

- Purdue J-1 Visiting Scholars
- Purdue J-1 Employees / Postdocs
- J-1 Visiting Scholars from other institutions
- Non-J Visiting Scholars (F-1 CPT, OPT, EAD, etc.)

Read carefully. Complete all fields. Missing or incomplete responses must be corrected before the request is considered complete.

A. Cohort-Based Programs

1	Is this Request part of a Program or Cohort?	<input type="radio"/> Korean Software Square <input type="radio"/> Go Boilers <input type="radio"/> Tec de Monterrey <input type="radio"/> SURF Zamoranos Univ.	<input type="radio"/> IASTE <input type="radio"/> OVDF / SERB <input type="radio"/> UREP-C <input type="radio"/> SURF-UREPC <input type="radio"/> NO this is not part of a Cohort program	<input type="radio"/> IITGN <input type="radio"/> PONTES <input type="radio"/> SURF-IASTE <input type="radio"/> Other (list below)

B. Scholar Information

2	Given Names (First/Middle)	Surname (Last)	
3	Email	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (if known) <input type="checkbox"/> Other / Not Known	
4	Where are they <u>from</u> ?	<input type="checkbox"/> Belarus <input type="checkbox"/> China <input type="checkbox"/> Hong Kong <input type="checkbox"/> Iran <input type="checkbox"/> Macau <input type="checkbox"/> North Korea <input type="checkbox"/> Sudan <input type="checkbox"/> Syria <input type="checkbox"/> Russia <input type="checkbox"/> Somewhere else <input type="checkbox"/> I do not know	
5	Where are they <u>now</u> ?	<input type="checkbox"/> They are in the US now <input type="checkbox"/> They are not in the US now	
6	<u>If in the USA now, where are they?</u>	<input type="checkbox"/> Not applicable <input type="checkbox"/> I do not know <input type="checkbox"/> An enrolled student <input type="radio"/> at Purdue <input type="radio"/> at another institution <input type="checkbox"/> Visiting at Purdue <input type="radio"/> at "this" Dept <input type="radio"/> at another Dept <input type="checkbox"/> Employed at Purdue <input type="radio"/> at "this" Dept <input type="radio"/> at another Dept <input type="checkbox"/> In the USA <input type="radio"/> employed by... <input type="radio"/> visiting another institution (not Purdue)	
7	<u>If in the USA now, do you know their visa status?</u> <i>(Terms in purple are the J-1 Program category, not their appointment or role, and are listed in Box 4 of the individual's DS-2019)</i>	<input type="checkbox"/> Not applicable <input type="checkbox"/> I do not know <input type="checkbox"/> B-1/B-2 <input type="checkbox"/> F-1 Student <input type="checkbox"/> F-1 CPT <input type="checkbox"/> F-1 OPT <input type="checkbox"/> J-1 Student <input type="checkbox"/> J-1 Academic Training (requires completion of US PhD program in J-1 student) <input type="checkbox"/> J-1 Student Intern (used for visiting undergraduate students) <input type="checkbox"/> J-1 Research Scholar / Professor <input type="checkbox"/> E-3 <input type="checkbox"/> H-1B <input type="checkbox"/> TN <input type="checkbox"/> O-1 <input type="checkbox"/> E-3 Spouse <input type="checkbox"/> F-2 Spouse <input type="checkbox"/> H-4 Spouse <input type="checkbox"/> J-2 Spouse <input type="checkbox"/> TD Spouse <input type="checkbox"/> O-3 Spouse <input type="checkbox"/> LPR (Greencard)	
8	I know the Scholar because ...	<input type="checkbox"/> I interviewed this candidate for employment (see Part I. Appointment below) <input type="checkbox"/> This person is an incoming Purdue Student (explain fully below) <input type="checkbox"/> This is an extension / <input type="checkbox"/> This person previously was at Purdue (Provide Prior PUID / Email if known) <input type="checkbox"/> Prior collaborations or research (explain) <input type="checkbox"/> Other (explain fully)	

