Department Guide to Initiating a J-1 Exchange Visitor Request

J Exchange Visitor Categories:

J Research Scholar/Professor:

Researchers primarily conduct, consult or collaborate with researchers at a recognized U.S. academic institution. May also teach or lecture unless disallowed by the sponsoring institution. See 22 C.F.R § 62.4 (f).

Professors are individuals primarily teaching, lecturing, observing, or consulting at a post-secondary accredited educational institution. They may also conduct research unless disallowed by the sponsor. See 22 C.F.R. §62.4(e).

Duration: 3 weeks minimum up to 5 years maximum. No extensions beyond 5 year maximum. *(22 C.F.R. §62.20 (i) (1))*

J Short-term Scholar:

A research scholar whose work in the U.S. will last no longer than 6 months. No extensions beyond 6 months maximum. *(C.F.R. §62.21(g))*

J Student Intern:

A foreign national who is currently enrolled in and pursuing studies at a degree- or certificate-granting post-secondary institution outside the U.S. and whose U.S. internship will fulfill the educational objectives of his or her current degree program.

The J intern program is intended to allow such individuals to develop practical skills in the U.S. that will enhance their future careers and foster ongoing collaboration among the intern's home institution, entities in the intern's home country, and U.S. institutions and entities.
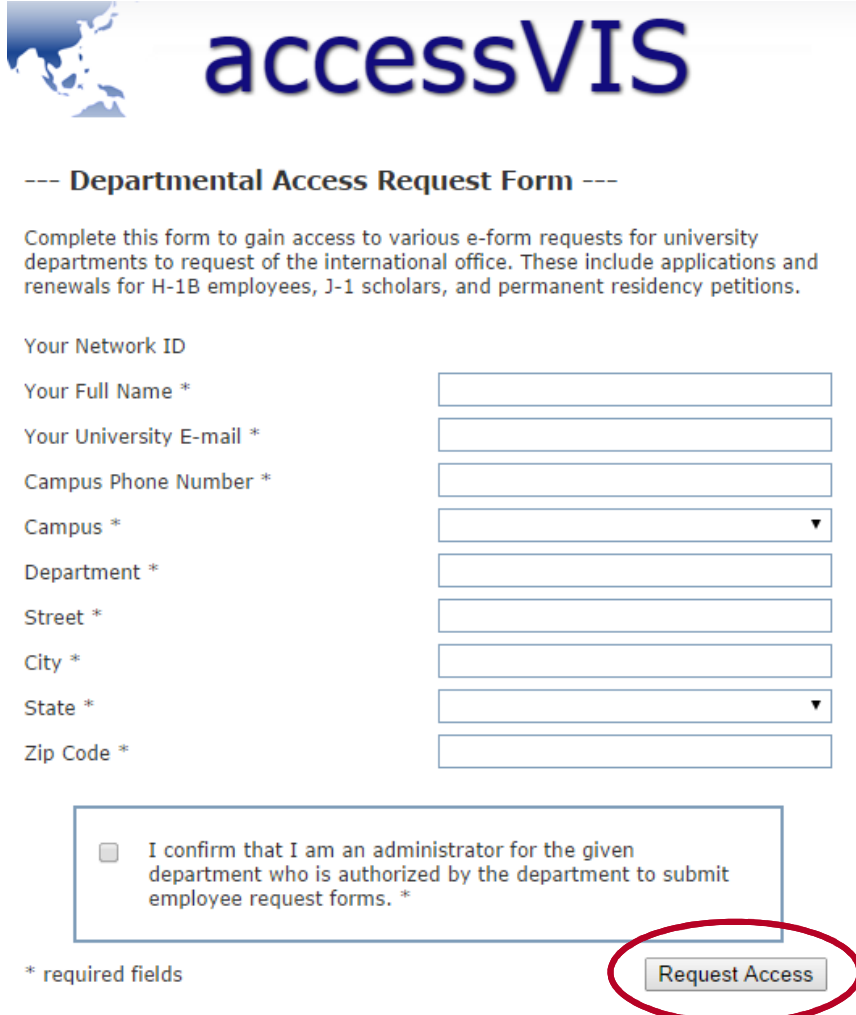
Duration: The maximum duration of a J internship is 12 months and may not be extended. *(22 C.F.R. § 62.22)*

Departmental Access:

All workshop attendees will be granted Departmental Access upon completion of training.

To login to accessVIS:

1. [Click here](#), or enter https://vis@stonybrook.edu in your browser.
2. Click the *Administrative Services for University Departments* link (at the bottom of the screen).
3. Enter your netID and password.
4. Expand the *Scholar & Faculty Services* window (located on left menu bar), and select the request you wish to initiate.

★ *If you did not attend the workshop, you'll need to submit a one-time access request in accessVIS. See next slide for instructions.*

acces

Visa and Immigration Services Online Portal - Stony Bro

Welcome to accessVIS, the online portal for Stony Brook University Internatio Staff. accessVIS will allow electronic submission of immigration requests to Vis as provide a source of communication, updates and notifications.

Use either "Full Services" or "Limited Services" below as applicable.

Full Services

Use Full Services if you know your Stony Brook NetID. Login using your Stony Brook University NetID and password.

Full Service allows you to:
- Complete the New Student Immigration Intake
- Initiate most Active Student immigration requests (Part-Time Enrollment, OPT, CPT, Change of Level, and more)
- Track the progress of immigration requests

`LOGIN`

Use Limited Servic Brook NetID.

Login using your S

Requests for an In once you are on O Services.

