

J-1 Scholar - Out of Country Form

Definition and eligibility: Out of Country functionality allows an Exchange Visitor (EV) Professor or Research Scholar, participating in their exchange program to be outside of the United States for a scheduled period of time, provided, that the program activities are continued while absent. The DS-2019 and SEVIS record remain *Active* during this period. Approval of the Out of Country request is solely at the discretion of International Scholar Services (ISS). If the J-1 program activities are not maintained during the absence, ISS may terminate the Professor/Research Scholar's immigration status. In this case, the EV may not return to the United States as a J-1 Professor/Research Scholar for 24 months.

Situations That Require Out of Country Authorization: The J-1 Professor/Research Scholar will be out of the United States for more than 30 days, but less than 1 year and will continue to actively pursue the program objective originally described in the J-1 request form.

Situations That Do Not Require Out of Country Authorization: (1) If a J-1 Professor/Research Scholar is vacationing outside of the United States for 30 days or less in agreement with the hiring/sponsoring department, no permission from ISS is required. (2) The J-1 Professor/Research Scholar is an instructor and will be outside of the United States during a term in which the department does not require the EV to teach, but s/he will return the following term to resume teaching responsibilities. (3) The J-1 Professor/Research Scholar is leaving the United States and will not be pursuing the program objective. In this case, the **J-1 Scholar End of Program Form** must be submitted to ISS. 24 month bar will be initiated once the record has been completed.

If none of these situations apply, the academic/research department should write a letter describing the situation. The Professor/Research Scholar must meet with ISS for further instruction.

Required Documents:

- (1) J-1 Out of Country Form
- (2) Letter from the supervising faculty on the department's letterhead explaining how program objective will be pursued while out of the country. [Template Available Here](#)
- (3) Proof of health insurance coverage with repatriation and evacuation

J-2 Dependents: J-2 dependents must also depart the United States with the J-1 Professor/Research Scholar.

Responsibilities of the Exchange Visitor: (1) Continue to maintain status and comply with the regulations of the Exchange Visitor program. (2) Report to hiring/sponsoring department administrator and ISS any changes in purpose, activities, or dates as indicated on the J-1 Scholar Out of Country Form. (3) Maintain a permanent (foreign) and current (last residential address in the United States) address and update within 10 days of any change. (4) Maintain required health insurance including repatriation and evacuation coverage.

Responsibilities of the Supervising Faculty: (1) Continue to supervise the J-1 Professor/Research Scholar while s/he is out of the country, (2) Notify ISS if there is any change in the purpose, activities, or dates of the EV's out of country period, (3) In the event that the J-1 Professor/Research Scholar will not return to UTSA after his/her absence, coordinate with the EV to submit the **J-1 End of Program Form**.

Complete and Sign the Out of Country Request Form

Last Name

First Name

Date of Birth

SEVIS ID Number

DS-2019 Start Date

DS-2019 Expiration Date

Out of Country Start Date

Out of Country End Date, Must be prior to J-1 Program End Date

Out of Country Organization Name

Out of Country Address Line 1

Out of Country Address Line 2

City

Province/State

Postal Code

Country

Exchange Visitor Signature

Date

UTSA Department Name

UTSA Supervising Faculty Name

Date

UTSA Supervising Faculty Signature

Date

Sample J-1 Exchange Visitor (EV) Continuing Participation Letter

(to be completed by the supervising faculty member on letterhead used to explain how EV's program activities will continue while EV is outside the U.S.)

Provide one copy to EV and a second copy to International Scholar Services.

Date

To whom it may concern,

This letter pertains to the J-1 Exchange Visitor **[scholar's name]**.

The Exchange Visitor is expected to be outside the United States during the period from **[from date]** to **[to date]**.

During this period, the Exchange Visitor is expected to engage in the following activities, which are directly related to his/her J-1 exchange program as follows:
[specify exchange program activities]

I will personally supervise the Exchange Visitor during this period using the following methods: **[explain supervisory methods]**

[select one of these 2 sentences]

The EV does not currently have a paid HR appointment.

The EV currently has a paid HR appointment with the title **[enter title]** and he/she will continue to receive benefits through **[fill in benefits end date]**.

I will inform International Scholar Services in case of any out-of-country dates change by more than 30 days or if the Exchange Visitor discontinues program participation.

Sincerely,

Signature:

Name:

Title:

Phone, Email