


Hosting a Visiting Undergraduate Student

Background


Visiting Undergraduate Students (VUGS) are individuals being invited to Purdue, who do not yet have *any* university degree. They receive *Visiting Scholar* appointments; they are not “international students” at Purdue because they do not receive course credit from Purdue. There is no requirement to provide wages or funding; however, during ISS processing, VUGS must document that they will have or receive at least \$1,885 *per month* to support themselves. VUGS requests are processed by International Scholar Services, an office within the Office of International Students and Scholars. PISA (Purdue International Scholar Assistance) is the clerical team in International Scholar Services which assists with these requests. Each College is assigned its own PISA Specialist (see the [Purdue ISS website](#)); additionally, recurring VUGS Programs are provided an International Scholar Services support team (comprising a Specialist and Counselor) to assist with planning and coordination of visa paperwork and arrival.

Unique Considerations for VUGS

 Because they lack a university degree, VUGS are eligible only for J-1 “Student Intern” visas. This is significantly different from a J-1 Research Scholar visa. Specifically, *by law*:

- The student must be enrolled and in good standing in a bachelor’s degree program at a non-US institution, both at the time of application for their J-1 Student Intern visa and throughout their activities at Purdue;
- Once the internship is completed, the student **MUST** return to their home country to graduate from that degree program. *ISS will not support requests from VUGS to change to other Purdue-sponsored visa categories* (such as F-1 or J-1 student status), without departing the USA.


Activities Must Fulfill an Educational Objective

 VUGS must engage in work-based experience, provided through “on-the-job” exposure to American techniques, methodologies, and/or technologies. Specifically, the activities for the student *must fulfill an educational objective of the student’s degree program in their home country*, by

- ✓ Fulfilling a course requirement (which means the student receives course credit for their activities here);
- ✓ Enabling the student to apply the theoretical or other knowledge acquired during their degree program; or
- ✓ Contributing to the student’s understanding of the prospective career field.

ISS prepares an individualized “Training/Internship Placement Plan” (Form DS-7002) with the host faculty member and VUGS that documents the activities. **Any changes to VUGS activities must be reflected by an updated DS-7002.**

Duration and Extensions

 The maximum duration for a VUGS internship is twelve (12) months. The activities and objectives identified for the visit must support the duration of time requested. Requests for extensions must be submitted to ISS at least 3 weeks prior to the current program end date. Extensions will not be granted when all degree requirements are substantially completed (even if the degree has not technically been conferred). Requests for extensions must show:

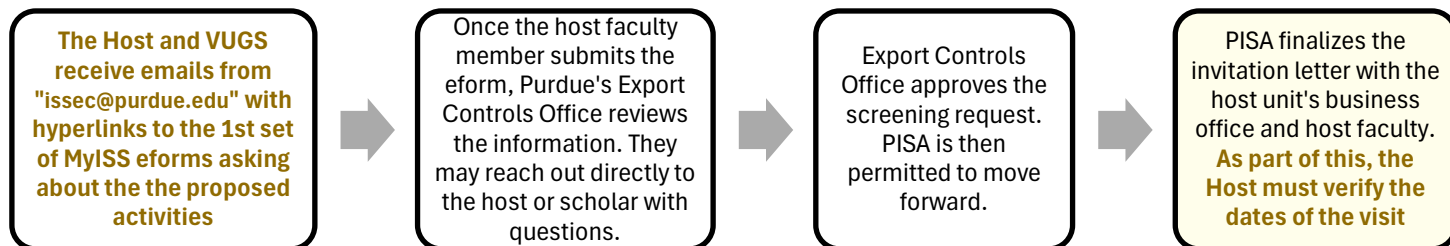
- The student has not yet satisfied the original education objective set for the visit—e.g. because of a delay in arrival, insufficient data or tools, or other unexpected obstacles to the endeavor; *or*
- A new educational objective or additional course credit is available for the new / extended activities.

To begin a Request for a Visiting Undergraduate Student

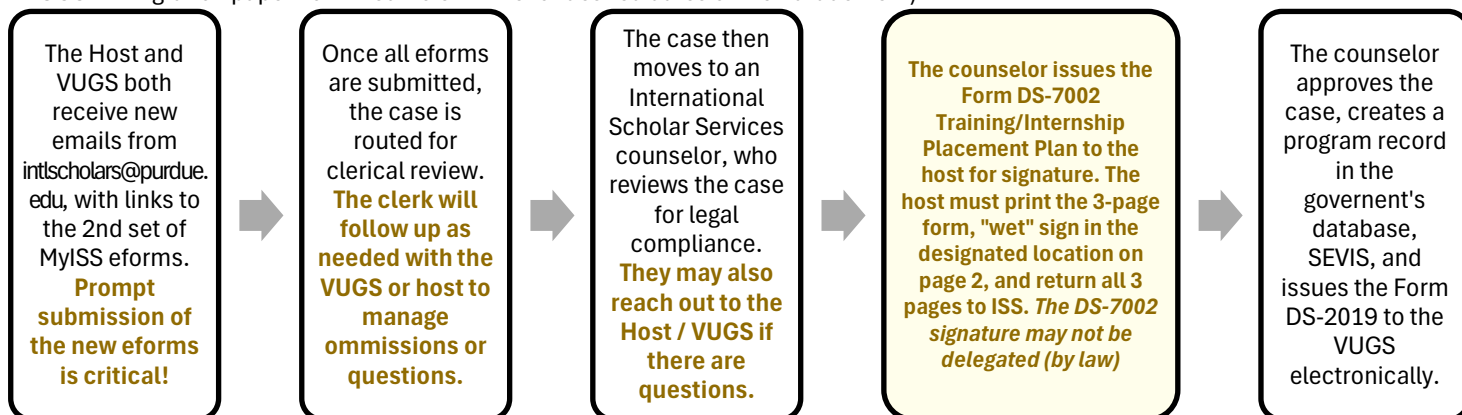
1. **Go to the [Purdue ISS website](#) to review instructions specific to your College.** If your college has a “Dept Contact” (similar to, but not the same as, an ISS Liaison) you must work with them on the request.
2. **The *Visiting Scholar - Purdue J-1 intake form*** must be completed by the Host and/or Dept Contact, including all required signatures. PISA will not obtain departmental signatures for you. If you have questions about how to answer certain questions, email PISA@purdue.edu. Email the completed, signed intake to PISA@purdue.edu. Hosts participating in the UREP-Colombia Program should consult with the Program Manager before initiating an intake form.
3. **The Host Faculty member must submit “eforms” (online questionnaires) at 2 points:** (a) As part of the initial screening request, which is coordinated by Purdue’s Export Controls Office, and (b) As part of the immigration processing by International Scholar Services. It is not possible to submit all eforms at the initiation of the request; they must be submitted in 2 stages. Once the case reaches a stage requiring eform submission, the eforms must be submitted as soon as possible to keep the case moving. You must watch for, and respond to, emails with subject lines that include the phrase “HYPERLINK TO MYISS EFORM”.

