

- Purdue J-1 Visiting Scholars
- Purdue J-1 Employees / Postdocs
- J-1 Visiting Scholars from other institutions
- Non-J Visiting Scholars (F-1 CPT, OPT, EAD, etc.)

Read carefully. Complete all fields. Missing or incomplete responses must be corrected before the request is considered complete.

A. Cohort-Based Programs		
1	Is this Request part of a Program or Cohort?	<input type="radio"/> Korean Software Square <input type="radio"/> Go Boilers <input type="radio"/> Tec de Monterrey <input type="radio"/> SURF <input type="radio"/> NO this is not part of a Cohort-Based program
		<input type="radio"/> IASTE <input type="radio"/> OVDF / SERB <input type="radio"/> TU Dublin <input type="radio"/> SURF-UREPC <input type="radio"/> Other:
		<input type="radio"/> IITGN <input type="radio"/> PONTES <input type="radio"/> UREP-C <input type="radio"/> SURF-IASTE

B. Scholar Information		
2	Given Names (First/Middle)	Surname (Last)
3	Email	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (if known) <input type="checkbox"/> Other / Not Known
4	Where are they <u>from</u> ?	<input type="checkbox"/> China <input type="checkbox"/> Iran <input type="checkbox"/> North Korea <input type="checkbox"/> Sudan <input type="checkbox"/> Syria <input type="checkbox"/> Russia <input type="checkbox"/> Somewhere else <input type="checkbox"/> I do not know
5	Where are they <u>now</u> ?	<input type="checkbox"/> They are in the US now <input type="checkbox"/> They are not in the US now
6	If in the USA now, where are they?	<input type="checkbox"/> Not applicable <input type="checkbox"/> I do not know <input type="checkbox"/> An enrolled student <input type="radio"/> at Purdue <input type="radio"/> at another institution <input type="checkbox"/> Visiting at Purdue <input type="radio"/> at "this" Dept <input type="radio"/> at another Dept <input type="checkbox"/> Employed at Purdue <input type="radio"/> at "this" Dept <input type="radio"/> at another Dept <input type="checkbox"/> In the USA <input type="radio"/> employed by... <input type="radio"/> visiting ... another institution (not Purdue)
7	If in the USA now, do you know their visa status? <i>(Terms in purple are the J-1 Program category, not their appointment or role, and are listed in Box 4 of the individual's DS-2019)</i>	<input type="checkbox"/> Not applicable <input type="checkbox"/> I do not know <input type="checkbox"/> B-1/B-2 <input type="checkbox"/> F-1 Student <input type="checkbox"/> F-1 CPT <input type="checkbox"/> F-1 OPT <input type="checkbox"/> J-1 <i>Student</i> <input type="checkbox"/> J-1 <i>Academic Training</i> after completion of US PhD program in J-1 student status <input type="checkbox"/> J-1 <i>Student Intern</i> (used for visiting undergraduate students) <input type="checkbox"/> J-1 <i>Research Scholar / Professor</i> <input type="checkbox"/> E-3 <input type="checkbox"/> H-1B <input type="checkbox"/> TN <input type="checkbox"/> O-1 <input type="checkbox"/> E-3 Spouse <input type="checkbox"/> F-2 Spouse <input type="checkbox"/> H-4 Spouse <input type="checkbox"/> J-2 Spouse <input type="checkbox"/> TD Spouse <input type="checkbox"/> O-3 Spouse <input type="checkbox"/> LPR (Greencard)
8	I know the Scholar because ...	<input type="checkbox"/> I interviewed this candidate for employment (see Part I. Appointment below) <input type="checkbox"/> This person is an incoming Purdue Student (explain fully below) <input type="checkbox"/> This is an extension / <input type="checkbox"/> This person previously was at Purdue (Provide Prior PUID / Email if known) <input type="checkbox"/> Prior collaborations or research (explain) <input type="checkbox"/> Other (explain fully)

C. Scholar's English Proficiency Required ONLY if you are requesting a Purdue J-1 DS-2019 for <u>this</u> scholar for the <u>first</u> time. Do not complete this section if you are submitting any other kind of Request	
9	English Proficiency Verification (check ONE option only) <input type="checkbox"/> Not applicable (This is not a request for a Purdue J-1 DS-2019) <input type="checkbox"/> This request is part of a J-1 Cohort Program, and the Program Manager verified English Proficiency <input type="checkbox"/> Scholar's (check one) <input type="radio"/> home country <input type="radio"/> home institution <input type="radio"/> institution of degree conferral is in _____ (country) where English is designated as an official language (see qualifying countries) <input type="checkbox"/> Scholar has taken and passed an English Language test (see list of tests accepted by Purdue University) <input type="checkbox"/> I verified the Scholar's English proficiency in an interview on _____ (date) Interviewer's Name _____ Signature: _____

D. ISS Fee All ISS Services required payment of an ISS Fee, including extensions. Federal funds may not be used. See our [website](#) for ISS Fee rates. The account listed below will be invoiced on the 5th day of the month following receipt of this request.

