Dear BSU colleague and visiting scholar,

Thank you for your interest in continuing with the exchange visitor program. Bridgewater State University places great value on international partnerships and we are honored that you have selected BSU to continue to be your program sponsor. In order to begin the extension process, we request that you take a few moments to read this application packet in its entirety. This packet includes information about requirements for participation, a checklist of required documents, and an application form. We have also included helpful websites where applicable.

Please note the academic department is responsible for initiating the offer to the visiting scholar, providing clarity and information on the participation agreement (teaching/research), creating and communicating the offer letter to the visitor and to BSU parties (ISSS, Human Resources), and for supporting the sign-in process for visiting faculty. ISSS will issue the form DS-2019 and assist with support services for the visitor.

**Eligibility:** U.S. Department of State regulations permits extensions to the DS-2019 and exchange program as long as the following conditions are met.

- The exchange visitor will remain in the same program category
- The extension is issued before the expiration of the current exchange program
- The requested extension is within the maximum time limit for the exchange visitor’s program category.

**Health Insurance:** U.S. Department of State regulations require all J-1 Exchange Visitors and their accompanying J-2 dependents to have health insurance coverage throughout the period of participation in the exchange visitor program.

Minimum acceptable coverage should provide:

- Medical benefits of at least $100,000 per accident or illness,
- Repatriation of remains in the amount of $25,000,
- Expenses associated with medical evacuation in the amount of $50,000,
- Deductible not to exceed $500 per accident or illness.

ISSS can provide information on providers if requested.

Please note that insurance should be purchased from a U.S. provider and coverage should be in English and USD. Insurance coverage should begin from the date of arrival in the U.S. and may be purchased within three days of arrival.

**Housing:** The International Scholar House is a small fully furnished, four bedroom, self-service accommodations on the BSU campus. Located at 25 Plymouth St, Bridgewater, MA 02324.
Space is limited, and requests are taken on a first come, first served basis. There is no charge for the use of this facility.
Exchange visitors wishing to stay in or continue to stay in the International Scholar House are required to submit an application to International Student and Scholar Services (ISSS), Minnock Institute for Global Engagement. More information regarding the international scholar house is available at: https://my.bridgew.edu/departments/InternationalStudents/SitePages/InternationalScholarHouse.aspx

If the International Scholar House is unavailable the host department and the international visitor will be responsible for identifying alternative housing. To assist you in the search please visit the off-campus housing database at: https://services.bridgew.edu/CommuterServices/index.cfm

This database is not operated by ISSS and is provided for information purposes only. International visitors are responsible for making their own arrangements with property owners and ISSS does not endorse any specific property owner or resource.

**Additional Information:** Please be sure to read the Exchange Visitor Program Brochure at http://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf

Information on the J-1 exchange visa program is available at http://j1visa.state.gov/

Please feel free to reach International Student and Scholar Services if you have questions or we can be of any assistance. We recognize that this process is long and can sometimes be complicated. We can be reached at isss@bridgew.edu

Answers specific to the J-1 exchange visitor program can be answered by Justin Casey, Alternate Responsible Officer (ARO) at justin.casey@bridgew.edu

We are committed to making the exchange experience at Bridgewater State University positive and productive. Once again, thank you for choosing Bridgewater State University for your exchange experience.

Sincerely,

International Student and Scholar Services
International Scholar Information:
Extension for Visiting Scholars (J-1 Visa)

**Information for BSU host department and Exchange Visitor:** Please complete the application form with appropriate signatures and forward to International Student & Scholar Services, 25 Park Terrace. All supporting documents are required when submitting an application. ISSS will then prepare the appropriate form DS-2019. This document cannot be completed without the information requested on this form and the necessary support documents.

**Supporting Documents Checklist:**

- Exchange Visitor’s Passport Information Page. Passports must be valid for a minimum of six months at all times. Please submit copies of the passport(s) which will be utilized for the J-1 visa.
  - Copies of any previous US visas held by the exchange visitor
  - Dependents’ Passport Information Pages (if applicable)

- Exchange Visitor’s Current DS-2019. Please include any Dependent’s DS-2019s if applicable.