Limited Services

The following are additional services:

International Student & Scholar Statistical Reports

Anonymous Feedback (surveys, evaluations, etc)

Administrative Services for University Departments

Requesting Departmental Access:

If you have <u>not</u> attend the workshop, follow the steps below submit a one-time access request:

1. Enter https://vis.stonybrook.edu in your browser.

2. Click the *Administrative Services for University Departments* link.

3. Enter your netID and Password.

4. Complete and submit the 'Department Access Request Form'.

5. Once access is granted you will be notified by VIS.

J-1 Exchange Visitor Request:

Requests to host a J-1 scholar or student intern must be initiated by submitting the **J-1 Exchange Visitor Request** in accessVIS.

Click the **J-1 Exchange Visitor Request** link to search for exchange visitor.

Note: The exchange visitor's record will not be accessible in accessVIS for 24 hours after being created in PeopleSoft.

Enter Stony Brook ID# and Date of Birth

J-1 Exchange Visitor Request Work Flow

EXCHANGE VISITOR	DEPT. ADMINISTRATOR	SUPERVISOR	VISA & IMMIGRATION SERVICES	EXPORT CONTROL

You are here! ★

Dept. Admin Initiates Request
(Stage)

Dept. Required E-Forms

(1) Program Details & Sites of Activity
(2) Compliance Agreement

Email → Program Details & Sites of Activity (2nd Approver)

Email → Compliance Agreement (2nd Approver)

Email

Request for Info From EV
(Stage)

EV Required E-Forms

(1) J-1 EV Biographical Info.
(2) J-1 Dependent Request (optional)
(3) EV Proof of Financial Eligibility

Email

Deemed Export Control Screening
(Stage)

Dept. Required E-Forms

(3) Deemed Export Control Screening

Deemed Export Control Screening (2nd Approver)

EV REVIEW
VIS advisors to determine EV Category
(Stage)

J-1 STUDENT INTERN CATEGORY
(Stage)

SEVIS DOC(S) ISSUED
(Stage)

J-1 Exchange Visitor Request: Required Uploads

Exchange Visitor Uploads

- ❑ Passport (photo and expiration page)
- ❑ All current and previously issued DS-2019s *
- ❑ Most recent I-94 Document *
- ❑ J-1 / J-2 Visa Stamp *
- ❑ EAD Card *
- ❑ 212(e) Waiver *
- ❑ Dependent immigration documents *
- ❑ Curriculum Vitae
- ❑ Proof of financial sponsorship
- ❑ Proof of English Proficiency

Prospective Student Interns (only):
- ❑ Diplomas
- ❑ Official Transcripts
- ❑ Home Institution Certification Letter
- ❑ English Proficiency Scores (TOEFL, IETS, SAT)

Departmental Uploads

- ❑ Non-Salaried Appointment Letter *
- ❑ Offer Letter *
- ❑ Personnel Requisition*
- ❑ Funding Documentation *
- ❑ Department Invitation Letter *(Interns Only)**

*If applicable

J-1 Exchange Visitor Request

Each request will have a checklist of associated forms, some required, others optional.

If a request requires multiple forms, you will not be able to begin until all prior forms have been submitted by both the department AND the exchange visitor.

☐ (1) Exchange Visitor Program Details
☐ (2) Compliance Agreement
☐ (3) Deemed Export Control Screening

To be completed by the Department Administrator

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

☐ Biographical Information
☐ Dependent Spouse/Child
☐ EV Proof of Financial Eligibility

To be completed by the prospective Exchange Visitor

J-1 Exchange Visitor Requests: (1) Program & Activity Details

Department Administrator is asked to provide basic information regarding the proposed activity and the visitor's supervisor.

Upon submission of the **Program & Activity Details** form, the visitor's supervisor will receive an email requesting details pertaining to the activity or activities of the proposed Exchange Visitor.

The information provided is used by VIS to determine the most appropriate J-1 Exchange Visitor category.

HOST DEPARTMENT INFORMATION

Prospective Host Department: *

Proposed Start Date: * [Month ▼] [Day ▼] [Year ▼]

Proposed End Date: * [Month ▼] [Day ▼] [Year ▼]

Number of contact hours per week *(minimum required is 32)*: * [0]

Primary Faculty or Principal Investigator:

Full Name: *

Title: *

Phone #: *

Email: *

Re-type Email: *

This should be the individual responsible for supervising the Exchange Visitor. Upon submission of this form, the individual listed above will receive an email requesting details of the EV's program. **The contact listed above cannot be the same as the Department Administrator.**

Program & Activity Details: Email to Exchange Visitor's Supervisor

Dear Faculty/Principal Investigator:

You were identified as the supervisor of **Test Visitor's (Date of Birth: 08/21/1985)** proposed program/activity at Stony Brook University. Visa & Immigration Services (VIS) requests that you login as instructed below, to provide the necessary details pertaining to the activity or activities of the proposed Exchange Visitor. The submission of this form is required for VIS to authorize the activity and issue a DS-2019.

If you were sent this form in error, please contact vis@stonybrook.edu including the Exchange Visitor's name and date of birth.

Please follow the link below to respond to this request:
Exchange Visitor Program Details & Sites of Activity

Client Name: Test Visitor
Client ID Number: ******7224
Your Login ID: meghan.behan@stonybrook.edu
Your Password: ABA3FC9-BD

It's extremely important to never store passwords within the browser, as the system assigns a unique password for each request.

Program & Activity Details:

PROPOSED ACTIVITY

Will this be paid activity requiring an appointment to payroll? *

○ YE

Identify the Exchange Visitor's primary activity within the U.S. Cl define the purpose of his/her visit, touching upon all of the follow points that apply:

- Focus of research, collaboration, teaching, observatio
- Particular problems or questions under investigation.
- Specific duties or areas of responsibility during the vi:
- The host department's and the J Exchange Visitor's l Exchange Visitors stay, pursuant to the State Depart articulated above.

