CV & Passport

APPROVAL LEVELS

Department Chair/Director

1

College Dean

2

Faculty and Academic Resources

3

Research Division

4

Senior Vice Provost

5

ISSS recommends submitting the visiting scholar request at least 3 months in advance of the desired program start date.

WAIT

The Visiting Scholar Request can take 2-4 weeks to move through the required institutional approval levels.

Please note that scholar citizenship, funding sources, field and program details can significantly alter or extend approval timelines.

If partnership contracts or multilateral agreements are required for a program, departments should contact Academic Affairs before initiating any processes. Failure to do so may extend the approval timeline considerably.

SUBMIT DS-2019 REQUEST



Form DS-2019 is an official document issued by the university that:

Confirms that a scholar has been offered a position to teach or do research at our institution and provides the legal basis for their work authorization.

Allows the scholar to apply for a J-1 visa at a U.S. embassy or consulate.

Defines the terms and limits of their stay in the U.S.

If you host an international scholar under a J-1 category, the DS-2019 is effectively the formal record of what you are sponsoring them to do. Without this form, a J-1 visa cannot be issued.

DS-2019 REQUIREMENTS

J-1 Category Designation:

Research scholar - Primary duty is research
Professor - Primary duty is teaching
Short-term scholar - teaching or research, <6 months

Approved Visiting Scholar Request Form

Invitation Letter - Detailing:

Funding (if provided by TXST), program dates and objectives, ALL work sites, any external collaborators, job duties, remote allowances, benefits, & supervisor.

Proof of English Proficiency:

TOEFL or IELTS test scores, degrees taught in English, primary authorship on English publications, affidavit from supervisor affirming fluency.

SCHOLAR DOCUMENTS

Once the department submission is complete, the scholar picks up the process in the TXST International Portal

Scholars will upload:

- Passport
- CV
- Proof of funding (if self or externally funded)
- Dependent Passports (if applicable)
- Previous DS-2019s (if applicable)

Once the request is submitted, ISSS will review the application and return any sections in need of edits, updates, clarification or further documentation.

PAYMENT



The DS-2019 Processing fee is \$500 per scholar.

There is an additional \$100 fee for each dependant DS-2019. Scholar dependents will be eligible for a J-2 Visa.

Each year a scholar is present at TXST, there is also a \$200 maintenance fee for continued document processing and program administration.

Fee payment must be complete before ISSS can issue form DS-2019.

- Self-funded scholars will be provided a touchnet link to remit the fee.
- Department funded scholars will have fees processed via eIDT.

DS-2019 ISSUED

ISSS issues DS-2019s within 5-7 business days of the date payment is received. From the initial request submission to document issuance, please allow 2 weeks for processing.



SCHOLAR NEXT STEPS



1. Review DS-2019
2. Pay SEVIS I-901 Fee
3. Submit Visa Application
4. Schedule Visa Interview

FINAL STAGE

Interview

The citizenship of the scholar and current political trends have a noted impact on apt timelines and success rates. Please be prepared to update or postpone programs based on visa delays and immigration realities.

Planning

No firm plans should be set until approved visas are in hand and travel booked. ISSS advises building flexibility and contingencies into plans created far in advance. Please stay in continuous communication with scholars at this time.

Program Start

Scholars must complete an in-person immigration check-in with ISSS before any work can begin. Be sure to submit PCR's, request NetIDs and prepare other new-hire training or onboarding materials in advance.