1. **COMPLIANCE WITH FEDERAL ELEGIBILITY REQUIREMENTS**

   When you invite a visiting scholar and submit a DS-2019 request form, you are responsible for verifying that he/she meets the eligibility requirements to come to the United States as a J-1 exchange visitor. The exchange visitor:

   - May be sponsored as a J-1 if he/she will be participating in a program that furthers the objectives of the J-1 Exchange Visitor Program
   - Must possess the financial support listed on the request form and these resources must meet the requirements set by the Office of International Programs & Services (IPS).
   - Must possess sufficient English language proficiency for the proposed teaching/research activity.
   - Must have appropriate academic credentials for his/her category and position
   - Must intend to return to his/her home country.
   - Must be aware of the health insurance requirements and maintain health insurance which meets Federal and University requirements throughout his/her J-1 program.

2. **ARRIVAL**
- Hosting departments should assist the visitor in making housing and transportation arrangements. Be mindful that due to limited transportation, and the difficulty for international visitors to obtain a driver's licenses and vehicles, efforts should be made to secure housing close to campus.
- An exchange visitor may enter the U.S. no more than 30 days before the start date indicated on the DS- 2019 in section 3.
- All exchange visitors must obtain three clearances and cannot begin on-campus activities unless completed and submitted to HR. These clearances are:
  - Criminal Background Check (Act 34)
  - Child Abuse History Clearance (Act 151) and
  - FBI Federal Criminal History-Fingerprinting (Act 114)

  IPS will inform HR of the scholar's visa approval so that the scholar can start the clearance process while abroad. Note – fingerprinting should be coordinated with HR immediately upon arrival so that the scholar can start their program at MU as soon as possible.
- All J-1 exchange visitors must attend a required orientation program at IPS within 5 business days of their arrival.
  - An exchange visitor must bring his/her DS-2019, I-94, and passport to the check-in program.
- IPS is required by law to verify the exchange visitor's immigration documentation and report arrival to the Department of Homeland Security through SEVIS. Exchange Visitors who do not comply with this law within 30 days of the DS-2019 start date will jeopardize their J-1 status in the US, will lose their employment eligibility, and will have to leave the U.S.

Note: SEVIS is the Student and Exchange Visitor Information System that requires all colleges and universities to report information about J-1 Exchange Visitors and their J-2 dependents electronically to the Department of Homeland Security. It is IPS's responsibility to comply with SEVIS reporting regulations.

3. **DELAYED ARRIVAL**

   If the exchange visitor is unable to arrive and report to IPS within 15 days of the start date on the DS-2019, contact IPS (International@millersville.edu). IPS must update the intended start date in SEVIS to prevent the record from being cancelled by SEVIS.

4. **DEPARTURE**
   If the exchange visitor discontinues his/her employment/program at the Millersville University, IPS must report the ending date of the visitor's program to SEVIS. Departments hosting visiting scholars must notify IPS if a scholar is leaving more than 30 days before the ending date of the DS-2019 (found in section 3). In order to report a visiting scholar's early departure, please download and fill out the J-1 Exchange Visitor Departure Form located on our web site.

5. **HEALTH INSURANCE**
   - All Millersville University J-1 exchange visitors are required to have health insurance, which meets federal standards, for themselves and their dependents.
   - Proof of insurance must be provided to IPS. Insurance requirements and insurance plans are available on our website.

6. **GENERAL OBLIGATIONS**
   - Encourage cross cultural interaction throughout the visitor's program term. The hosting department should offer the visitor opportunities for meaningful interaction with Americans as part of the program experience.
   - Communicate with Human Resources regarding clearances, permission to be on campus, and MU ID card, and university email address.
   - Ensure that J-1 exchange visitors have all necessary logins and passwords.
   - Ensure that J-1 exchange visitors understand the importance of updating IPS with any important activities such as address changes, change of program details, any concerns about their immigration status. U.S. Government guidelines for updating addresses are special for these visitors. A Change of Address request form is available on our website.