



J Exchange Visitor Services (JEVS)  
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**SCHOLAR RESPONSIBILITIES AGREEMENT FOR ACCEPTING NMSU J-1 VISA SPONSORSHIP**  
 (For exchange scholars in Professor, Research Scholar, Short-term Scholar or Specialist category)

Immigration regulations mandate that exchange scholars requesting the J-1 visa follow those regulations that govern eligibility for the J-visa and their stay in the U.S. as an exchange visitor. 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 responsible for managing the Exchange Visitor Program for the NMSU system.

In order to issue a DS-2019 to an alien to obtain the J-1 visa (or J-2 for dependents) to participate in a program sponsored by NMSU, the sponsoring department has to prepare a request form and submit it to the RO or ARO for approval. The prospective exchange visitor (**EV**) must acknowledge that he/she is responsible for:

- **Providing accurate information** to the sponsoring department that will prepare the request form for the DS-2019 (includes verification of qualifications for the category in which proposed to be designated, and sufficient English language skills to carry out planned activities),
- Submitting a **copy of the information page of their passport** (to be able to record names in SEVIS as officially listed by their home country),
- Verifying availability of **sufficient funds** (from NMSU or other specified sources--attached required documents to show proof of finances) to cover expenses while in the U.S. for the scholar and all accompanying dependents,
- Verifying the **ability to pay** the first 12 months of the cost of mandatory health insurance upon arrival, or for the cost of the length of time of a shorter program (and being prepared to pay for additional insurance for longer programs)
- **Recognizing 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
- **Informing JEVS and the sponsoring department immediately** if the scholar changes plans, decides to arrive earlier or later than stated on the DS-2019 request form, or cancels the proposed program at NMSU

Once the RO/ARO is satisfied that the candidate EV meets the J visa standards, a DS-2019 will be issued.

After obtaining the J-1 visa, the EV must acknowledge that he/she is responsible for:

- Informing JEVS and the sponsoring department that the **visa has been issued** and the **date arranged for arriving** in the U.S.
- Arranging for an appointment for a **mandatory JEVS orientation** with the Responsible Officer within 3 days of arrival, or the Alternate in the absence of the RO

Exchange visitors also must acknowledge that they will maintain their J-1 status while at NMSU by

1. having their **SEVIS record Validated** by reporting to the NMSU RO for orientation and presenting their passport, DS-2019, and I-94,
2. reporting any **change of physical address** immediately to the RO
2. engaging only in **activities permitted** under their program and category,
3. filing **timely and appropriate transfer, extension or early departure notifications** with the RO,
4. refraining from **unauthorized employment and obtaining permission for any employment from the RO**, and
5. maintaining **required health insurance** coverage for the duration of their program.

**Name of the Exchange Visitor:** \_\_\_\_\_

I, by signing below, understand and agree to comply with the above outlined responsibilities.

Signature

Date