C. Scholar's English Proficiency Required ONLY if you are requesting a Purdue J-1 DS-2019 for this scholar for the first time. Do not complete this section if you are submitting any other kind of Request

9	English Proficiency Verification (check ONE option only) <input type="checkbox"/> Not applicable (This is not a request for a Purdue J-1 DS-2019) <input type="checkbox"/> This request is part of a J-1 Cohort Program, and the Program Manager verified English Proficiency <input type="checkbox"/> Scholar's (check one) <input type="radio"/> home country <input type="radio"/> home institution <input type="radio"/> institution of degree conferral is in _____ (country) where English is designated as an official language (see qualifying countries) <input type="checkbox"/> Scholar has taken and passed an English Language test (see list of tests accepted by Purdue University) <input type="checkbox"/> I verified the Scholar's English proficiency in an interview on _____ (date)
Interviewer's Name _____ Signature: _____	

D. ISS Fee All ISS Services involving an immigration request require payment of an ISS Fee, including extensions. Federal funds may not be used. See our [website](#) for ISS Fee rates. The account listed below will be invoiced on the 5th day of the month following receipt of this request.

10 Request Fee Account # WBSE

Order:

E. Activities The Scholar's activities at Purdue must remain 'consistent' with whatever you describe here throughout the visit (including any extensions). Note, the host will be required to input additional details during the MyISS eform data collection.

11 **Activities / Objective of the Visit.** Provide a brief but meaningful description of what the Visiting Scholar will be doing while at Purdue. Include the title of research project(s), if any.

F. Timing / Deadlines. See the following resources for planning your timeline:

[How to Host a Visiting Scholar](#) | [How to Host a Visiting Undergraduate Student](#) | [Working with PISA > Details Timelines and Costs](#)

12 ☐ This is the 1st time International Scholar Services is processing a request for this scholar. NOTE:

- F-1 student support does not count as a prior service
- Check this box if this is a request to transfer a J-1 scholar to Purdue from another US institution
Start Date must be in the future!!

Start Date: _____

End Date: _____

☐ International Scholar Services has issued paperwork to this scholar before - this is a request to extend paperwork that is expiring or amend existing paperwork/approvals. Note:

- This includes moving a J-1 Scholar from one Purdue dept to another Purdue dept
- Extensions must begin the day after the prior expiry; gaps are not permitted.

Current End Date of Visa Status: _____ (date)

Start date of extended Visa Status: _____ (date)

Proposed New End Date for Visa/Status: _____ (date)

☐ There will be a change of Dept(s)

☐ There will be a change of Host(s)

☐ There will be other change(s) (explain)

☐ **RUSH CASE!** See definition of "rush" on last page

13 **If this is a 1st time Request**, state if the dates are flexible or fixed. If this is an extension, go to Row 14

☐ Not applicable – this is not a first time request

☐ Program duration / start date / end date is flexible

☐ Start date is fixed to the specific date above ☐ End date is fixed to the specific date above

☐ Duration is fixed: _____ (number) _____ (units – eg. weeks, months) from the date of arrival

G. Site(s) of Activities. By law, the Scholar may engage in activities only at the site(s) listed in DS-2019 / gov't databases.

14 Provide specific (FULL!!) addresses for all sites of activity, on and off campus, including office, lab, and all other locations of other places/other institutions/organizations, throughout the entire visit

Building Name	Street Address	City	State / ZIP	On Campus?	Start Date if different from above	End Date if different from above
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
				<input type="checkbox"/> YES <input type="checkbox"/> NO		