10 Request Fee Account # WBSE

Order:

E. Activities The Scholar's activities at Purdue must remain 'consistent' with whatever you describe here throughout the visit (including any extensions). Note, the host will be required to input additional details during the MyISS eform data collection.

11	Activities / Objective of the Visit.	Provide a brief but meaningful description of what the Visiting Scholar will be doing while at Purdue. Include the title of research project(s), if any.
----	---	---

F. Timing / Deadlines. See the following resources for planning your timeline:

[How to Host a Visiting Scholar](#) | [How to Host a Visiting Undergraduate Student](#) | [Working with PISA > Details Timelines and Costs](#)

12	<input type="checkbox"/> This is the 1st time International Scholar Services is processing a request for <u>this</u> scholar. NOTE: <ul style="list-style-type: none"> F-1 student support does <u>not</u> count as a prior service Check this box if this is a request to <u>transfer</u> a J-1 scholar to Purdue from another US institution <i>Start Date must be in the future!!</i> Start Date: _____ End Date: _____	<input type="checkbox"/> International Scholar Services has issued paperwork to this scholar before - this is a request to <u>extend</u> paperwork that is expiring or amend existing paperwork/approvals. Note: <ul style="list-style-type: none"> This includes moving a J-1 Scholar from one Purdue dept to another Purdue dept Extensions must begin the day after the prior expiry; gaps are not permitted. Current End Date of Visa Status: _____ (date) Start date of extended Visa Status: _____ (date) Proposed New End Date for Visa/Status: _____ (date)
<input type="checkbox"/> There will be a change of Dept(s) <input type="checkbox"/> There will be a change of Host(s) <input type="checkbox"/> There will be other change(s) (explain)		

☐ RUSH CASE! See definition of "rush" on last page

13	<u>If this is a 1st time Request</u> , state if the dates are flexible or fixed. If this is an extension, go to Row 14 <input type="checkbox"/> Not applicable – this is not a first time request <input type="checkbox"/> Program duration / start date / end date is flexible <input type="checkbox"/> Start date is fixed to the specific date above <input type="checkbox"/> End date is fixed to the specific date above <input type="checkbox"/> Duration is fixed: _____ (number) _____ (units – eg. weeks, months) from the date of arrival
----	---

G. Site(s) of Activities. By law, the Scholar may engage in activities only at the site(s) listed in DS-2019 / gov't databases.

14	Provide specific (FULL!!) addresses for all sites of activity, on and off campus, including office, lab, and all other locations of other places/other institutions/organizations, throughout the entire visit						
	<i>Building Name</i>	<i>Street Address</i>	<i>City</i>	<i>State / ZIP</i>	<i>On Campus?</i>	<i>Start Date if different from above</i>	<i>End Date if different from above</i>
					<input type="checkbox"/> YES <input type="checkbox"/> NO		
					<input type="checkbox"/> YES <input type="checkbox"/> NO		

H. Host Department and Host Faculty

15	Dept	College / Division	Dept	Contact Phone
16	Host / Hiring Manager	Surname	Given Name(s)	Email
		Title / Rank		

I. Information about the Appointment (select ONE option below)

18	What Purdue Appointment is being offered to this person?	a. Visiting (non-employment) Appointment (<i>Purdue funding, if any, is non-wage support</i>) <input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Visiting Undergraduate Student <input type="checkbox"/> Visiting Postdoctoral Fellow <input type="checkbox"/> Other (specify):
		b. Employment Appointments (<i>Purdue pays a wage to the Scholar</i>) <input type="checkbox"/> Postdoctoral Assistant <input type="checkbox"/> Postdoctoral Associate <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Lecturer <input type="checkbox"/> Limited Term Lecturer <input type="checkbox"/> Research Scholar (staff researcher) <input type="checkbox"/> Research Scientist <input type="checkbox"/> Other Staff (specify):
19	Remote Purdue Employee	Indicate below whether there is a background relationship with Purdue University <input type="checkbox"/> None of these situations apply <input type="checkbox"/> This person is employed by Purdue University remotely from another country <input type="checkbox"/> This person is employed by Velocity Global / another entity on behalf of Purdue remotely from another country <input type="checkbox"/> There is another comparable situation in the background, details are below

J. Information about the Requested Service (select ONE option below)

Note: only PISA may issues *visiting scholar invitations* (offers), and only after screening is approved by the Office of Research Security.

