**Visa information for international visitors, international student interns, & new hires**

**NOTE:** J VISAS REQUIRE A 2 YEAR IN COUNTRY HOMESTAY BEFORE THEY ARE ELIGIBLE TO APPLY FOR AN H VISA. IF YOU INTEND TO HIRE THIS PERSON AS A POST DOC OR FACULTY MEMBER AT THE END OF THEIR VISIT, A J VISA IS NOT APPROPRIATE.

This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act.

**Title:** Short-term Visiting Scholar  
**Visa Type:** J-1  
**Description:** A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at the research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. (Regulation 22 CFR 62.4(b).) Short-term scholars may also participate in collaborative research.

**Length of visa:** 1 day to 6 months  
**Cost:** $400 for original visa request to be paid by the unit plus $220 SEVIS fee to be paid by unit or scholar

**Requirements:**

1) 120 days of advance notice:  
   a. The GI requires 30 days to acquire all required documents from visitor and sponsor and prepare submission.  
   b. International Programs requires an additional 90 days to process paperwork and get a response from the Department of Homeland Security.

2) Exchange Visitors in J status must be able to demonstrate the availability of funding in the minimum amount of $1,500 (USD) per month for themselves, plus an additional $500 (USD) per dependent, per month for the duration of stay in J status to meeting minimum funding requirements. They can demonstrate through UAF funds (salary, lump sum payment), US or home government funds, home institution funds, personal funds or a combination of funding sources.

3) J-1 Exchange Visitors are required to have health insurance meeting the U.S. Department of State Exchange Visitor Program requirements. The deductible may not exceed $500 and must meet other US Department of State requirements. University insurance does not meet the minimum requirements.

4) The sponsor must coordinate with the Operations office and RCS to ensure workspace and computer access is available. This must be done at the time of invitation, and written approval from these departments is required before the application will be processed.

5) Federal regulations require the university to use one of the three specific objective measures to verify that the J-1 visitors have a level of English that will allow them to successfully “participate in his/her program and to function on a day-to-day basis.” This can be verified through a recognized English test, a signed document from an academic institution or English language school (i.e., diploma from a university in an English
speaking country. or a documented interview by the sponsor either in-person, by video conferencing, or by telephone if video conferencing is not possible.

**Title:** Visiting Research Scholar  
**Visa Type:** J-1  
**Length of visa:** 3 weeks to 5 years  
**Description:**

- **Professor**  
  An individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries, or similar types of institutions. A professor may also conduct research unless disallowed by the sponsor. (22 CFR 64.2(e))

- **Research Scholar**  
  An individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture unless disallowed by the sponsor. (22 CFR 62.4(f))

- **Note:** For prospective Exchange Visitors who are currently enrolled in a master's degree program at a non-U.S. university, you must complete a statement that details:  
  1) The specific role at UAF,  
  2) The specific tasks and activities to be completed during the program, the specific goal/objectives of the program,  
  3) The knowledge or skills the Exchange Visitor will gain during the program, and  
  4) The method for evaluating/assessing whether the goals and objectives were met.

**Length of visa:** 6 months to 5 years  
**Cost:** $400 for original visa request paid for by the host plus $220 SEVIS fee to be paid by unit or scholar  
**Requirements:**

1) 120 days of advance notice  
   - The GI requires 30 days to acquire all required documents from visitor and sponsor and prepare submission.  
   - International Programs requires an additional 90 days to process paperwork and get a response from the Department of Homeland Security.

2) Exchange Visitors in J status must be able to demonstrate the availability of funding in the minimum amount of $1,500 (USD) per month for themselves, plus an additional $500 (USD) per dependent, per month for the duration of stay in J status to meeting minimum funding requirements. They can demonstrate through UAF funds (salary, lump sum payment), US or home government funds, home institution funds, personal funds or a combination of funding sources.

3) J-1 Exchange Visitors are required to have health insurance meeting the U.S. Department of State Exchange Visitor Program requirements. The deductible may not exceed $500 and must meet other US Department of State requirements. University insurance does not meet the minimum requirements.

4) The sponsor must coordinate with the Operations office and RCS to ensure workspace and computer access is available. This must be done at the time of invitation. This must
be done at the time of invitation, and written approval from these departments is required before the application will be processed.

