



J Exchange Visitor Services (JEVS)
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DEPARTMENTAL RESPONSIBILITIES AGREEMENT FOR SPONSORING J-1 INTERNATIONAL SCHOLARS
 (For NMSU departments and other units sponsoring international scholars at NMSU as J-1 Exchange Visitors)

Immigration regulations mandate that U.S. universities and colleges that sponsor international scholars must report exchange visitor information via SEVIS (Student and Exchange Visitor Information System). SEVIS is a US government web-based database that makes information about international scholars available to immigration and other governmental agencies including Homeland Security, US consulates, and embassies. J Exchange Visitor Services (JEVS), located in the Office of Study Abroad in International & Border Programs, is required to report accurate personal and program information regarding international scholars sponsored by New Mexico State University via SEVIS within a very short time frame if the scholar is to remain legally in the US. Among other information, JEVS must report to SEVIS biographical data to prepare a DS-2019 and record the exchange visitor's arrival at NMSU within 30 days of the program start date listed on the DS-2019 form, the exchange visitor's current U.S. address, any changes in program and/or employment status, and the date of departure.

Each department (or other NMSU division) sponsoring the exchange visitor is responsible for the following:

- Reviewing the **qualifications** of scholars to determine that they have the requisite knowledge and skills (including sufficient English language ability) to engage in the activity sponsored by the department
- Providing a MINIMUM of **one month lead time** for JEVS to prepare paperwork for new visiting scholars (Departments should be aware that delays in visa processing and security checks can mean that some scholars may need up to 6 months to secure a J-1 visa and arrive at NMSU)
- Ensuring **accuracy of the information** provided on the DS-2019 Request Form for International Scholars
- **Informing JEVS immediately** if the scholar changes plans, decides to arrive earlier or later than stated on the DS-2019 form, or cancels the proposed program at NMSU
- Ensuring the scholar's prompt attendance at the **mandatory JEVS orientation** (with the Responsible Officer within 5 days of arrival, or the Alternate in the absence of the RO)
- Providing **support** to the scholar during their research/teaching at NMSU
- **Communicating immediately** with JEVS regarding information about the scholar's appointment at NMSU which includes the following SEVIS reportable events: the arrival, departure and/or termination of the scholar from NMSU, changes in the scholar's US address, and any program change in the scholar's appointment
- Informing JEVS at least one month before the expiration date on a current scholar's DS-2019 form about any **extension requests**
- Informing JEVS immediately prior to **early termination** of the exchange visitor program in the department (if leaving more than 2 weeks prior to end date on the DS-2019)
- Informing JEVS about any prospective **non-NMSU paid engagements** that the scholar wishes to participate in (so that JEVS can authorize such employment in advance if the scholar meets the immigration requirements)

Requesting Department:

Name of the Exchange Visitor: _____

I, the undersigned, understand and agree to comply with the above outlined responsibilities.

Name of Dean, Director or Chairman (typed)	Signature	Date
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