20	Which ISS Service are you Requesting?	<input type="checkbox"/> (Only) a Visiting Scholar invitation The Scholar will provide their own status, as listed below, to visit Purdue (<i>required</i>) <input type="radio"/> B-1 Business Visitor <input type="radio"/> B-2 Tourist <input type="radio"/> B-1/B-2 Status <input type="radio"/> ESTA <input type="radio"/> F-1 CPT <input type="radio"/> F-1 OPT <input type="radio"/> J-1 Academic Training (<i>after completion of US PhD degree program in J-1 student status</i>) <input type="radio"/> J-1 from another sponsor [such as Govt agency (e.g. Fulbright) or university (list below)] Sponsor: _____ <input type="radio"/> An Employment Authorization Document (EAD) they are obtaining on their own <input type="radio"/> Something else (specify)
		<input type="checkbox"/> Visiting Scholar Invitation **PLUS** Visa/Immigration Service <input type="radio"/> J-1 DS-2019 (<i>Boxes B and J are required!</i>) <input type="radio"/> Something else (specify)
		<input type="checkbox"/> (Only) a Visa/Immigration Service – This person is being hired as an employee <input type="radio"/> J-1 DS-2019 (<i>Boxes B and J are required!</i>) <input type="radio"/> Something else (specify) (Note: H-1B, E-3, TN or O-1 is requested on our HEOTN Intake)

Note: If employment is being offered AND the scholar has their own visa/immigration authorization to engage in activities (e.g., OPT, CPT, other EAD, etc.) then PISA is not involved in the request because there is no service for us to perform); PISA does not issue letters offering employment at Purdue – only your Departmental Business Office may issue an employment offer letter.

K. Scholar Funding See funding requirements / minimum thresholds [here](#).

21	a. <input type="checkbox"/> Not Purdue Funded State Scholar's Funding Source (if known): _____
	b. <input type="checkbox"/> Purdue-Funded (provide Purdue Funding details in Part L (Row 22) on the next page) (i) This person is/will be an employee: <input type="radio"/> Wage (Offer letter is <input type="radio"/> Attached <input type="radio"/> Pending with the Business Office) (ii) This person is/will be a Visiting Scholar / Undergraduate Student:
	A. <input type="checkbox"/> This visit is part of a Cohort Program; the Cohort Program Manager will provide the funding details

L. Purdue Scholar Funding Continued See funding requirements / minimum thresholds [here](#).

22 This visit is part of a Cohort Program but funding details are specific to this visiting, see below
 This visit is NOT part of a Cohort Program; all relevant details are below

Funding Account Information: _____

Funding is from: Host Dept College Cohort-Program Other: _____

Living Allowance: \$_____ / month | year) One time payment: \$_____

Direct Payment of Housing/month (explain below) Reimbursement (explain below)

If you checked 21b above, you must check this box to confirm your understanding.

If there are *any* changes to Purdue funding, the host, Dept Contact or Business Office will notify ISS-PISA *before* the change takes effect; the Scholar cannot communicate changes in *Purdue* funding. "Changes" include but are not limited to: a decrease or increase in funding, the offer of funding that was not previously provided, or the offer of a wage that was not previously provided.

M. J-1 Host Attestations. Answer these questions **ONLY** if requesting a **Purdue J-1 DS-2019**. Do not answer in any other situation.

23 **Attestations of the Host / Hiring Manager (This MUST be completed by the Host!)**

I am employed by Purdue at not less than 51% (.5 FTE) basis

I will be present at Purdue and accessible to the Scholar throughout the invited stay, (or)

I will be not be physically present at Purdue but I will be accessible throughout the visit

I (or a designee) will perform the following

meet monthly with the visiting scholar (or) weekly with the VUG

report to PISA / ISS if this scholar/VUG is away from Campus for more than 21 days

immediately report to PISA / ISS *any* changes to the visit, including but not limited to

- changes in the invitation/offer, including a decision not to move forward with the visit
- changes in the dates of the program, including but not limited to plans to terminate or end the program before the End Date listed above/in the DS-2019

N. Signatures

23	Host <i>The Host is responsible for ensuring this intake is complete, accurate and includes all relevant details.</i>	Date	(required on this form / cannot be attached)
24	Business Office	Date	<input type="checkbox"/> Att'd as email
25	Dept Head or Designee Of Host Department	Date	<input type="checkbox"/> Att'd as email
26	CLA / COP / VET / DPD (See below) Signature:	Date	<input type="checkbox"/> Not applicable <input type="checkbox"/> Att'd as email

Instructions: Forward to PISA once all sections are fully completed: all signatures *must* be included or attached, and an Account number for the ISS Fee *must* be provided. The request is not "complete" if it is without approvals or an account number. It is helpful but not required to include the Scholar's CV.

- A Case is a "RUSH" if-**
- The scholar is *outside* the USA and there is fewer than 3 months to the Requested Start Date
 - The scholar is *inside* the USA but not at Purdue and there is fewer than 2 months until the Start Date (includes J Transfers)
 - The scholar is at Purdue already in J status that is being extended, and there is less than 1 month to the Start Date

Additional College Approval

If you are in this College **you must have a signature in Row 27 from this person**

- Centers and Institutes of the Discovery Park District VP, Discovery Park District (DPD) Institutes
- College of Liberal Arts Senior Associate Dean for Faculty Affairs
- College of Pharmacy Associate Dean for Research
- College of Veterinary Medicine Office of Global Engagement (OGE)