*

Department's expectations/desired outcome: *

Provide the percentage of time the Exchange Visitor will be spending on each of the following activities:

Teaching: *	0
Research: *	0
Observing: *	0
Demonstrating: *	0
Receiving Training: *	0
Consulting: *	0
Clerical: *	0

PRIMARY SITE OF ACTIVITY

Primary Site of Activity: *	▼
Department/Office Title: *	
Street 1: *	
Street 2:	
City: *	
State: *	▼
Postal Code: *	
Site Supervisor: *	▼
Secondary Site of Activity: *	▼

J-1 Exchange Visitor Request: (2) Compliance Agreement

Submission of the **Compliance Agreement** form will trigger the first email to the prospective Exchange Visitor informing them that a **J-1 Exchange Visitor Request** has been initiated on their behalf, and requesting they log into accessVIS to complete their portion of the request.

Indicates the form has been routed to a third party for approval.

➡ (1) Exchange Visitor Program Details

➡ (2) Compliance Agreement

▢ (3) Deemed Export Control Screening

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

☐ Biographical Information

◯ Dependent Spouse/Child

☐ EV Proof of Financial Eligibility

To be completed by the prospective Exchange Visitor

☐ = Incomplete	⊕ = Submit Another	ⓘ = Follow-Up Required
◯ = Optional	▢ = Not Yet Available	➡ = Routed to a 3rd Party
☑ = Complete	◺ = Pending Review	☒ = Denied
✎ = Draft		

Email triggered to the Prospective Exchange Visitor

Stony Brook ID: TEMP757224

Dear Test Visitor:

Thank you for your interest in Stony Brook University! As a non-immigrant of the United States, to visit Stony Brook University for a specific objective, Visa & Immigration Services (VIS) must obtain certain information from you and your host department to determine the most appropriate non-immigrant status and category.

Your host department has initiated the **J-1 Exchange Visitor Request** on your behalf, however your submission of the following forms is required in order to proceed. Follow the login instructions below to complete your portion of the **J-1 Exchange Visitor Request**.

- Biographical Information
- Dependent Spouse/Child *(optional)*
- Exchange Visitor Proof of Financial Eligibility

Login Instructions:

1. Enter *https://vis.stonybrook.edu* into your browser, or click here to begin!
2. Click on "Limited Services".
3. Enter your **SBU ID (TEMP757224)**, **Date of Birth (08/21/1985)**, and **Limited Access Pin (650466)**.
4. Click to expand the *Scholar & Faculty Services* window (located on left menu bar), then select the **J-1 Exchange Visitor Request**.

For additional assistance, please contact vis@stonybrook.edu.

Regards,
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/visa | vis@stonybrook.edu
(631) 632-4685

Note: Email is automatically triggered to the address on file for the EV upon the submission of the Compliance form.

J-1 Exchange Visitor Request: Deemed Export Control

The Department Administrator will receive email confirmation once the EV has submitted all required forms and is now ready for screening against federal export control lists. (See next slide)

Such screening is necessary to ensure that neither the J applicant nor the home institution/employer has been designated as a denied or restricted party under U.S. law, and that the visitor's proposed agenda complies with additional relevant federal laws.

☑ (1) Exchange Visitor Program Details

☑ (2) Compliance Agreement

→ ☐ (3) Deemed Export Control Screening

E-FORMS TO BE COMPLETED BY THE INTERNATIONAL

☑ Biographical Information

◯ Dependent Spouse/Child

◪ EV Proof of Financial Eligibility

☐ = Incomplete	⊕ = Submit Another	ⓘ = Follow-Up Required
◯ = Optional	▨ = Not Yet Available	→ = Routed to a 3rd Party
☑ = Complete	◪ = Pending Review	☒ = Denied
☑ = Draft		

★ *The Deemed Export Control form should __not__ be submitted prior to receiving notification from VIS.*

J-1 Exchange Visitor Request: Deemed Export Control

Dear Department Administrator,

The Exchange Visitor Request for **Test Visitor (Date of Birth: 08/21/1985)** is currently pending successful screening against deemed export controls.

At this time we ask that you log into accessVIS to complete the electronic **Deemed Export Control Screen** form on Test Visitor's behalf. Doing so will trigger an email to Susan Gasparo requesting a screening of the prospective Exchange Visitor.

Departmental Services Login Instructions:

Enter https://vis.stonybrook.edu into your browser, or click here to begin!

1. Click the *Administrative Services for University Departments* link.
2. Login using your netID and password.
3. Click to expand the *Scholar & Faculty Services* window (located on left menu bar), then select the **J-1 Exchange Visitor Request**.
4. Enter Test Visitor's **university ID# (TEMP757224)** and date of birth (08/21/1985).
5. Complete the eletronic **Deemed Export Control Screening** form.
6. Be sure to click '*submit*' once you're finished.
7.

Please note that Visa & Immigration Services cannot proceed with issuing the a SEVIS document (DS-2019/DS-7002) until the final screening by Susan Gasparo (susan.gasparo@stonybrook.edu), Assistant Director for Export Control Compliance, has been conducted. Please direct all questions regarding this process to the Office of Research Compliance.

Thank you,
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/vis
vis@stonybrook.edu
+1.631.632.4685

J-1 Exchange Visitor Request: Deemed Export Control

To initiate a request for the prospective Exchange Visitor to be screened against Deemed Export Controls, select **Export Control Compliance** from the drop down list to automatically trigger a request for approval from Susan Gasparo, Assistant Director for Export Control Compliance within the office of Research Compliance.

