## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISTING SCHOLAR PROGRAM INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>APPROVAL PROCESS FOR VISITING SCHOLARS OUTSIDE THE UNITED STATES</td>
<td>3</td>
</tr>
<tr>
<td>APPROVAL PROCESS FOR VISITING SCHOLARS WITHIN THE UNITED STATES</td>
<td>3</td>
</tr>
<tr>
<td>WHAT IS A “RESEARCH SCHOLAR”?</td>
<td>3</td>
</tr>
<tr>
<td>REQUIREMENTS FOR ENTERING THE UNITED STATES AS A J-1 RESEARCH SCHOLAR</td>
<td>4</td>
</tr>
<tr>
<td>REQUIREMENTS FOR MAINTAINING J-1 RESEARCH SCHOLAR STATUS</td>
<td>4</td>
</tr>
<tr>
<td>SEVIS REGISTRATION</td>
<td>5</td>
</tr>
<tr>
<td>ADDRESS CHANGE</td>
<td>5</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>5</td>
</tr>
<tr>
<td>ENROLLING IN CLASSES</td>
<td>6</td>
</tr>
<tr>
<td>LIMITATIONS AND EXTENSION OF STAY</td>
<td>6</td>
</tr>
<tr>
<td>TWELVE-MONTH BAR AFTER PREVIOUS J PARTICPATION</td>
<td>6</td>
</tr>
<tr>
<td>TWENTY-FOUR –MONTH BAR ON REPEAT PARTICIPATION</td>
<td>6</td>
</tr>
<tr>
<td>J-2 DEPENDENTS</td>
<td>7</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td>7</td>
</tr>
<tr>
<td>STUDY IN J-2 STATUS</td>
<td>8</td>
</tr>
<tr>
<td>TRAVEL ABROAD AND REENTRY</td>
<td>8</td>
</tr>
<tr>
<td>TWO-YEAR HOME RESIDENCY REQUIREMENT – REGULATION INA 212(e)</td>
<td>8</td>
</tr>
<tr>
<td>HOUSING</td>
<td>9</td>
</tr>
<tr>
<td>STUDY CARRELS</td>
<td>9</td>
</tr>
<tr>
<td>HEALTH INSURANCE</td>
<td>9</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>9</td>
</tr>
</tbody>
</table>
Calvin Theological Seminary is pleased to offer a Visiting Scholar Program to professors and pastors who would like to spend a study leave of one or more months on the Calvin Seminary campus. Calvin Seminary neither charges, nor provides financial assistance to, visiting scholars for participation in the program.

**APPROVAL PROCESS FOR VISITING SCHOLARS OUTSIDE THE UNITED STATES**

Visiting scholars from outside the United States should begin the application process for the Visiting Scholar Program no earlier than six months prior to their anticipated arrival in the United States.

1. Submit a one-page Statement of Purpose to Sarah Chun, Dean of International Student and Scholar Services at sc038@calvinseminary.edu. Include the following information in the Statement of Purpose:
   - Official name
   - Birthdate
   - Nationality
   - Exact dates you plan to be in the United States
   - A brief description of the research you expect to be engaged in during the time you are at Calvin Seminary.

2. A letter of invitation will be issued by the Dean of International Student and Scholar Services once the Statement of Purpose is received and reviewed. The letter of invitation will contain the Visiting Scholar’s name, birthdate, nationality, and the exact dates the scholar plans to be in the United States.

3. Submit the Declaration of Finances form. Return the completed form at least two months prior to the intended arrival date in the United States.

4. Calvin Seminary will provide the necessary documentation to a United States consulate or embassy abroad in order to enter the United States as a visiting scholar on a J-1 Visa.

**APPROVAL PROCESS FOR VISITING SCHOLARS WITHIN THE UNITED STATES**

Submit a one-page statement of purpose to Sarah Chun, Dean of International Student and Scholar Services, at sc038@calvinseminary.edu.

**WHAT IS A “RESEARCH SCHOLAR”?**

The Department of Homeland Security states that a research scholar is “an individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The research scholar may also teach or lecture, unless disallowed by the sponsor.”

Research scholars cannot be a candidate for a tenure track position at Calvin Seminary.
REQUIREMENTS FOR ENTERING THE UNITED STATES AS A J-1 RESEARCH SCHOLAR

1. A valid, unexpired passport with at least 6 months left before expiration
2. Canadians – Form DS-2019 issued by the school
3. All other international scholars – J-1 visa issued by a US Consulate
4. Receipt for $220 SEVIS fee
5. Appropriate academic or similar credentials.

