



## Office of International Programs

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### Pre-Arrival Information for J-1 Visiting Professors and Scholars

Seton Hall University has authorization to extend visa sponsorship to foreign professors, researchers, specialists, and short-term scholars to promote “mutual understanding between Americans and the citizens of other countries.” In order to participate in this program, candidates must be professionals, in their fields, e.g., foreign faculty or business professionals, whose careers will benefit from the proposed program at Seton Hall and whose experience will enhance the faculty of the host department. Positions must be temporary in nature, not exceeding a period of three years. **J-1 visitors entering as professors or research scholars may not have been in the United States during the past 12 months for more than 6 months as a J-1 participant; during the past 24 months as a J-1 professor or research scholar; and position may not be on tenure track.**

It is the host department’s responsibility to review candidate’s vitae, references, publications, objectives, and to identify the means of providing a mutually beneficial program. Naturally, the scholar and the host department must have compatible academic and research interests. The department may also want to identify ways in which the scholar can further contribute to the department, e.g., seminars or special lectures. Scholars may receive payment from Seton Hall for services. Authorization to receive payment from other institutions is allowed if incidental to the positions at Seton Hall. Federal regulations require that written permission be obtained from the academic department and the Office of International Programs (OIP) prior to services being rendered outside of Seton Hall.

The host department must also determine that candidates have adequate English language skills to achieve the stated educational objectives. If proficiency is not known, departments should ask prospective scholars to submit score reports from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score is 550. Scholars lacking the necessary language skills may be sponsored with the condition that they take classes in English as a Second Language (ESL) at their own expense. Seton Hall offers ESL classes at all levels at the Main Campus.

Finally, before visa documentation can be issued, Seton Hall must obtain documentation that the scholar has financial resources sufficient to meet living expenses. Acceptable documents include a copy of the departmental employment contract, bank statements in U.S. dollars or letters, in English, from sponsoring institutions. Living expenses are estimated to be at least \$18,000 for an academic year. Scholars must show an additional \$5,000 is accompanied by a spouse and \$3,000 for each accompanying child, per year. (Proof of ability to pay tuition is also required if the scholar will take English classes).

J-1 Exchange Visitor program regulations require all participants and their J-2 dependents to maintain health insurance coverage that meets regulatory minimum levels. The exchange visitor must either purchase coverage through Office of International Programs (OIP) or must submit an insurance waiver form to Office of International Programs (OIP) upon arrival. To qualify for a waiver, the policy must provide benefits of at least \$50,000 for medical costs, cover costs of repatriation in the event of death or disability, and must cover costs incurred in New Jersey. Willful non-compliance of the insurance requirements may result in withdrawal of program’s sponsorship and reporting of the visitor to the U.S. Department of State.

Since most visiting scholars will return to their home countries and career abroad, it is hoped that they will carry with them not only the expertise gained at Seton Hall, but also impressions and experiences that support the hospitality and goodwill of the Seton Hall faculty and staff. Host departments should make every effort to assist the visiting scholar in adjusting to living in a different educational community and cultural setting. It may be necessary to explain the American educational system, credit courses, academic hierarchy, etc. On a practical level, the visiting scholar may need assistance in finding suitable and affordable housing, acquiring telephone services, etc. The Office of International Programs (OIP) is available to help with various processes e.g. social security numbers, driver's licenses, as well as bank accounts.

**Attached is a visiting scholar request form. The completed request form should be submitted, along with documentation of financial support, to the Department Chair and then to the Dean of the School. The Office of International Programs will seek final approval from the Provost. The file will then be forwarded to the Office of International Programs (OIP) for issuance of visa related documents. It is essential for timely issuance of visa documentation that all forms are filled out completely.**

Any questions or further guidance, please do not hesitate to call Maria José Bouzas, Director, OIP, at (973) 761.9204 or (973) 761.9072