Once screened, the proposed Exchanged Visitor will undergo an initial review by Visa & Immigration Services to determine the appropriate J category based on the information provided. (Department Admin. will be notified of the progress of the request at this time.)

Please allow 10 business days for review.

DEEMED EXPORT CONTROL SCREENING

Screening against federal export control lists is necessary to ensure that neither the J applicant nor the home institution/employer has been designated as a denied or restricted party under U.S. law, and that the visitor's proposed agenda complies with additional relevant federal laws.

To initiate a request to have the prospective Exchange Visitor screened again Deemed Export Controls, select "Export Control Compliance" from the drop down list to automatically trigger an request for approval from Susan Gasparo, Assistant Director for Export Control Compliance.
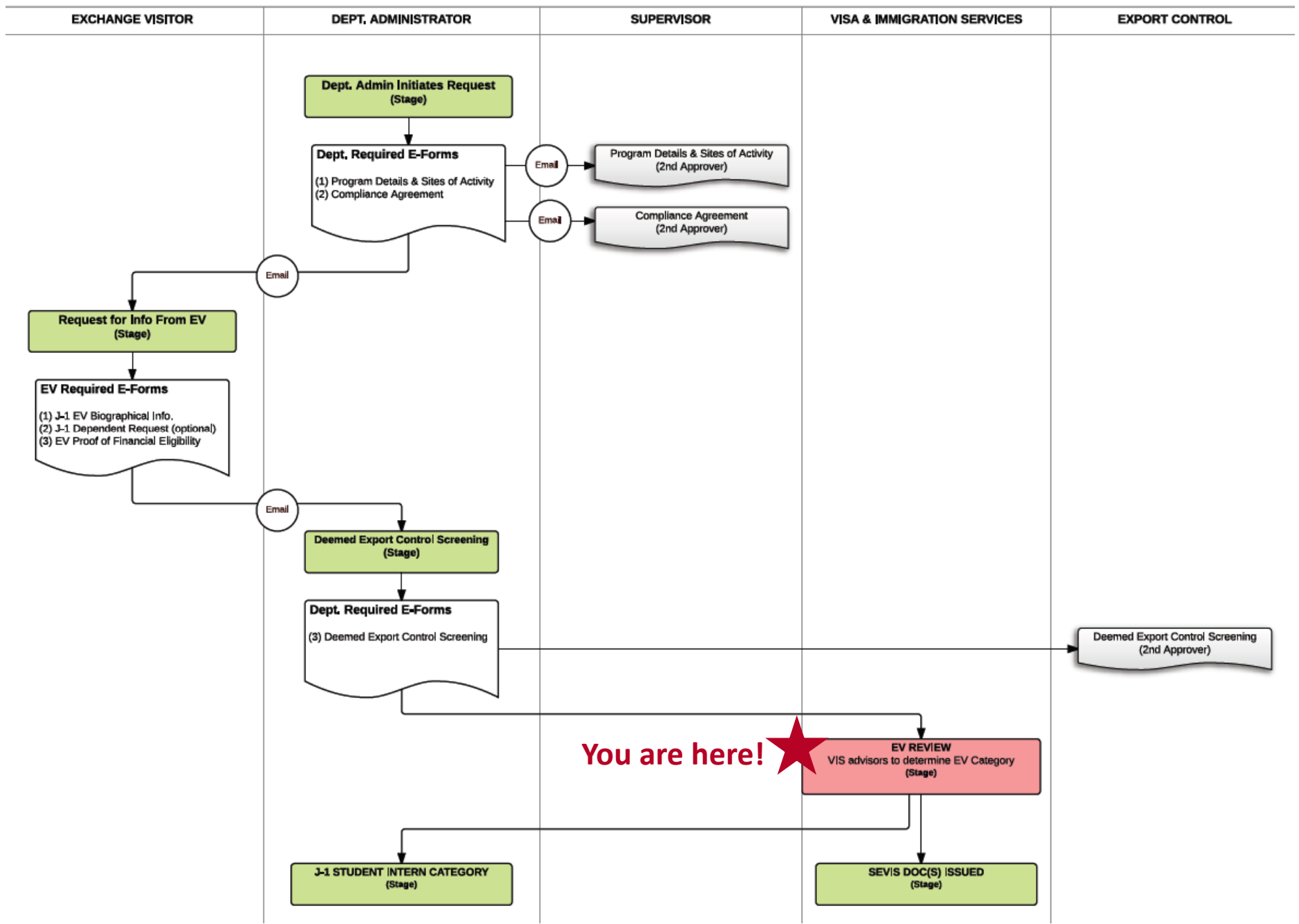
Select "Export Control Compliance": * [▼]

* required fields   [Save Draft] [Submit]

J-1 Exchange Visitor Request Work Flow

EXCHANGE VISITOR	DEPT. ADMINISTRATOR	SUPERVISOR	VISA & IMMIGRATION SERVICES	EXPORT CONTROL

Dept. Admin Initiates Request
(Stage)

Dept. Required E-Forms

(1) Program Details & Sites of Activity
(2) Compliance Agreement

Email → Program Details & Sites of Activity (2nd Approver)

Email → Compliance Agreement (2nd Approver)

Email

Request for Info From EV
(Stage)

EV Required E-Forms

(1) J-1 EV Biographical Info.
(2) J-1 Dependent Request (optional)
(3) EV Proof of Financial Eligibility

Email

Deemed Export Control Screening
(Stage)

Dept. Required E-Forms

(3) Deemed Export Control Screening

Deemed Export Control Screening (2nd Approver)

You are here! ★

EV REVIEW
VIS advisors to determine EV Category
(Stage)

J-1 STUDENT INTERN CATEGORY
(Stage)

SEVIS DOC(S) ISSUED
(Stage)

J-1 Exchange Visitor Request: Initial Review

J-1 Student Intern Category

If the **J-1 Student Intern** category is deemed most appropriate for the activities associated with the proposed EV's visit, additional information is required.