REQUIREMENTS FOR MAINTAINING J-1 RESEARCH SCHOLAR STATUS

1. The SEVIS record must be validated no later than 30 days after the program start date.
2. Maintain a valid DS-2019 and a valid passport with at least six months left before expiration.
3. Keep a copy of the I-94. This can be accessed online at [www.cbp.gov/I94](http://www.cbp.gov/I94).
4. Have a permanent address in the scholar’s home country.
5. Refrain from unauthorized employment. Unauthorized employment is a violation of program status and participation in the J program is subject to termination when the scholar engages in unauthorized employment.
6. Provide proof of health insurance for yourself and all members of your family for the entire time you are in the United States. See page ten (10) for health insurance coverage requirements.
7. Notify Department of Homeland Security – Bureau of Citizenship and Immigration Services and the RO/ARO within 10 days of any change in residence or mailing address by completing the [Form AR-11](http://www.cbp.gov/I94).
8. J-2 dependents must apply for and obtain an Employment Authorization Document (EAD) before beginning employment. It normally takes several months to obtain this authorization. J-2 dependents are subject to Social Security taxes and federal and state income taxes.
9. Have the RO endorse DS-2019 before leaving the United States. Endorsements should be less than six months old before leaving the United States.
SEVIS REGISTRATION

The International Student Office must register every research scholar in SEVIS within 30 days of the start date on the DS-2019. A current address is necessary is needed for registration.

Contact Sarah Chun, Dean of International Student and Scholar Services at 616-957-6015 or by e-mail at sc038@calvinseminary.edu.

ADDRESS CHANGE

Fill out and submit Form AR-11 within ten days every time you have a change of address. Forms are also available in the International Student Office.

EMPLOYMENT

1. Research scholars shall conduct exchange activity at the location listed on the Form DS-2019 which could be at the location of the exchange visitor sponsor or the site of a third party facilitating the exchange.

2. Research scholars may participate in occasional lectures and short-term consultations, unless not allowed by the sponsor. Lectures and consultations must be incidental to the exchange visitor’s primary program activities. They must be directly related to the objectives of the participant’s program and must not delay program completion.

Lectures or consultations must be approved in writing, in advance, by the RO, and all sites of activity must be entered into SEVIS.

If wages or other remuneration are involved, the exchange visitor must provide the following information to the RO:

   a. a letter from the offeror including the following information:
      • terms and conditions of the offer, lecture, or consult
      • duration of offer, lecture or consult
      • number of hours
      • field or subject
      • amount of compensation
      • description of activity

   b. a letter from his or her department head or supervisor recommending the activity and explaining how it would enhance the exchange visitor’s program.

The RO will review these letters and provide a letter confirming the activity meets the requirements of the scholar’s program and that the activity is warranted. This letter serves as authorization of employment for the exchange visitor and the employer. An employer should not require Form I-9 because the visitor is acting as an independent contractor. The term “independent contractor” is a used for I-9 tax purposes.
ENROLLING IN CLASSES

Visiting scholars may attend one class per academic term as a visitor during their time at CTS. Classes may not be taken for credit. Contact Joan Beelen, Registrar to enroll. The Registrar will obtain permission of the instructor before a visiting scholar attends any classes. If enrollment in classes or a degree program becomes the primary objective, J-1 status as a research scholar is no longer appropriate.

LIMITATIONS AND EXTENSION OF STAY

A Research Scholar may be authorized to participate in the Exchange Visitor Program for the length of time necessary to complete his or her program. The length of stay may be between three weeks and five years.

The five-year period is a continuous five-year period given to a participant on a “use or lose” basis. The five-year period begins on the program start date identified in SEVIS at the time the SEVIS record is validated.

This establishes a fixed five-year eligibility window, during which a Research Scholar can participate in one or more programs. The maximum of five years as a Research Scholar is counted continuously during any uninterrupted stay, regardless of how many programs the visitor participates in, or for how long he or she actually participates in them.

Within the five-year window of eligibility, transfers and extensions are possible and must occur before the program end date.

Research scholars are not eligible for repeat participation as a research scholar for a period of two years following the completion of the five-year period. This two-year bar does not affect eligibility for other J categories such as short-term scholar or J student.

TWELVE-MONTH BAR AFTER PREVIOUS J PARTICPATION

In order to be selected for participation in the research scholar program an individual cannot be physically present in the United States as a nonimmigrant for all or part of the twelve month period immediately preceding the date of the program commencement on your DS-2019 unless an individual was:

- in the United States less than six months; or
- previously in the United States as a short-term scholar; or
- transferring from another J-visa sponsor’s program to the CTS program.

Only time spent in any J status, including J-2 dependents status, counts towards the twelve-month bar calculation.

TWENTY-FOUR –MONTH BAR ON REPEAT PARTICPATION

An individual who participates in the Exchange Visitor Program as Research Scholar becomes subject to a twenty-four-month bar on “repeat participation” in those categories after completing his or her program. Under Department of State interpretation, the twenty-four month bar applies under two circumstances:
1. If the Research Scholar completes a full five years of program participation with one or more sponsors, or

2. If, before the full five-year period is over, the Research Scholar completes his or her program. In this case, the continuity of the five-year period is broken, the five-year window is “closed,” the individual is not eligible to access the remaining unused time, and the individual must wait for two years before beginning a new program as a J Research Scholar.

