

Checklist for International Scholar J-1 Visa Visa & Housing

This checklist serves as a guide for international scholars who plan on visiting the United States for 6 months or less. They can be researchers, graduate students, professors, technicians and other types of scholars. The visitors will obtain a J-1 Visa from their home country. Generally, visitors under this classification do not formally enroll in NCSU classes. Short-term scholars must fill out a DS-2019 Application (with department help). They do NOT need a DS-7002 unless they are staying longer than 6 months, in which case they will need both and the process may be different.

If you have questions while collecting the documents below for the DS-2019 Application, the Office of International Affairs (OIS) DFER contact is Hilary (Stoker) Patton - hdstoker@ncsu.edu. Also, copy ois@ncsu.edu for everything.

For more information about the process, responsibilities, or to download copies of the DS-2019 forms go to: <https://internationalservices.ncsu.edu/2015/06/05/new-ds-2019-request-form-and-pre-arrival-info/>

Before Visitor Arrives (preferably 6 weeks or more)

DS-2019 Application (submitted to the Office of International Affairs - OIS):

1. DS-2019 A Form - filled out by visitor
 - a. Download the form here, it's at the end of the guide:
https://internationalservices.ncsu.edu/files/2015/01/J-1ScholarGuide_7-5-16.pdf
2. DS-2019 B Form - filled out by you and NCSU staff
 - a. Download the form here:
<https://internationalservices.ncsu.edu/files/2015/01/NewJ-1Request-PartB-7-5-16.pdf>
 - b. Ask Carolina Thompson - Admin/HR if she will be the Department Personnel Representative (<https://www.ncsu.edu/directory/moreinfo.php?username=scthomso>)
 - i. If not Carolina, try Victoria (Tori) Batista Brooks - TIP
(<https://www.ncsu.edu/directory/moreinfo.php?username=vbbatist>)
Or Melanie Paul - FER accountant
(<https://www.ncsu.edu/directory/moreinfo.php?username=mlpaul>)
3. Proof of Financial support
 - a. Amount is found in Financial Section of DS-2019 B Form
 - b. For foreign currency, attach the conversion pdfs using OANDA.com
<https://www.oanda.com/currency/converter/>
 - c. Can use the following as support documents: bank account statement; proof of assistantship; employment contracts
4. Proof of Health Insurance (<https://internationalservices.ncsu.edu/current-students/health-insurance/>)
 - a. Health Insurance Requirements for visiting J-1 Scholars:
<https://internationalservices.ncsu.edu/health-insurance-j1/>
5. Offer Letter from NCSU Department
6. Support letter from student's university/advisor
7. Transcript
8. CV/Resume
9. Copy Passport profile page, with picture

**All documents should be in English and you should use OANDA.com for currency conversions.*

SUBMIT all documents as a zip file to the Office of International Services (OIS) at ois@ncsu.edu.

J-1 Visa Application (submitted to embassy at visitor's home country)

1. The approved DS-2019 is used to apply for the J-1 Visa
2. OIS will contact the Personnel Representative listed on DS-2019 when it is ready to be picked up from the OIS Office
 - a. Office of International Services is at 320 Daniels Hall, 111 Lampe Drive, Raleigh, NC, 27695
3. The original DS-2019 must be mailed to the student in their home country
4. Visitor must pay SEVIS Fee online (will be reimbursed)
5. Visitor must make appointment at US Embassy
6. Visitor must pay Visa Fee (will be reimbursed)

Housing (help them find a place/make suggestions):

1. Must be within budget
2. Without a long-term lease/lease lasts only as long as visitor needs it
3. Preferably furnished & near to campus (see ideas for short-term housing below)

Personnel Representative Responsibilities:

1. Make a Check-In appointment with OIS for the visitor during their first week of arrival
2. Submit Personal Information Form (PIF) for visitor for department
3. Assist with housing for visitor

Visitor Responsibilities:

1. Transportation between airport and apartment
2. Arrangement of housing

After Student Arrives

OIS Check-In:

1. Must be done within the first week of arrival
 - a. Make sure the appointment has been scheduled and that the student knows when and where to go
2. Student must bring all documents and paperwork with them to meeting
3. Obtain an NCSU ID (<http://onecard.ncsu.edu/>)
 - a. The Personnel Representative on the DS-2019 must request ID Card
 - b. Form: <http://onecard.ncsu.edu/get-card/wolfpack-one-card-request-form/>

Ideas for Housing Options - Short-Term:

Start Here: <https://housing.dasa.ncsu.edu/apartments/>

ES King Guest Housing- <https://housing.dasa.ncsu.edu/e-s-king-village-guest-apartments/>

Avent Ferry Complex - <https://housing.dasa.ncsu.edu/avent-ferry-complex-guest-rooms/>

Others:

<http://www.thecollegeinnraleigh.com/>

<http://www.utowersraleigh.com/>

<http://www.valentinecommons.com/>

<http://www.apartmentguide.com/apartments/North-Carolina/Raleigh/Mission-Valley/6997/>