The department will receive an email from VIS instructing them to login to accessVIS to submit the **J-1 Student Intern Request** to provide the following:

- Additional details pertaining to the activity or activities from the proposed J-1 Student Intern's supervisor.
- Verification from the Graduate School or IAPS regarding the proposed J-1 Student Intern's credentials and admissibility to the university.
- Certification of the departments' understanding of the rules and regulations governing the hosting of J-1 Student Interns.

J-1 Scholar/Researcher Category

If the **J-1 Scholar/Researcher** category is deemed most appropriate for the activities associated with the proposed Exchange Visitor request, no additional forms are required.

VIS will issue the DS-2019 for the Exchange Visitor, and contact the department administrator to pick up the DS-2019 and documentation packet from the VIS office.

The host department is responsible for shipping the materials to the prospective scholar.

J-1 Student Intern Category

Departmental Email, J-1 Student Intern Category Determined

To Whom It May Concern:

Based on the information provided, Visa & Immigration Services has determined the **J-1 Student Intern** category is most appropriate for the activities associated with **Test Visitor's** (08/21/1985) Exchange Visitor request.

At this time we ask that you follow the instructions below to login to accessVIS and submit the **J-1 Student Intern Request**. This grouping of forms will collect the following:

- Additional details pertaining to the activity or activities from the proposed J-1 Student Intern's supervisor.
- Verification of the proposed J-1 Student Intern's credentials and admissibility by the respective admitting office (Graduate School or IAP).
- Certification of the departments' understanding of the federal regulations governing the hosting of J-1 Student Interns.
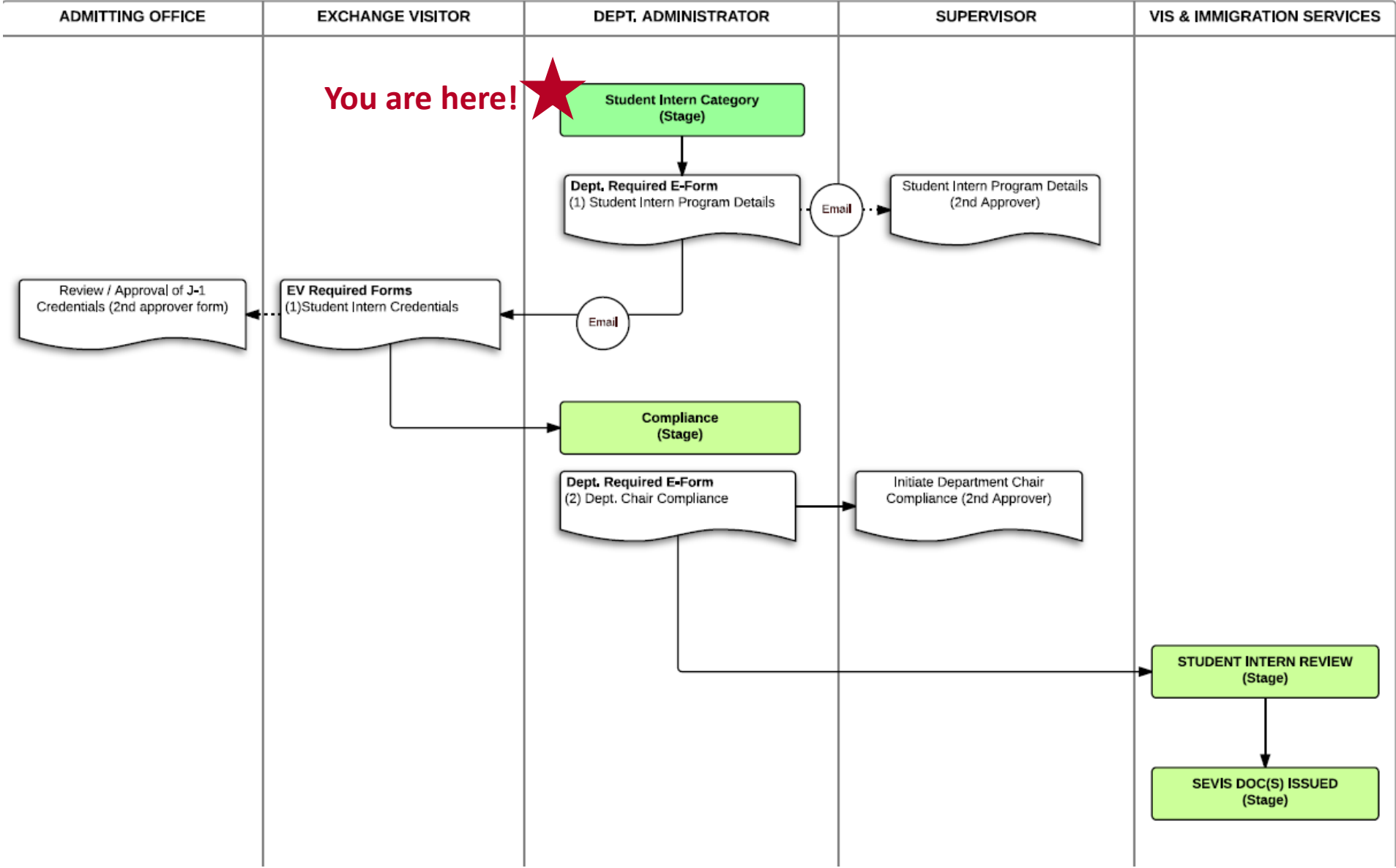
Departmental Services Login Instructions:

1. Enter https://vis.stonybrook.edu into your browser, or click here to begin!
2. Click the "*Administrative Services for University Departments*" link
3. Login using your netID and password.
4. Click to expand the *Scholar & Faculty Services* window (located on left menu bar), then double click **J-1 Student Intern Request**.
5. Enter the proposed J-1 Student Intern's **University ID#** and **date of birth (08/21/1985)**.

