

## RESPONSIBILITIES OF J-1 SCHOLARS UNDER SEVIS

The following information summarizes the primary SEVIS reporting responsibilities of J-1 Scholars sponsored by the University of North Carolina at Chapel Hill. If your DS-2019 was issued by an institution other than the University of North Carolina, you should contact your sponsor for clarification on your reporting responsibilities.

**SEVIS:** SEVIS is a federal database that collects information on non-immigrant J-1 Exchange Visitors. SEVIS maintains a record of your J-1 program. Our office, International Student and Scholar Services (ISSS), maintains your SEVIS record and is required to enter and keep up to date specific information in your record to ensure proper maintenance of your J-1 status.

**Events that ISSS Must Report through SEVIS:** The following is a list of events that ISSS must report through SEVIS. It is critical that you notify ISSS of any of the changes described below.

- **Commencement of Program:** New J-1 scholars must check-in at ISSS within 15 days of the start date of their DS-2019 forms so that they may be validated in SEVIS. Validation means that your arrival at the University has been reported to the Immigration Service through SEVIS.
- **Address Change:** You must report a change of residential address to ISSS within ten days of the move. This timeframe is a legal requirement and not set by ISSS. The address reported should be an actual physical address, not a department address. Please ensure ISSS has an active email account on file so we can contact you regarding important immigration and program information.
- **Site of Activity Change:** Scholars must report additions to, or changes in, work site (location where work will be conducted) before that change takes place.
- **Change of Funding:** ISSS must report any changes to the funding you receive to support your J-1 program. This includes additional funding you will receive as well as loss of prior funding sources.
- **Change of Title/Job Duties:** All changes in your job title or changes to your research responsibilities must be reported to ISSS prior to the occurrence.
- **Change in Faculty Mentor/PI/Lab:** must be reported to ISSS prior to the change.
- **Honorarium/Incidental Employment:** In limited circumstances it may be permissible to receive an honorarium or reimbursement for "Occasional Lectures and Short Term Consultations". ISSS must review such activity in advance and issue a letter of authorizing the reimbursement and/or honorarium prior to the event.
- **Transfer of J-1 Program:** Under certain circumstances, it may be necessary to transfer your J-1 program to another institution. A transfer requires coordination between the international offices of both institutions. If you determine a transfer of your J-1 program necessary, contact an International Scholar Advisor at ISSS to coordinate the transfer of your SEVIS record.
- **Changes in Legal Name:** You, and your dependent family members, must report any change of legal name to ISSS within 10 days of making the change.
- **J-2 Dependent Arriving after J-1:** J-2 Dependents arriving to UNC after the J-1, must come to ISSS for check-in. The best time for J-2 check-in is between 2-4pm Monday, Tuesday, Thursday and Friday. All J-2 dependents must have health insurance that meets the U.S. Department of State's requirements from the time they arrive to

the U.S. until the end of your J-1 program, including periods of time they spend outside of the U.S. You will need to provide proof of health insurance at J-2 check-in with ISSS.

- **J-2 Dependent Departure:** Be sure to notify ISSS if your J-2 dependent will depart the U.S. and will not return as your J-2 dependent. We will end their J-2 program at that time and this will allow you to cancel the required J-2 insurance coverage for them. Once a J-2 status is canceled in SEVIS, it cannot be re-instated. This action should only be taken if you are certain your J-2 dependent will not return to the U.S. during your J-1 program
- **End of Program Participation:** Please submit a Departure Notice to ISSS at the end of your J-1 program at UNC Chapel Hill so that we can close your record accordingly. The Departure Notice is available on [our website](#) or by coming to our front office during [walk-in hours](#). If you will be leaving more than 15 days prior to the end date specified on your Form DS-2019, ISSS will adjust your program end date and issue a new DS-2019 form. Keep all versions of your DS-2019 forms permanently for your immigration records.

**Form DS-2019:** Form DS-2019, “Certificate of Eligibility for Exchange Visitor (J-1) Status” is a Department of State controlled document that can only be produced through SEVIS. The DS-2019 form is your primary status document. It provides an overview of your J-1 program and reflects pertinent information from your SEVIS record. The top right corner of the form contains an 11 digit number beginning with the letter “N”. This is your SEVIS number and is unique to each J-1 program. The SEVIS number will remain the same throughout your J-1 program, including any extensions or transfers of your program. All J-2 dependents will receive their own DS-2019 and a SEVIS number.

**Travel outside the United States:** In order to re-enter the U.S. in J status you and your dependents must come to ISSS to receive travel signature on your DS-2019 form. A Responsible Officer or Alternate Responsible Officer at ISSS is the only person authorized to sign your DS-2019. Travel signatures can be obtained by coming to ISSS during our walk-in

hours with the original DS-2019 form, passport with visa stamp, and proof of appropriate health insurance – no appointment is necessary.

While short trips outside of the U.S. are considered appropriate, absences of longer than 30 days must be approved in writing by your faculty mentor/PI and authorized by ISSS prior to departure. If you will need to apply for a U.S. entry visa, try to make your appointment in advance. Remember that a valid visa stamp is required for re-entry to the U.S. in most circumstances. Since visas can only be obtained at a U.S. consulate or embassy outside of the U.S., it is important to schedule your trip accordingly. You may locate the U.S. Embassy website in your country by going to <http://usembassy.gov> for the latest instructions for visa applications. Any questions regarding travel in J-1/J-2 status should be directed to ISSS.

**Absences from campus** of longer than 30 days must be approved in writing by your faculty mentor/PI and authorized by ISSS.

**Extension of Stay:** Requests for the extension of a J-1 scholar should be submitted **by the department** at least one month prior to the expiration of the current DS-2019. This will allow ISSS to process the extension in a timely manner. ISSS can only process an extension of the J-1 program if:

- the scholar and J-2 dependents are properly maintaining their status
- the extension activities are a continuation of the original program objective
- the scholar has sufficient funding to support the period of extension
- the scholar has not received a waiver of the 212(e), 2 year home residency, requirement
- the scholar has time remaining in their J-1 program category (Short-Term = 6 months; Research Scholar/Professor = 5 years)
- the scholar does not have documented immigrant intent

If you have any questions about your J-1 program, please contact an international scholar advisor at ISSS:

**Jane Rosenberg:** [janerose@email.unc.edu](mailto:janerose@email.unc.edu)  
**Kory Sopko:** [ksopko@email.unc.edu](mailto:ksopko@email.unc.edu)