H. Host Department and Host Faculty

15	Dept	College / Division	Dept		Contact Phone
16	Host / Hiring Manager	Surname	Given Name(s)		
		Title / Rank	Email		

I. Information about the Appointment (select ONE option below)

18	What Purdue Appointment is being offered to this person?	a. Visiting (non-employment) Appointment (<i>Purdue funding, if any, is non-wage support</i>) <input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Visiting Undergraduate Student <input type="checkbox"/> Visiting Postdoctoral Fellow <input type="checkbox"/> Other (specify):
		b. Employment Appointments (<i>Purdue pays a wage to the Scholar</i>) <input type="checkbox"/> Postdoctoral Assistant <input type="checkbox"/> Postdoctoral Associate <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Lecturer <input type="checkbox"/> Limited Term Lecturer <input type="checkbox"/> Research Scholar (staff researcher) <input type="checkbox"/> Research Scientist <input type="checkbox"/> Other Staff (specify):
19	Remote Purdue Employee	Indicate below whether there is a background relationship with Purdue University <input type="checkbox"/> None of these situations apply <input type="checkbox"/> This person is employed by Purdue University remotely from another country <input type="checkbox"/> This person is employed by Velocity Global / another entity on behalf of Purdue remotely from another country <input type="checkbox"/> There is another comparable situation in the background, details are below

J. Information about the Requested Service (select ONE option below)

Note: only PISA may issues *visiting scholar invitations* (offers), and only after screening is approved by the Office of Research Security.

20	Which ISS Service are you Requesting? <i>Note - the ability to sponsor J-1 status requires a US entity that is designated by the US Dept of State for this purpose. A financial sponsor is NOT the same as a J-1 sponsor. You may verify whether the entity you think is sponsoring the J-1 is a designated J-1 sponsor here. If not, then Purdue must sponsor the J-1.</i>	<input type="checkbox"/> (Only) a Visiting Scholar invitation The Scholar will provide their own status, as listed below, to visit Purdue (<i>required</i>) <input type="radio"/> F-1 CPT <input type="radio"/> F-1 OPT <input type="radio"/> J-1 Academic Training (<i>requires completion of US PhD degree program in J-1 student status</i>) <input type="radio"/> J-1 from another <u>J-1</u> sponsor [such as a US Govt agency (e.g. Fulbright) or university (list below - NOT the same as funding agency!)] J-1 Sponsor: <input type="radio"/> An Employment Authorization Document (EAD) they are obtaining on their own <input type="radio"/> Something else (specify)
		Visiting Scholar Appointments are not appropriate for individuals visiting with B visas, ESTA, or under Visa Waiver; these individuals require "Visitor" Invitations. The differences between Visitors and "Visiting Scholar Appointments" is explained on our website: https://www.purdue.edu/gpp/iss/scholar/immigration/business_visitors.html .
		<input type="checkbox"/> Visiting Scholar Invitation **PLUS** Purdue J-1 Visa/Immigration Service <input type="radio"/> J-1 DS-2019 Immigration Service (<i>Boxes B and J are required!</i>) <input type="radio"/> Something else (specify)
		<input type="checkbox"/> (Only) a Visa/Immigration Service – This person is being hired as an employee <input type="radio"/> J-1 DS-2019 Immigration Service (<i>Boxes B and J are required!</i>) <input type="radio"/> Something else (specify) (Note: H-1B, E-3, TN or O-1 is requested on our HEOTN Intake)

Note: If employment is being offered AND the scholar has their own visa/immigration authorization to engage in activities (e.g., OPT, CPT, other EAD, etc.) then PISA is not involved in the request because there is no service for us to perform); PISA does not issue letters offering employment at Purdue – only your Departmental Business Office may issue an employment offer letter.

K. Scholar Funding See funding requirements / minimum thresholds [here](#).

21	a. <input type="checkbox"/> Not Purdue Funded State Scholar's Funding Source (if known):
	b. <input type="checkbox"/> Purdue-Funded (provide Purdue Funding details in Part L (Row 22) on the next page)
	(i) This person is/will be an employee: <input type="radio"/> Wage (Offer letter is <input type="radio"/> Attached <input type="radio"/> Pending with the Business Office)
	(ii) This person is/will be a Visiting Scholar / Undergraduate Student: A. <input type="checkbox"/> This visit is part of a Cohort Program; the Cohort Program Manager will provide the funding details

