



Inviting a Scholar to IST

IST_HR-02 Administrative Guideline

Overview

Collaboration with research is the primary reason we seek international scholars to come to Penn State to work closely with faculty on research grants and publications. The following guidelines are applicable regardless of whether the scholar is self-funded or the salary is paid through Penn State.

Policy

The University's obligation under the Conciliation Agreement with the Office of Federal Contract Compliance Programs (OFCCP) is to advertise all academic positions that are partially funded by PSU on the Electronic Job Management System (EJMS) for a minimum of seven (7) calendar days. This includes Tenure Track, Fixed-term I, Fixed-term II, Fixed-Term Multi-year and Post-doc positions.

Guidelines

1. The inviting faculty member sends the following information regarding the scholar to the HR Consultant, Katelyn Stark at kas5271@psu.edu:
 - a. Suggested office location.
 - b. Curriculum vitae.
 - c. Citizenship.
 - d. Copy of passport, bio page only.
 - e. CIP Code in the ##.#### format (this can be found here: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>).
 - f. Describe specific duties throughout the visit.
 - g. Specific dates for duration of stay.
 - h. How is the visit being funded (include budget, fund and cost center)?
 - i. Which type of PSU access account is needed, [full or slim](#) (include budget, fund and cost center)?
 - j. Justification of how this visit benefits IST and ties into the strategic research initiative.
 - k. Is local housing secured?
 - l. Who will pay for any support requirements (administrative, computer, travel, etc.)?
2. The availability of office space and funding will be confirmed by Human Resources.
3. Human Resources will draft and send the invite/offer letter to the Dean for approval.
4. Human Resources will start the visa process, if needed, once all information is received, it takes 1-2 months for processing.

Securing the Proper Visa for an International

Currently the amount of time that it is taking to process an H-1B visa is several months, even with premium processing. For this reason, along with the associated filing fees, a J-1 visa will be used when

a decision between using a J-1 or H-1B visa has to be made. This is, of course, based upon which process best suits the work unit and Penn State. Only in rare and unusual circumstances would an H-1B visa be utilized (i.e., five-year or more funding).

Arrival of the Scholar

The inviting faculty member must be present when the scholar arrives or have a mentor in place to welcome the scholar. Upon arrival, the visiting scholar must check in with Katelyn Stark (E397 Westgate).

Tips to Ensure Efficient Processing of a J-1 Request

iStart (system used by HR to request DS-2019) Submission Deadlines:

- *Initial* requests for J-1 scholars *not in the US* must be submitted in iStart AT LEAST 3 months in advance of the anticipated start date
 - J-1 Scholars from **China or India** must be submitted AT LEAST 4 months in advance of the anticipated start date
- *Current* Penn State J-1 Extension requests must be submitted AT LEAST 2 months in advance of the current DS-2019 end date

IMPORTANT: J-1 requests submitted outside the time frames listed above may result in unnecessary delays and require departmental letters to be rewritten to accommodate more realistic dates, another DS-2019 and international shipment

Best Practices:

- J-1 scholars have only 30 days from the program start date to check-in with Scholar Advising. **YOU MUST** consider this when requesting the start date
- Confirm the exact beginning and ending dates only after they can be agreed upon to avoid delays

Process Efficiently

- KNOW your scholar's travel plans and PLAN accordingly with the above submission guidelines in mind
- COMMUNICATE with Scholar Advising any changes and/or unanticipated events, such as travel plans, so that it can be accommodated with the least amount of delay

Financial Requirements

- Ensure that your J-1 Scholar clearly understands the financial requirements of his or her stay with Penn State, including health insurance for the entire family. J-1 Scholars are required to have health insurance for the duration of their stay. Information regarding this requirement can be found here: <https://global.psu.edu/article/j-1-scholar-medical-insurance>
- PLEASE READ the following about financial requirements, including health insurance: <https://global.psu.edu/node/176>

English Language

- J-1 scholars must be able to communicate in English
- It is a willful violation of the regulations to certify English language ability when it does not exist and could result in early termination of the program

J-2 Dependent Health Insurance

- All J-2 dependents must have health insurance for the entire length of the J-1 program regardless of when the J-2 chooses to depart the US
- The visa alternative to J-2 is B-2 for those dependents *who will not be in the U.S. for the entire length of the program* <https://travel.state.gov/content/visas/en/visit/visitor.html>

Chinese Scholars

- Many of our self-funded Chinese scholars depend on Chinese Scholarship Council (CSC) funding. This funding document always provides a range of dollar amounts. In the event of any range, we can only use the bottom-most figure when calculating funding levels. Please make sure that she or he understand this and, if needed, provides supplemental funding to meet requirements!

Conclusion of Visit

- At the conclusion of the stay, visitors must complete a departure notice with Global Programs and check out with Katelyn Stark (E397 Westgate).