- BSU Employment Offer Letter (for visiting professor) or Invitation Letter (for research scholar). Please specify the activity to be performed, program start and end dates, salary, or any applicable details. Please note that the J-1 visa cannot be utilized for tenure track positions (22 CFR 62.20(d)). Please also send this letter to the visitor.

- Home Country Employment Letter (if applicable)
  - Position title, employment type, employer’s name and supervisor contact information, and specify whether funding is from government or private sector. Please include details of financial support from institution if applicable.

- Financial Documentation (personal bank statement, award letter, etc. with amounts in USD) to show that the scholar has funds to cover the following:
  - Anticipated total annual expenses: $16,752 not including health insurance:
    - Rent, Utilities, Food $12,362
    - Household needs $590
    - Clothing, Laundry $600
    - Summer Living Expenses $2,500
    - Miscellaneous $700
  
  Note: Financial documentation will need to be shown for each J-2 dependent the scholar wishes to bring. J-2 dependent financial information will need cover and additional $7,500 for each dependent.
Exchange visitor financial information may be prorated for a shorter program. Rent and utilities are excluded if space is reserved in the International Scholar House. Financial documentation will need to be shown for each.

☐ Health insurance plans should be purchased from a U.S. provider. International visitors are required to provide evidence of health insurance coverage that meets the minimum coverage listed below.

Health insurance costs will vary depending on the provider. It is the exchange visitor’s responsibility to budget accordingly and select a policy that complies with the following U.S. Department of State requirements

- Medical Benefits $100,000
- Repatriation of Remains $25,000
- Medical Evacuation $50,000
- Deductible per accident or illness $500 or less

Note: Health insurance coverage is required for the full duration of your program/stay in the U.S. You will need to extend or change your coverage.

**Please note:** The program end date will coincide with the appropriate BSU semester end date. Departure dates may be different from program end dates. Exchange visitors are permitted a 30 day grace period after the program end date. You may utilize this time to travel within the U.S.

Please note that all documents are required in order to issue a form DS-2019. Answers specific to the J-1 exchange visitor program can be answered by: Justin Casey Alternate Responsible Officer (ARO) at justin.casey@bridgew.edu
Exchange Visitor Extension and BSU Approvals

BSU Host Department Information

Date: ________________

Department: ________________ BSU Faculty Host: __________________________

Faculty Host Phone: ________________ Faculty Host Email: __________________@bridgew.edu

Applicant Information

Name as it appears in passport: Last/Family: __________________________ First/Given: __________________________

Current Home Country Residential Address (P.O. Boxes cannot be used):

____________________________________________________________________________________

____________________________________________________________________________________

Current Local Address (P.O. Boxes cannot be used):

____________________________________________________________________________________

____________________________________________________________________________________

Mailing Address (if different from above) (Please avoid a P.O. Box if possible):

____________________________________________________________________________________

____________________________________________________________________________________

Does the exchange visitor need accommodation in the International Scholar House? Yes: ____ No: ____
If yes, please submit the Scholar House reservation request along with this request.

Phone Number: __________________________ Email: __________________________

Passport number: __________________________ Expiration date: __________________________

Country of Citizenship: __________________________

Appointment Information

Title of BSU Appointment: __________________________

Exact nature of activity to be engaged in (please also attach appointment letter from BSU hosting department):

____________________________________________________________________________________

Period of Appointment: Start Date: __________________________ End Date: __________________________

Please utilize semester start and end dates which can be found at:

http://www.bridgew.edu/admissions/registration-information/academic-calendar
Financial Information

Exchange visitors whose support comes from a BSU professor’s grant are considered to have BSU funding. Government agency support is used only for exchange visitors receiving grants specifically granted to the exchange visitor from their home country government. Exchange visitors who have non-salaried appointments must demonstrate proof of financial support through their own funds or a sponsor's funds. Per federal requirements all funding for the duration of the program must be reported on the DS-2019 documents. Any salary funding offered by the host academic department will need to be approved by the Department Chair or Dean and Human Resources before the DS-2019 can be issued. If the Exchange Visitor will live in the International Scholar House for the duration of the extension the DS-2019 will include the estimated cost of rent and utilities as part of BSU funding.