5) Federal regulations require the university to use one of the three specific objective measures to verify that the J-1 visitors have a level of English that will allow them to successfully “participate in his/her program and to function on a day-to-day basis.” This can be verified through a recognized English test, a signed document from an academic institution or English language school (i.e., diploma from a university in an English speaking country, or a documented interview by the sponsor either in-person, by video conferencing, or by telephone if video conferencing is not possible.

Title: Student Intern
Visa Type: J-1
Description: The purpose of this U.S. Department of State (DOS) program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges. UAF is an official J-1 sponsoring agency, designated by the Department of State. As such, we can issue J-1 documents for various Exchange Visitor categories. One of these categories is J-1 Student Intern. This program is designed primarily for students who are currently enrolled in a degree program outside the U.S. and wish to participate in an internship opportunity in the U.S. related to their degree program. Student interns must be sponsored by a UAF unit and supervised by a UAF faculty member or research staff.
Length of visa: up to 1 year
Cost: $250 for original visa request paid for by the host plus $220 SEVIS fee to be paid by unit or scholar
Requirements: The Student Intern Program is a structured and guided work-based learning program, set forth in an individualized Training Placement Plan (T/IPP), that:

- Reinforces a student ongoing academic course of study at a foreign institution (students who have already graduated are not eligible);
- Recognizes a need for work-based experience to supplement an ongoing academic program at a foreign institution;
- Provides on-the-job exposure to American techniques, methodologies, and expertise;
- Enhances the student intern's knowledge of American culture;
- Is a maximum duration of 12 months, with no extension permitted.
- No more than 20% of the tasks performed by a student intern can be clerical;
- The internship program is full-time (minimum of 32 hours a week);

ADDITIONAL REQUIREMENTS:
1. 120 days of advance notice
2. The GI requires 30 days to acquire all required documents from visitor and sponsor and prepare submission.
3. International Programs requires an additional 90 days to process paperwork and get a response from the Department of Homeland Security.
4. Exchange Visitors in J status must be able to demonstrate the availability of funding in the minimum amount of $1,500 (USD) per month for themselves, plus an additional $500 (USD) per dependent, per month for the duration of stay in J status to meeting minimum funding requirements. They can demonstrate through UAF funds (salary, lump sum payment), US or home government funds, home institution funds, personal funds or a combination of funding sources.

5. J-1 Exchange Visitors are required to have health insurance meeting the U.S. Department of State Exchange Visitor Program requirements. The deductible may not exceed $500 and must meet other US Department of State requirements. University insurance does not meet the minimum requirements.

6. The sponsor must coordinate with the Operations office and RCS to ensure workspace and computer access is available. This must be done at the time of invitation. This must be done at the time of invitation, and written approval from these departments is required before the application will be processed.

7. Federal regulations require the university to use one of the three specific objective measures to verify that the J-1 visitors have a level of English that will allow them to successfully "participate in his/her program and to function on a day-to-day basis." This can be verified through a recognized English test, a signed document from an academic institution or English language school (i.e., diploma from a university in an English speaking country, or a documented interview by the sponsor either in-person, by video conferencing, or by telephone if video conferencing is not possible.

**Title:** Faculty Member or Post Doctoral Fellow  
**Visa Type:** H-1 or E-3 if Australian  
**Description:** This visa type is for international employees. All faculty and postdocs are considered employees.  
**Length of visa:** 1 to 6 years  
**Cost:** $460 for application filing fee, $500 fraud prevention fee, $2,500 premium processing fee, $250 immigration status requests. ($3,000 in total)  
**Requirements:**

1) 9.5-month advanced notice to avoid premium processing fee. For this reason we always expedite processing. Please talk to GI HR about time frames when utilizing premium processing.  
2) Employees must be full-time. There is no exception to this policy.  
3) Employees may not take leaves of absence or leave without pay.  
4) Salary increases, change in position, transfer to another department, and terms of employment must be pre-approved by International Programs since this requires a change in visa information.  
5) Any employee terminated prior to the end of employment (requested amount of time for visa) must be provided the reasonable cost of transportation to the last place or foreign residence.

**B-1 Visa holders – invitations will only be issued for visitors to participate in scientific, educational, professional or business conventions, conferences or seminars. B Visa holders cannot be offered work space, access to libraries and they may not collaborate. These things would require a J visa.**