

# STOCKTON UNIVERSITY



## PROCEDURE

### Inviting International Visiting Scholars

Procedure Administrator: Director of Global Engagement

Authority: N.J.S.A. 18A:64-8

Effective Date: August 15, 2025

Index Cross-References:

Procedure File Number: 2009

Approved By: Dr. Joe Bertolino, President

#### I. Purpose:

As part of Stockton University's efforts to bring international perspectives to campus, the Office of Global Engagement ("OGE") supports schools and programs in hosting international scholars for short-term and semester- or year-long collaborations. Visiting scholars participate in a number of activities, including collaborative research, guest lectures and exhibits, and teaching. International scholars provide opportunities for Stockton's faculty, staff, and students to engage in intellectual exchange and develop an understanding of different cultural perspectives.

#### II. Visitor Visa Status

Visiting International Scholars generally hold a J-1 Visa. The J Visa program is a component of the U.S. State Department's public diplomacy program. Its primary goal is to promote cultural and educational exchange by sponsoring a limited stay in the United States for individuals from other countries.

The Office of Global Engagement has approval from the Department of Homeland Security to issue the DS-2019 certificate of eligibility for a J-1 Visa. **The process of inviting an Exchange Visitor must begin at least four months prior to the proposed start of the visitor's program** to allow time for information to be gathered, OGE to issue the DS-2019, and the invited guest to apply for their visa.

J-1 visitor categories as defined by Bridge USA, US Department of State, Bureau of Educational and Cultural Affairs:

A. Short-term Scholar: Participants are professors or research scholars who participate in research projects, teaching, lectures, consulting, or observation of education and research in the U.S.

- Requirements:

- The maximum duration of stay is six months;
- No program extension will be considered; and
- No change of category will be considered.

B. Specialist: This is for experts in a field of specialized knowledge or skill who are not professors, research scholars, or short-term scholars.

- Requirements:
  - Be experts in a field of specialized knowledge or skill;
  - Seek to travel to the United States for the purpose of the interchange of knowledge and skills among foreign and American specialists by observing, consulting or demonstrating their special knowledge or skills; and
  - Not fill a permanent or long-term position of employment while in the United States.

C. Professor or Research Scholar: Participants come to the U.S. for the purpose of teaching, lecturing, observing, consulting, conducting research, or observing research projects.

- Requirements:
  - Not be a candidate for a tenure-track position;
  - Not have participated in and completed a professor or research-scholar program within the last 24 months preceding the beginning date of their new program's commencement;
  - Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
    - The participant is currently in a professor or research-scholar program and is transferring to another institution in the United States to continue their current J-1 program;
    - The participant's prior physical presence in the U.S. on a J-Visa program was less than six months in duration; and
    - Any prior participation was as a short-term scholar

### III. Pathways for Inviting Visiting Scholars to Stockton University:

1. Partner exchanges: Visiting faculty or doctoral or post-doctoral students from our exchange partner universities may be invited through the Office of Global Engagement for the purpose of lecturing, teaching, observing, or conducting research. These scholars should come from institutions with which Stockton has existing agreements, and every effort must be made to make sure we have an equitable, balanced exchange. OGE will provide the required documentation so that approved visitors can apply for their J visas.
2. The Institute of International Education (IIE) and American Councils on International Education (American Councils): Through the State Department, IIE and American Councils place international visitors with university hosts through programs like Fulbright and the Faculty Enrichment Program (FEP). These visitors can come to Stockton for one or two semesters and their visas are arranged through the sponsoring agency.
3. Short-term visitors (e.g., lecturers visiting from partner universities, for a maximum of three weeks): These visitors may need a J-1 Visa sponsored by Stockton, or they may be in the US on other programs (e.g., Fulbright). International visits for those who do not need Stockton sponsorship must still be organized through OGE.

