



Application Process for Visiting Scholars

This application process must be started at least 3 months before the anticipated arrival date.

Step 1. Complete the **International Visitor Intake Form** for the Office of International Services:
http://oregonstate.qualtrics.com/SE/?SID=SV_8zZGGplPhYmn1rf

The Office of International Services (OIS) will determine the appropriate category of the J-1 visa and will send a follow up email with instructions.

Step 2. You will need to pay the **USD\$325 OIS visa processing fee**. In rare cases, the department will pay this fee. You will be notified if this fee will be covered. For instructions on paying the OIS fee click on the following link:
https://international.oregonstate.edu/sites/international.oregonstate.edu/files/ISFS/documents/application_fee_notice.pdf

Step 3. Collect and scan the following documents and save as .pdf or .img files. (DO NOT email these scans to anyone. Wait to receive a link to your portion of the online application from OIS.Scholar@oregonstate.edu. You will securely upload these documents into the online application.)

- **Passport identification page.** Passport must be valid 6 months beyond the requested J-1 program end date.
- **Current Resume or Curriculum Vitae** in English.
- (If applicable) Copies of past immigration documents if scholar has been in the US during the past 24 months (DS-2019 and J Visa Stamp) or in J-1 "Student Intern" category in past (T/IPP).
- (If applicable) Dependent documents for spouse or unmarried children under 21 if they will accompany the scholar. Copies of dependent's passport identification pages; passports must be valid 6 months beyond the requested J-1 program end date.
- **Financial Support Documentation** & English translation (The minimum required amount that is considered sufficient for immigration document issuance (J visa DS-2019) for each month of the scholar's program in United States Dollars (USD) is: \$1,250 / month for scholars). Click [HERE](#) for more details.



Documentation of funding may be:

- a statement from a bank showing available funds in the scholar's name (an [additional affidavit form](#) is needed if the bank statement is not in the scholar's name), or,
- a contract or an award letter from a sponsoring institution/government indicating the amount and dates that the scholar's expenses will be covered, or,
- a continued salary letter from the scholar's employer indicating the amount of salary paid and that the salary will continue during the dates of the scholar's program abroad.

Each document must include:

- Printed on government, employer, or institutional letterhead
- The date the letter was written (should not be older than 6 months)
- The name of the J-1 exchange visitor
- The total amount of funds to be provided to the J-1 exchange visitor during the time they will be at OSU in J-1 status
- **The signature of an official at the organization**
- If the funding amounts are not reflected in **US dollars**, the letter must include the type of currency and should be equivalent to the [minimum required amounts](#) when converted using an [Exchange Rate Converter](#)
- **The document(s) must be in English or accompanied by an English translation**
- Scanned copies of the documents are acceptable for the OSU application but original documents may be needed for visa processing by the US Consulate.

Any questions may be directed to:

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