

Office Of International Students & Scholars Requirements for West Virginia University J-1 Scholars

Scholars in J-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the J visa. Failure to do so will violate the scholar's legal status in the U.S. My responsibilities include but may not be limited to the following:

Report Address Changes to the Office of International Students & Scholars (OISS)

U.S. federal regulations require all J-1 scholars to report a change of address within 10 days (of the address change) to an international scholar advisor in OISS. The U.S. federal government requires scholars to report directly to OISS. OISS is required to provide this and other scholar data to the federal government electronically. No other university office is authorized by the federal government to process this data. Scholars who are subject to the INS Special Registration Procedures must also report their address change within 10 days to the INS as per the INS's instructions. (See: <http://www.ins.usdoj.gov/graphics/lawenfor/specialreg/>)

Report Departure Date and Reason to OISS

Periodically, scholars leave the university early or unexpectedly due to a variety of reasons. U.S. federal regulations require J-1 scholars to inform their advisor in the Office of International Students & Scholars (OISS) if they plan to leave the university before the expiration date of their DS-2019 form as well as the reason for doing so.

Report Changes in Program to OISS

Scholars must notify their international advisor whenever there is a change in their academic program or program dates.

Abide by Employment Regulations

J-1 scholars may conduct research or teach only at West Virginia University unless specifically authorized ahead of time by OISS to give a lecture or consult at another institution. Scholars must contact their international advisor if invited to speak or consult at another institution.

Maintain Adequate Health Insurance

J-1 scholars must maintain adequate health insurance for themselves and any dependents in J-2 status throughout their stay in the U.S.

Apply for an Extension Prior to the DS-2019 Expiration

Scholars must apply for an extension before their DS-2019 form expires if they intend to stay at WVU. Scholars in the Research Scholar or Professor categories currently have a maximum of three years to complete their J-1 program.

Receive Transfer Authorization Prior to Leaving WVU

Scholars must receive authorization from their international advisor before leaving WVU in order to transfer to another institution.

Depart the U.S. within 30 Day Grace Period

Scholars must depart the U.S. within 30 days of DS-2019 expiration date or program end date, whichever is earlier, unless they have applied for a change of status with the INS.

Obtain Travel Signature Prior to Departing the U.S.

Scholars should obtain their international advisor's signature on their DS-2019 form prior to traveling outside the U.S.

I have read and understood my responsibilities as a J-1 Scholar at West Virginia University.

Signature

Printed name

Date