L. Purdue Scholar Funding Continued See funding requirements / minimum thresholds [here](#).

22	This visit is part of a Cohort Program but funding details are specific to this visiting, see below This visit is NOT part of a Cohort Program; all relevant details are below
	Funding Account Information: _____
	Funding is from: <input type="checkbox"/> Host <input type="checkbox"/> Dept <input type="checkbox"/> College <input type="checkbox"/> Cohort-Program <input type="checkbox"/> Other: _____
	<input type="radio"/> Living Allowance: \$_____/ <input type="radio"/> month <input type="radio"/> year) <input type="radio"/> One time payment: \$_____ <input type="radio"/> Direct Payment of Housing/month (explain below) <input type="radio"/> Reimbursement (explain below)
If you checked 21b above, you must check this box to confirm your understanding. <input type="checkbox"/> If there are <u>any</u> changes to Purdue funding, the host, Dept Contact or Business Office will notify ISS-PISA <i>before</i> the change takes effect; the Scholar cannot communicate changes in <i>Purdue</i> funding. "Changes" include but are not limited to: a decrease or increase in funding, the offer of funding that was not previously provided, or the offer of a wage that was not previously provided.	

M. J-1 Host Attestations. Answer these questions **ONLY** if requesting a **Purdue J-1 DS-2019**. Do not answer in any other situation.

23	Attestations of the Host / Hiring Manager (All Questions MUST be completed by the Host!)	<input type="checkbox"/> 1. I am employed by Purdue at not less than 51% (.5 FTE) basis
		<input type="radio"/> 2a. I will be present at Purdue and accessible to the Scholar throughout the invited stay, (or) <input type="radio"/> 2b. I will be not be physically present at Purdue but I will be accessible throughout the visit
		3. I (or a designee) will perform the following <input type="checkbox"/> a. meet <input type="radio"/> monthly with the visiting scholar (or) <input type="radio"/> weekly with the VUG <input type="checkbox"/> b. report to PISA / ISS if this scholar/VUG is away from Campus for more than 21 days <input type="checkbox"/> c. immediately report to PISA / ISS <i>any</i> changes to the visit, including but not limited to ➤ changes in the invitation/offer, including a decision not to move forward with the visit ➤ changes in the dates of the program, including but not limited to plans to terminate or end the program before the End Date listed above/in the DS-2019

N. Signatures

23	Host <i>The Host is responsible for ensuring this intake is complete, accurate and includes all relevant details.</i>	Date	(required on this form / cannot be attached)
24	Business Office Must be signed by fiscal approver with \$25,000 authority (or higher) If this is a request for a "Purdue J" Visiting Scholar, please provide the Org Code for purposes of R4P:	Date	
25	Dept Head or Designee Of Host Department	Date	<input type="checkbox"/> Att'd as email
26	CLA / COP / VET / DPD (See below) Signature:	Date	<input type="checkbox"/> Not applicable <input type="checkbox"/> Att'd as email

Instructions: Forward to PISA once all sections are fully completed: all signatures *must* be included or attached, and an Account number for the ISS Fee *must* be provided. The request is not "complete" if it is without approvals or an account number. It is helpful but not required to include the Scholar's CV.

A Case is a "RUSH" if-

- The scholar is *outside* the USA and there is fewer than 3 *months* to the Requested Start Date
- The scholar is *inside* the USA but not at Purdue and there is fewer than 2 *months* until the Start Date (includes J Transfers)
- The scholar is at Purdue already in J status that is being extended, and there is less than 1 month to the Start Date

Additional College Approval

If you are in *this* College you must have a signature in Row 27 from *this* person

- Centers and Institutes of the Discovery Park District VP, Discovery Park District (DPD) Institutes
- College of Liberal Arts Senior Associate Dean for Faculty Affairs
- College of Pharmacy Associate Dean for Research
- College of Veterinary Medicine Office of Global Engagement (OGE)