

New J-1 Scholar Preparation Guide for Administrators

Gather the required information below to complete a New J-1 Scholar Request:

1. Scholar's name and email address
2. Appointment Information
 - a. Appointment Start and End Date
 - b. Name of faculty or sponsor of invitee
 - c. Confirm Primary Appointment at Tufts University
 - d. Indicate Primary and Secondary Site of Activity (as applicable)
 - e. 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.

- f. Is the position a tenure track or a position that is open to indefinite hire or renewal?
 - g. Confirm the scholar has earned a bachelor's degree.
 - h. Upload the copy of one of the following:
 - i. For self-funded visiting scholars, an invitation letter issued by the department specifying the visitor's dates, faculty host or sponsor and other terms of the visit
 - ii. For individuals who will be employed, the offer of employment.

NOTE: For positions involving employment with Tufts, candidate recruitment and selection processes must be complete. Do not continue with this J-1 visa sponsorship request before an employment offer has been finalized.
3. English Language Proficiency Verification
The J-1 exchange visitor must have sufficient English language proficiency to independently carry out program objectives and daily living activities.
 - 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 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. 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** and **School of Engineering** must receive an appointment letter from the Dean's office for Self-funded Visiting Scholars/Scientists
- 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.

The Visa Processing Fee for an Initial J-1 Scholar is \$650. The Department ID number will be collected on the application. No IDRs will be needed for processing.

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