Next Steps (Items in **GOLD** depend on the Host to move forward; yellow boxes indicate production of a document the Host must sign.)

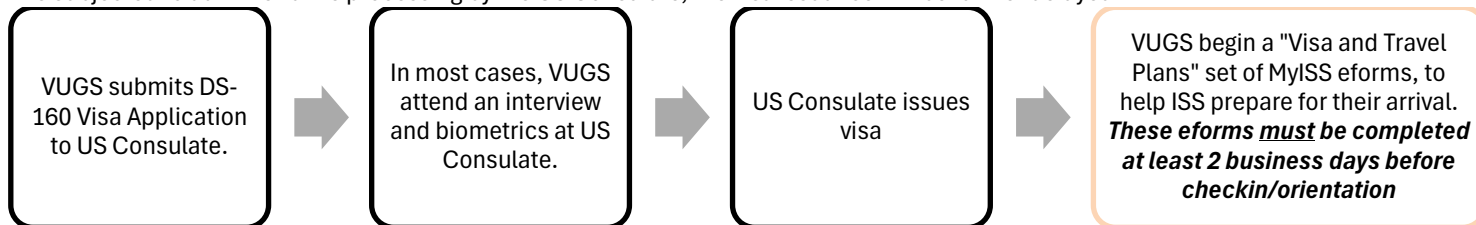
A. Export Controls Screening. Day 1 – Day ~30. Visiting Scholar requests all begin with screening by Purdue’s Export Controls office. Invitation Letters may not be issued to non-US persons (under any circumstances) before the screening is approved by the Export Controls Office. Screening *may* take 30 days or longer; see their [website](#) for more information. Please note that ISS – PISA has no input or control over Export Controls screening. If you have concerns, please reach out to exportcontrols@purdue.edu.



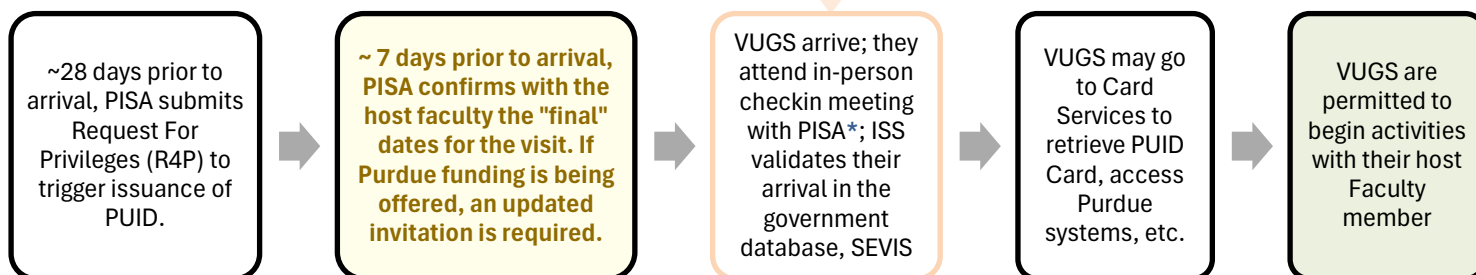
B. J-1 Immigration Processing by ISS. Day 31 – Day 50 (Notwithstanding the default timeline, ISS endeavors to process all VUGS’ immigration paperwork in sufficient time for desired dates of the Purdue visit.)



C. Visa Processing at a US Consulate. After DS-issuance until Program Start Date. VUGS are responsible for this – ISS cannot assist. Visa processing may range between 3 weeks and 3 months depending on the US Consulate. If the J-1 visa application is subjected to administrative processing by the US Consulate, the visa issuance will be further delayed.



D. Arrival and Checkin All J-1 visa holders must “check-in” with ISS so that we can validate the arrival within US government systems.



* Cohort-based VUGS Programs that are registered with International Scholar Services receive an “expanded” orientation presentation by an ISS-PISA team. This is offered to the entire cohort at once, at a location convenient to the host. ISS also simultaneously “validates” the VUGS’ arrival in the USA within US government systems, which authorizes the VUGS to collect their PUID cards once the meeting concludes.

If you have questions or concerns about immigration topics, email intlscholars@purdue.edu.

If you have questions about the request process or want to begin a request, email PISA@purdue.edu.