IMPORTANT: An invitation letter (signed and printed on departmental letterhead) must be issued to the prospective J-1 Student Intern. Test Visitor will this letter in order to successfully submit his/her portion of the *J-1 Student Intern Request*. (Click here for a sample letter)

★ An Invitation Letter must issued to the Student Intern

J-1 Student Intern Request Sunapsis Work Flow

ADMITTING OFFICE	EXCHANGE VISITOR	DEPT. ADMINISTRATOR	SUPERVISOR	VIS & IMMIGRATION SERVICES

You are here! ★

Student Intern Category (Stage)

Dept. Required E-Form (1) Student Intern Program Details

Email

Student Intern Program Details (2nd Approver)

Review / Approval of J-1 Credentials (2nd approver form)

EV Required Forms (1)Student Intern Credentials

Email

Compliance (Stage)

Dept. Required E-Form (2) Dept. Chair Compliance

Initiate Department Chair Compliance (2nd Approver)

STUDENT INTERN REVIEW (Stage)

SEVIS DOC(S) ISSUED (Stage)

J-1 Student Intern Category

Based on the information provided by the department and prospective EV, if VIS determines the J-1 Student Intern Category most appropriate, the following electronic forms will be required:

❑   Student Intern Program Details

❑   Chair's Compliance Agreement

TO BE COMPLETED BY INTERN:

❑   Student Intern Credentials

accessVIS Home Page

⊟ Scholar & Faculty Services

— H-1B Employee Application
— EV Extension Request
— J-1 Exchange Visitor Request
— **J-1 Student Intern Request**
— Site of Activity Add/Change

Logout of accessVIS

★ *The **Chair's Compliance Agreement** should <u>not</u> be submitted prior to receiving notification from VIS.*

J-1 Student Intern Category

The Department Administrator will initiate the submission of the electronic **Student Intern Program Details** form by the supervisor.

This form is meant to obtain additional details regarding the activities of the proposed J-1 Student Intern from the visitor's supervisor (e.g. varying phases, sites of activity, etc.).

The Department Administrator must upload a copy of the Intern's Invitation Letter and provide the name and email address of the intern's supervisor.

Submission of the **Student Intern Program Details** form will trigger an email to the Intern's supervisor.

The J-1 Student Intern subcategory is available only to students currently enrolled and pursuing a degree at a postsecondary academic institution outside the United States, whose U.S. internship will "fulfill the educational objectives for his or her current degree program at his or her home institution."

Complete the fields below to trigger an email to the Student Intern's Faculty supervisor requesting him/her to provide information regarding the details of the internship.

You may complete the forms on behalf of the Student Intern's Faculty supervisor by putting your own name and email address below. You will receive a link via email to complete the respective forms.

The supervisor should submit the form once the program details are confirmed.

Faculty supervisor's name: *

Faculty supervisor's email: *

Re-type Faculty supervisor's email: *

This should be the individual responsible for supervising the Exchange Visitor. Upon submission of this form, the individual listed above will receive an email requesting details of the EV's program. **The contact listed above cannot be the same as the Department Administrator.**

Student Intern's Invitation Letter:
(Click here to view a sample departmental invitation letter) *

Browse_   No file selected.

J-1 Student Intern Program Details: Email to EV's Supervisor

Dear Faculty Supervisor:

Based on the information provided, Visa & Immigration Services has determined the J-1 Student Intern category is most appropriate for the activities associated with **Test Visitor's** internship.

As the student intern's supervisor we ask that you log in, as instructed below, to provide the necessary details pertaining to the activity or activities of the proposed J-1 Student Intern. (You will be able to review the information included in the request by clicking the links at the top of the form.)

If you were sent this form in error, please contact vis@stonybrook.edu, and provide the Exchange Visitor's name and date of birth.

Please follow the link below to respond to this request:
J-1 Student Intern Program Details

Client Name: Test Visitor
Client ID Number: ******7224
Your Login ID: meghan.behan@stonybrook.edu
Your Password: 5FC1397-FA

It's extremely important to never store passwords within the browser, as the system assigns a unique password for each request.

J-1 Student Intern Program Details: Completed by Faculty Supervisor

The Student Intern category requires the enrollment in a 1-credit research course.

The student intern is responsible for paying the associated tuition and fees.

The details provided by the supervisor will be used to process the Student Intern's DS-7002 Training/Internship Placement Plan. The supervisor is asked to indicate the number of phases and activities that will take place in each.

INTERNSHIP/PROGRAM INFORMATION

The DS-7002 Training/Internship Placement Plan can be divided into one or more phases. A "phase" could coorespond with a semester or a semester could include several phases. Based on your knowledge of the proposed internship, indicate the number of phases and the activities that will take place in each.

