This checklist provides information about

For Affiliate Faculty Appointments process (updated 03/2019)

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| **Check when Complete** | **What is Needed?** | **All Exchange Visitor Requests and Agreements Need to Be completed if the Scholar will be working with GMU on Research or Teaching Activities.** |
|  | **Prepare the *Exchange Visitor Request Packet* for the incoming scholar** | 1. **Complete an Exchange Visitor Request Form** for the incoming scholar and any accompanying dependents. Contact Irina Chizhova at [ichizhov@gmu.edu](mailto:ichizhov@gmu.edu) for a current copy of the EV Request Package. 2. **Attach a copy** of the EV’s CV/Resume, Offer Letter\*, a Research Proposal, Funding Documentation, Copies of Each Person’s passport ID page with expiration date of the passport and financial documentation   \*Affiliate Offer letter template can be found at: <http://provost.gmu.edu/faculty-appointments/affiliate-faculty/>   1. **Financial Support Requirements** can be from the sponsor, GMU, Personal Funding or a combination of funds.   Incoming J-1 scholars must show a minimum of $21,600 in support for themselves, $7,200 for spouse, and $4,800 for each child per year. In addition, they should plan on spending $3,000 for health insurance for each scholar and about $3,300-$5,300 per year for family health insurance. Health insurance must meet the U.S. Department of State Health Insurance Requirement for all J Program Participants.  **Submit Packet and all documents to OIPS, MS 4C3, no later than 7 weeks before you want the scholar to arrive at GMU**. |
|  | **Submit the Affiliate or Paid Researcher/Faculty Appointment Letter to the Appropriate Office for Signature (This step depends on the policy of each school. Not all schools require Affiliate Appointment Letter)** | **This process can take up to 2 weeks. Signed Affiliate/Appointment Letters are mailed with the DS-2019 packet to the Scholar in the Home Country.**  **Academic Units with No-Pay Affiliate Faculty or Researchers (Duties governed by Faculty Handbook):** Department Chair signs letter and submits to Dean’s HR Representative. Once Provost signs the letter, it goes back to the Dean’s HR Rep, who returns letter to the Department to send along with the DS-2019 Immigration Packet done by OIPS.  **Academic Units with Paid Researchers or Units attached to GMU**: Submit to appropriate Unit HR Rep and the Dean of the College or Director of the Unit for signature. Once signatures are finished, Appointment Letter is sent with DS-2019 Immigration Packet done by OIPS. |

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|  |  | **Mailing Instructions**: OIPS will email Requesting Department to Pick Up DS-2019 Packet to Send to Scholar in their Home Country, along with Signed Contract or Appointment Letter andJ-1 Pre-Arrival Guide. |
|  | **Mailing Charges**: OIPS will send documents by Federal Express International if the Department agrees to pay the courier charge using a Fedex Account Number. The Incoming Scholar may also Prepay using their Credit Card Number or an Eship Global Account: <https://oips.gmu.edu/shipping-options/> |
| ***OIPS Makes DS-2019***  ***Exchange Visitor Form for the incoming scholar and dependents (if any)*** | **SEVIS Payment and Visa Application by Scholar:**  Upon receiving the package from GMU, the incoming scholar will log into fmjfee.com and pay the $180 J-1 SEVIS Fee and then schedule an appointment online with the U.S. Embassy or Consulate to get their J Visa Stamp. The Visa process can take 4-12 weeks depending on if the scholar has been flagged for Background Check or Clearance by the Visa Officer. **Note:** If the scholar’s start date will be delayed by more than 10 calendar days, contact Irina Chizhova at [ichizhov@gmu.edu so that the start date can be updated in SEVIS](mailto:ichizhov@gmu.edusothatthestartdatecanbeupdatedinSEVIS) and a DS-2019 Form sent to the scholar. |
|  | **Travel to the U.S. and Check In Appointment with OIPS upon arrival:** The scholar will make a Program Validation Appointment with OIPS by calling 703.993.2970. They should schedule 30-40 minutes for the appointment and bring the following items: |
|  | **Passport and Stamped DS-2019s Proof of Health Insurance**  **Local US Address and Telephone Number Emergency Contact Information** |
|  | **Note:** If Scholar is being paid wages or salary by GMU, an I-9 will be done at International Tax Office. Instructions for Applying for a U.S. Social Security Number will also be given by OIPS. |
|  |  | **Unit HR representative enters biographical information of the scholar into Banner.** |
| ***Scholar is entered into Banner and a G# Generated for the Scholar. Scholar gets GMU ID Card*** | **Note:** Banner approval can take several days. The scholar will not be able to buy the Aetna Scholar Health Insurance or get a GMU ID Card until the Banner Account is Active**.**  **About Social Security Numbers:** Scholars may not apply for a U.S. Social Security Number unless they are getting paid by a U.S. employer. When entering the scholar into Banner, the HR Unit representative should use all “0”s for the SSN if the scholar does not have one. |
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