#### IV. Requirements For All Visitors:

1. **English Proficiency.** English proficiency is a federal requirement. Visitors must show proof of English proficiency, either through achieving the tests required for international students in Stockton's Admissions page or through a virtual interview with the sponsoring School or Program.
2. **Proof of Funding.** Visitors must show proof of funding during their stay. If Stockton is providing funding, OGE can provide a letter demonstrating proof of funding based on available funds and commitment of the host School or Program. Sources and amounts must align with federal and state law and institutional policies and procedures. If the scholar's home institution is providing funding, then a letter on the home institution's letterhead is required to affirm the name of the scholar and any dependents, with a brief description of the project and the dates, as well as the amount of funding.
3. **Health Insurance Coverage.** All J-1 visitors and their dependents (if any) must show proof of health insurance and vaccinations for the entire period of the program that meets the minimum provisions of coverage as outlined by the US Department of State. Visitors who teach must have appropriate qualifications according to the guidelines of the sponsoring School or Program.

#### V. Invitation Process For Visiting International Scholars:

Stockton faculty must create a plan with their Program Chair, approved by a School dean (or deans if a Scholar is doing work across multiple Schools), OGE and the Provost's Office before extending invitations. OGE assists with documentation, helps to organize visits, events, activities, and cultural excursions, and must be consulted whenever an international visitor is invited.

The State Department and Stockton University are committed to providing invited guests with a welcoming and safe experience. J-Visa regulations require careful consideration of the invited guest's activities and the support system offered by Stockton. **The information below is required to be provided to the Director of OGE at least four months prior to the beginning of the visitor's program.**

- A. A Stockton point-of-contact and host: This person should be someone who will work closely with the visitor and who will ensure that the visitor has an enriching and enjoyable visit.
- B. Personal information such as legal name, passport information, birth date and place, and legal address for the visitor and accompanying dependents, if any;
- C. The proposed duration of the visitor's stay/visit, as well as their tasks and job duties;
- D. The location of visitor's main activity and identification of necessary resources to complete their work, e.g. on campus office/lab/rented space;
- E. The sources of funding for the visitor and any dependent(s), for the entire program duration. Funding sources may be any combination of the following: internal (such as Stockton grants, non-salary funds, etc.), external (such as government, NGO, etc.) and the visitor's own resources. J-1 visitors must be sponsored by their own institution, government, or the receiving institution, or any combination thereof.

- F. If visitors will be hired as temporary faculty for a semester or longer, it will be necessary to follow Stockton's Office of Human Resources procedures.

#### VI. Process For Inviting Visiting Scholars:

- A. A minimum of six months prior to the visit, consult with your Dean/Director of your school/unit to discuss the above-mentioned procedure and plans.
- B. Only the Provost is authorized to execute a formal letter of invitation, in collaboration with the Director of OGE.
- C. Forward the completed Application(s) for Form DS-2019 to the OGE at oge@stockton.edu and copy the J-1 Responsible Officer in the Office of Global Engagement with subject field titled "Request for Form DS-2019."
- D. OGE can help with planning and hosting, however it is the responsibility of the faculty host and the Academic Program to make sure that visitors have the support they need professionally, culturally, and socially.
- E. Schools or Academic Programs must provide OGE with contact information for potential visitors so that OGE can connect with them about their visa application requirements. With the exception of IIE or American Councils-sponsored visitors (who work with those programs for their J-1 applications), or visitors who do not require a visa, OGE will provide applicants with the forms and instructions to apply for their J visas. Pages 4 and 5 of the application must be completed by the host faculty/Dean/Director, and the remainder of the application should be completed by the applicant.

#### VII. Follow-Up

- A. Stockton hosting visitors are required to write a one-page summary of the outcomes of the visitor's project, including an indication of follow-up activities to encourage ongoing collaboration and any assessment materials. A PDF of this report must be submitted to the Office of Global Engagement and the faculty's Dean within one month of completion of the visit. Summaries will be reviewed individually and collectively to evaluate the effectiveness of the Visiting Scholars Program and to identify areas for continuous improvement.

#### Review History:

	Date
Procedure Administrator	01/27/2025
Faculty Senate	04/11/2025
AA Council	04/22/2025
AA Leadership	06/02/2025
Divisional Executive	06/26/2025
General Counsel	07/31/2025
Senior Leadership	08/14/2025
President	08/15/2025