PHASE I:

Number of hours per week: * | 0 |

Start date: * | Month ▼ | Day ▼ | Year ▼ |

End date: * | Month ▼ | Day ▼ | Year ▼ |

Research course designation:
(e.g. PSY 599) * | |

Number of credits per course:
(minimum of 1 credit/course required) * | 0 |

Primary site of activity: * | ▼ |

Secondary site of activity: * | ▼ |

J-1 Student Intern: Request for Student Intern Credentials

Dear Test Visitor,

Based on the information provided, Visa & Immigration Services has determined the **J-1 Student Intern** category most appropriate for the activities associated with the proposed internship.

At this time we ask that you login to accessVIS to complete the electronic **Student Intern Credentials** form. Submission of this form will allow the admitting office to review your credentials and determine your admissibility as a visiting student to Stony Brook University.

Login Instructions:

1. Click here to be directed the Student Intern Credentials form
2. Enter your Stony Brook ID# **TEMP757224**
3. Enter your **Date of Birth (08/21/1985)**
4. Enter your **Limited Access Pin (650466)**
5. Be sure to click 'submit' after uploading all required documents.

If you have any questions please contact Visa & Immigration Services (VIS).

Thank you,
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/visa
vis@stonybrook.edu
+1.631.632.4685

J-1 Student Intern Credentials: Completed by Student Intern

As a university policy, the Graduate School/IAP must verify each student's credentials (degree, transcript, etc.) as well as their English language proficiency by reviewing the scores of a recognized English language exam (e.g. TOEFL, IELTS).

Submission of the **J-1 Student Intern Credentials** form will trigger an email to the Graduate School/IAP requesting verification of the visitor's credentials.

CREDENTIALS

Current Degree Level: *

Field of study: *

Name of educ

Address of edu

ENGLISH PROFICIENCY

According to federal regulations, to be eligible to participate as a J Student Intern, you must have "verifiable English language skills sufficient to function on a day-to-day basis in the internship environment." [22 C.F.R. § 62.23(i)(1)(i)]

Per University policy, the respective admitting office (Graduate School/IAP) must verify each student's English language ability by reviewing the test scores of a recognized language proficiency exam (e.g. TOEFL, IELTS). Exceptions may be made for those from English speaking countries, or who have received an education conducted entirely in English.

Are you curre

What is the m in your home

In the space(s) provided, indicate your numeric score of each recognized English language prociciency exam that applies:

IELTS: 0

TOEFL Score (Computer-Based): 0

TOEFL (Paper-Based): 0

TOEFL (Internet-Based): 0

Departmental Email, Compliance Procedures

Dear Department Administrator:

The department has reached the final stages of the electronic **J-1 Stuent Intern** request for **Test Visitor's** (Date of Birth: 08/21/1985), the prospective J Student Intern.

Please login to accessVIS to initiate communication to the Department Chair by submitting the **Chair's Compliance Agreement**. (The recipient will be able to review the information included in the request by clicking the links at the top of the compliance form.) Submission of the Compliance Agreement will serve as certification of the departments' understanding of the rules and regulations governing the hosting of J-1 Student Interns.

Departmental Services Login Instructions:

1. Enter *https://vis.stonybrook.edu* into your browser, or *click here to begin*!
2. Click the *Administrative Services for University Departments* link.
3. Login using your netID and password.
4. Click to expand the *Scholar & Faculty Services* window (located on left menu bar), then select the **J-1 Student Intern Request**.
5. Enter Test Visitor's **university ID# (TEMP757224)** and **date of birth (08/21/1985)**.
6. Complete the eletronic **Department Chair's Compliance Agreement** form.
7. Be sure to click 'submit' once you're finished.

Once Department Chair has completed their portion of the Compliance Agreement, you will be notifed and VIS will proceed with reviewing the J-1 Exchange Visitor request.

If you have questions, please contact vis@stonybrook.edu.

Thank you,
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/visa
vis@stonybrook.edu
631.632.4685

★ *The Chair's Compliance Agreement should only be submitted once you've received the above notification.*

J-1 Compliance Procedure:

Department Admin's submission of the **Compliance Agreement** will trigger emails to the Department Chair requesting s/he review and certify their understanding of the State Department's J-1 regulations.

Department Chair's Obligations for Hosting J-1 Student Interns

MAIN PAGE | TEMP259139 | TEST VISITOR

CLIENT RECORD: TEST VISITOR | TEMP259139

J-1 regulations require the host department and the university to assume numerous legal responsibilities in order to participate in the J-1 Student Intern Program. The Office of Visa & Immigration Services at Stony Brook University is responsible for ensuring departmental and institutional compliance with these regulations, and departments must agree to follow established University procedures consistent with State Department Regulations.

This request must be electronically certified by the **Host Department's Chair**, to acknowledge the department's willingness to comply with all federal and university J-1 Student Intern requirements.

Department / Division: *

Department Chair's Name: *

Title: *

Email Address: *

Re-type Email Address: *

* required fields

Save Draft   Submit

J-1 Student Intern Compliance Form

Dear Department Chair:

The department has reached the final step in the electronic J-1 Exchange Visitor request process for **Test Visitor's** (Date of Birth: 08/21/1985), the prospective J Student Intern.

Please log in as instructed below, review the compliance form carefully, and submit the form. (You will be able to review the information included in the request by clicking the links at the top of the compliance form.) This will serve as your electronic signature certifying that you will comply with all necessary rules and regulations governing the hosting of J-1 Exchange Visitors.

Once you have completed and submitted the compliance form, your department administrator will be notified. Upon receipt of all required signatures, VIS can proceed with processing the J-1 request.