For items (b) through (d), please attach appropriate certification from funding source (i.e. award letter, salary, bank statement).

(a) BSU: Salary offered by academic department $________ per ________ Source:____________________

If living in International Scholar House, estimated cost of rent and utilities: $___________________

Please email ISSS for your housing confirmation and request that the estimated cost of rent and utilities be provided to you. This amount will vary depending upon the length of stay in the International Scholar House.

(b) U.S. Government Agency: $____________ per __________ Specify:__________________________

(c) Home Government: $____________ per __________ Specify: _____________________________

(d) Other: $________________ per __________ Specify: _________________________________

Dependent Information: If you intend on applying for a J-2 visa or extending the stay of any dependents (spouse or children), please complete the following section. Please note additional financial documentation covering $7,500 will be required for each dependent.

<table>
<thead>
<tr>
<th>Name of Dependent</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Country of Citizenship</th>
</tr>
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<tbody>
<tr>
<td>(Family name, Given name)</td>
<td>(Spouse, son, daughter)</td>
<td>(Month/day/year)</td>
<td>(City and country)</td>
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</tbody>
</table>
Submitted By:
By signing below I, the Visiting Scholar / Exchange Visitor confirm that the information included in this application to be true. I am responsible for clarifying my funding information. I am also aware that my extension and DS-2019 will be issued once this application and all supplementary items have been submitted to ISSS and all of the necessary signatures have been obtained.

__________________________
(Print Name)                                                                    (Signature)                                                                    (Date)

Supported By:
By signing below I, the Faculty Host / Sponsor confirm that funding information provided above to be accurate and approved by my Department Chair or Dean.

__________________________
(Print Name)

__________________________
(Signature)                                                                    (Date)

Approved By:
By signing below I, the College Dean / Department Chair confirm that funding information provided above to be accurate and has been approved by me.

__________________________
(Print Name)

__________________________
(Signature)                                                                    (Date)

Approved By:
By signing below I, the Human Resources Representative confirm that funding/employment information provided above to have been shared with Human Resources.

__________________________
(Print Name)

__________________________
(Signature)                                                                    (Date)

Reviewed By:
By signing below I the RO / ARO confirm that funding information provided above to have been shared with ISSS and all other required signatures have been obtained.

__________________________
(Print Name)

__________________________
(Signature)                                                                    (Date)
International Scholar House: 
BSU Housing for Visiting Scholars and Guests

The International Scholar House is a small fully furnished, four bedroom, self-service accommodation on the BSU campus. Located at 25 Plymouth St, Bridgewater, MA 02324. It is shared by guests of all genders and nationalities. Guests include adult visiting scholars, faculty, staff and invited guests who are visiting the campus for a few days or a few months. Space is limited, and requests are taken on a first come, first served basis. There is no charge for the use of this facility.

BSU Faculty or staff who wish to invite visitors for short term stays are required to submit an application to the Director, International Student and Scholar Services (ISSS), Minnock Institute for Global Engagement. Upon approval of the short term stay, you will receive a confirmation as well as information about key pick-up and other logistics from ISSS. More information regarding the International Scholar House is available at: https://my.bridgew.edu/departments/InternationalStudents/SitePages/InternationalScholarHouse.aspx

Please note that prior approval must be obtained from ISSS to invite and host an international scholar/professor/researcher. Please contact ISSS for inquiries.

Instructions to Inviting Department: Visit the following link and complete the online application, https://bsuform2.wufoo.com/forms/zsndn20scis6y/

Your response will be forwarded to ISSS, Minnock Institute for Global Engagement, 25 Park Terrace at isss@bridgew.edu

Once received and reviewed, you will receive an e-mail notification from the ISSS staff with further details. For questions please contact Kara Thurston at 508-531-2730 or kara.thurston@bridgew.edu