### J-2 DEPENDENTS

**EMPLOYMENT**

J-2 dependents are permitted to apply for an Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS) in order to be employed in the USA. The J-2 may begin employment only AFTER receiving the EAD card.

J-2 dependents are eligible to apply to USCIS for employment authorization so long as the employment is not for the purpose of supporting the J-1:

“Income from the spouse’s or dependent’s employment may be used to support the family’s customary recreational and cultural activities and related travel, among other things. Employment will not be authorized if this income is needed to support the J-1 principal alien.”

- **Application Procedure for J-2 Employment:**
  Complete Form I-765 to apply for an EAD. Forms are available online or in the International Student Office and can be filed electronically or by mailing a hard copy.

- **Documentation and Length of Employment Authorization:**
  If employment is authorized, an EAD is issued and is valid for full-time or part-time employment for the period of time stated on the EAD.

  Issuance of all EADs is limited to a period of no more than 1 year and may not exceed the program duration indicated on the J-1’s DS-2019. Employment authorization is valid only if the J-1 is maintaining status.

- **Extending J-2 Employment Authorization**
  File Form I-765 with all supporting documents each time an extension of employment authorization is necessary. An EAD cannot be issued for longer than the validity of the DS-2019. An extension of stay must be processed for the J-1 prior to applying for extension of J-2 employment authorization.

  To avoid interruptions in J-2 employment authorization it is important to file Form I-765 for extension sufficiently in advance so that the extension application is approved before the expiration of the current EAD. Expect to wait 2 to 3 months for EAD applications to be reviewed and approved. Employment authorization expires with the expiration of an EAD. Filing an application of new authorization does not permit you to work during the adjudication process. Employment is not permitted if an EAD expires.

- **Social Security Taxes for J-2 Dependents:**
  J-2 dependents are subject to Social Security taxes, federal income taxes, and state income taxes if employed.
• **Social Security Number for J-2 Dependents**
  An EAD is required for a J-2 dependent to obtain a Social Security Number (SSN). See page 10 for more information regarding applying for an SSN.

**STUDY IN J-2 STATUS**
At this time there is some confusion as to whether J-2s can pursue a course of study without first changing their status. Until this is clarified, there is no restriction on study for J-2 dependents.

**TRAVEL ABROAD AND REENTRY**
Both the J-1 and J-2s may travel outside the United States temporarily. The following documentation is needed to reenter the United States:

1. A valid, unexpired passport with at least 6 months left before expiration.
2. A valid visa
3. A valid SEVIS Form DS-2019, properly endorsed for travel by the RO/ARO. Obtain endorsement signature on Form DS-2019 from the RO at the International Student Office before leaving the United States. This endorsement is required every six months.

**TWO-YEAR HOME RESIDENCY REQUIREMENT – REGULATION INA 212(e)**

The exchange visitor and his or her dependents are subject to the two-year home country physical presence requirement if either of these conditions apply:

- If the exchange visitor’s participation in the Calvin Seminary exchange program was financed directly or indirectly by the US government or a foreign government for the purpose of exchange; or
- If the skills that the exchange visitor is coming to develop or exercise are in a field which the exchange visitor’s “home” government requested be included on the State Department’s skills list.

This requirement is noted on the second page of the DS-2019.

The statute requires exchange visitors who are subject to the two-year home residence requirement to return to their home countries and be physically present for an aggregate of two years before being eligible to return to the US in immigrant status, H status, or L status.

Note: Canadians are exempt from this requirement.
Calvin Seminary does not provide housing for visiting scholars, since seminary housing is typically reserved for seminary students. Occasionally, an unfurnished student apartment is available. Direct housing inquiries to Tim Bruinsma, Housing Manager at housing@calvinseminary.edu or (616) 957-8618.

Off-campus housing close to the seminary is usually available. Many visiting scholars from South Korea have sought the services of the President of the Korean Student Association to help them find housing. The name and email address of the KSA president is available upon request from the International Student Office.

Visiting scholars are typically assigned a study carrel at Hekman Library. Contact one of the Theological Librarians Paul Fields at pfields@calvin.edu or Anne Harrison at amh99@calvin.edu.

By law, all scholars in J-1 status are required to have proof of adequate health insurance coverage for themselves and their dependents while at Calvin Theological Seminary.

Minimum health insurance requirements are as follows:

- 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 of the exchange visitor to his or her home country in the amount of $50,000
- a deductible not to exceed $500 per accident or illness.

- Registration
  Joan Beelen, Registrar

- Immigration Information/DS-2019s
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- Employment Authorization
  Ms. Sarah Chun, Dean of International Student and Scholar Services

- Health Insurance
  Rev. Jeff Sajdak, Dean of Students
  Sarah Konynenbelt, Administrative Assistant