Please follow the link below to respond to this request:
Department Chair's Obligations for Hosting J-1 Student Interns

Client Name: Test Visitor
Client ID Number: ******7224
Your Login ID: meghan.behan@stonybrook.edu
Your Password: C5895BA-E3

It's extremely important to never store passwords within the browser, as the system assigns a unique password for each request.

J-1 Compliance Procedure:

Clicking on the link within the email will take them to a login page and auto populate the required fields (e.g. user ID and password)

Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

Client ID Number
(Student - Employee University ID)

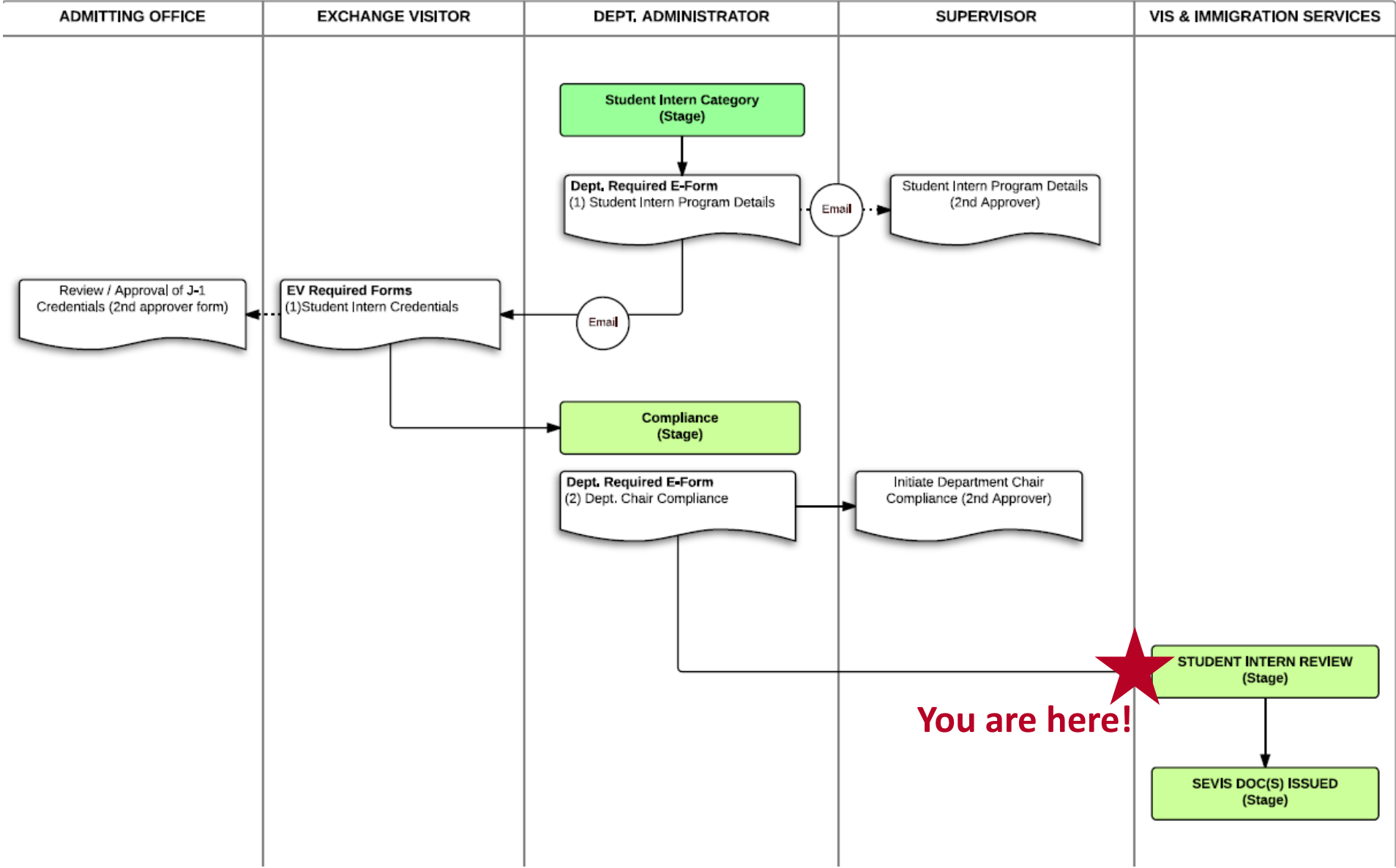Your Login ID *

Your Password *

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

* required fields   Login

It's extremely important to never store passwords within the browser, as the system assigns a unique password for each request.

J-1 Student Intern Request Sunapsis Work Flow

ADMITTING OFFICE	EXCHANGE VISITOR	DEPT. ADMINISTRATOR	SUPERVISOR	VIS & IMMIGRATION SERVICES

Student Intern Category (Stage)

Dept. Required E-Form (1) Student Intern Program Details — Email → Student Intern Program Details (2nd Approver)

Review / Approval of J-1 Credentials (2nd approver form) ← **EV Required Forms** (1)Student Intern Credentials ← Email

Compliance (Stage)

Dept. Required E-Form (2) Dept. Chair Compliance → Initiate Department Chair Compliance (2nd Approver)

You are here! ★ **STUDENT INTERN REVIEW (Stage)**

SEVIS DOC(S) ISSUED (Stage)

J-1 Exchange Visitor Request

- Once the compliance forms have been electronically signed by the respective parties, the Department Admin will receive email notification that the J-1 Student Intern request is under review by VIS.

- VIS will review the additional information submitted, and contact the department once the request has been processed, or if necessary request additional details for the DS-7002.

- Please allow 10 business days for processing.

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