



FLAGLER  
COLLEGE

Center for  
**GLOBAL  
EDUCATION**



**RESOURCE**

**MANUAL**

**J-1 Professors, Research Scholars,  
Short-Term Scholars**

**Research Scholars, Professors, Short-Term Scholars** – The Center for Global Education encourages any interested professionals from abroad to contact our office about sponsorship in the Exchange Visitor Program under the Research Scholar, Professor, or Short-term Scholar category.

The Center for Global Education (CGE) oversees the immigration processing for all potential Research Scholar, Professor, and Short-term Scholars.

The purpose of this manual is to provide you with specific information regarding immigration compliance as a J-1 exchange visitor at Flagler College.

Flagler faculty and departments interested in hosting an international professional at our college are advised to reach out to the Center for Global Education for more information.

### **General Information**

The purpose of the Exchange Visitor Program is to foster the exchange of ideas between Americans and foreign nationals, and to stimulate international collaborative teaching, lecturing and research efforts. The exchange of research scholars, professors, and short-term scholars promotes the exchange of ideas, research, mutual enrichment, and linkages between research and educational institutions in the U.S. and foreign countries. It does so by providing foreign research scholars, professors, and short-term scholars the opportunity to engage in research, teaching and lecturing with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their compatriots their experiences and increase the knowledge of the U.S. and their substantive fields.

### **Mandatory Orientation**

Flagler College provides visiting scholars, professors, and short-term scholars with an orientation program. This is a mandatory orientation for all individuals on an Exchange Visitor Program. Failure to attend orientation and to have your SEVIS record validated may result in future immigration complications.

*What to bring -*

Exchange visitors will need to bring the following documents to their orientation session for themselves and any accompanying J-2 dependents:

- Passport(s)
- I-94 Arrival/Departure Record
- DS-2019(s)
- Proof of insurance

- Completed Registration Form, including:
  - Local U.S. address
  - Emergency contact information

<b>Health Insurance</b>
-------------------------

Health Insurance in the United States is very different from health insurance around the world. Unlike in many countries, individuals are required to pay for health insurance. Having health insurance helps ensure that exchange visitors do not have to pay exorbitant amounts of money in the event they fall ill, as it limits the amount of money required for treatment.

The U.S. Department of State has minimum J-1 health insurance requirements that exchange students' insurance plan must meet:

- Medical Benefits of at least \$100,000 per accident or illness
- Repatriation of Remains in the amount of \$25,000
- Expenses associated with the medical evacuation in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness
- A policy underwritten by an insurance carrier that meet one of the following ratings

Please note this applies to J-2 visa holders as well.

To help exchange visitors find an insurance provider, the Center for Global Education has provided an abbreviated list of insurance companies that meet the Exchange Visitor Program requirements. Please contact CGE at [global@flagler.edu](mailto:global@flagler.edu) for more information.

<b>DS-2019 Request Process</b>
--------------------------------

Typically, a Flagler College office, department, or faculty member sponsors a J-1 Exchange visitor coming to Flagler College as a Research Scholar, Professor, or Short-Term Scholar. After receiving notification of the sponsorship, the CGE will be able to begin initiating the immigration process for potential exchange visitors.

In an effort to assist interested sponsors, please review the following steps for requesting a Form DS-2019:

1. Interested Sponsor contacts the Center for Global Education with nomination for a potential Exchange Visitor
2. The Center for Global Education reviews nomination
3. The Center for Global Education sends Exchange Visitor Profile Form and Affidavit of Financial Support to potential Exchange Visitor
  - *Financial Support – This form indicates that the Exchange Visitor will be financially stable during their time in the United States. Exchange Visitors are able to be financially supported by a Flagler College Department. If this is the case, the **Sponsoring Department must write a letter***

***indicating the finances provided to Exchange visitor. The Center for Global Education cannot issue a Form DS-2019 without proper financial verification.***

4. CGE verifies English ability of potential Exchange Visitor
5. After receiving completed Exchange Visitor Profile Form, Affidavit of Financial Support, and assessing the potential Exchange Visitor's English ability, Center for Global Education issues Form DS-2019
6. Exchange Visitor schedules appointment for J-1 Visa in their home country
7. Exchange Visitor provides proof of acceptable health insurance to the Center for Global Education
8. After arriving to the United States, Exchange Visitor attends mandatory orientation (Sponsor is able to attend as well)

Interested sponsors are encouraged to reach out to the Center for Global Education for more information regarding sponsorship and your responsibilities. The Center for Global Education encourages both Flagler College sponsors and potential visitors to review steps carefully to ensure a smooth and efficient immigration process.

<b>Center for Global Education Information</b>
--

Thank you for reading the Center for Global Education's Resource Manual for J-1 Exchange Professors, Research Scholars, and Short-Term Scholars. We hope you found it informative and helpful. If you still have questions, please do not hesitate to contact the Center for Global Education at Flagler College. We are more than happy to answer your questions!

Physical Location

Multicultural Center  
Next to Ponce  
Breezeway, just  
below D-Hall

Mailing Address

Flagler College  
107 King St  
Suite D  
Saint Augustine FL,  
32084  
USA

Contact

Email: [global@flagler.edu](mailto:global@flagler.edu)  
Phone: +1 (904) 819-6218