

Information Required for a New J-1 Scholar Request

1. Scholar name and email address
2. Appointment Information
 - a. Appointment Start and End Date
 - b. Name of faculty or sponsor of invitee
 - c. Subject Field Code
 - i. This is a CIP code that best matches the activities of the invited scholar and usually reflects the focus of the department. For example, a scholar invited to be a postdoc or teach at the School of Engineering - Civil Engineering Department would use "Civil Engineering, General" as the Subject Field Code.

International Center Staff will review the selection made by the requestor. It is recommended that you make your best attempt at selecting a subject.

More information and descriptions of all of the codes can be found here: <https://nces.ed.gov/ipeds/cipcode>. If you are unsure of what a selection covers, we recommend searching the name of the code on this site.

- d. Is the position of the scholar tenure track?
 - e. Confirm the scholar has earned a bachelor's degree. (Student interns are exempt from this requirement).
 - f. Upload of an appointment or invitation letter
3. English Language Proficiency Verification
 - a. One of the following measures must have been made by the department, faculty, or sponsor:
 - i. In-person interview
 - ii. Videoconference interview
 - iii. Telephone interview (if videoconferencing unavailable)
 - iv. Scholar's native/first language is English
 - v. English Language Proficiency Test
 - b. Date of any test or measurement
 - c. Name of whoever conducted test/measurement if by a member of Tufts community
 4. Funding information
 - a. Is Tufts or affiliated hospital paying the scholar?
 - b. Is the scholar receiving US government or Home government funds?
 - c. Is the scholar receiving funds from another organization?
 - d. Is the scholar self-funded or providing personal funds?
 5. Incidental Patient Contact Verification
 - a. Will the scholar have any incidental patient contact?

- i. If yes, you must complete an [Incidental Patient Contact Statement Letter](#) and upload it with the request. **Please prepare this letter ahead of time.**
6. Any form of required approval from the Dean's office, HR, or department. These requirements vary by school and department.
 - a. **Tufts School of Arts and Sciences** must receive an approval letter from the Dean's office for any scholar not employed by Tufts
 - b. **Tufts Dental School Administrators** must ensure an Appointment letter is reviewed and signed by the Department Chair, Research Dean (if applicable) and Dean of the School.
 - i. Dental School Administrators must provide evidence of approval of the **Visiting Scientist Agreement** required by the Dental School.
 - c. **Tufts School of Medicine Administrators** must ensure an Appointment/invitation letter is reviewed and approved the Department Chair and the Executive Dean.
 - d. **Tufts Medical Center Administrators** must ensure an Appointment letter is reviewed and signed by the VP of HR.

The Visa Processing Fee for an Initial J-1 Scholar is \$650.

Note: An option for non-employed scholars to pay the fee is also available on the application.

Tufts University Department

1. The Department ID number will be collected on the application. No IDRs will be needed for processing.

Tufts Medical Center and Affiliated Hospitals

1. Please make check payable to Trustees of Tufts College and mail to Tufts International Center, 200 Harrison Avenue, Posner Hall, Boston, MA 02111.

Once you are ready to begin completing the application, please follow this link: https://tufts-iss.terradotta.com/index.cfm?FuseAction=PublicDocuments.View&File_ID=49

To review the instructions on retrieving a J-1 scholar profile in the portal, please follow this link: <https://icenter.tufts.edu/departments/j1-scholar-overview/administrators-guide-for-submitting-j-1-scholar-requests/>

If you have any difficulties using the system, please email InternationalCenter@tufts.edu .