

## Request for Out-of-Country SEVIS Event

SEVIS has an Out of Country functionality that allows ISSS to notify the Department of Homeland Security / US Department of State that a J-1 Professor or Research Scholar is participating in his or her exchange program for a **one-time only period of six or fewer months during her/his program outside the US.** The record remains in Active SEVIS status during that period.

**Please note that if the J-1 Exchange Visitor will depart the US again for 31 days or more after this one-time only period, it is inappropriate for our office to keep the SEVIS record open.** In this case, ISSS will complete the current J program, and the individual can return later for a new J-1 Program with a different program objective in either J-1/Short-Term Scholar status (which requires payment of a new SEVIS fee) or, if eligible, Visa Waiver Visitor for Business/Tourist (WB/WT) status or Visitor for Business/Tourist (B-1/B-2) status.

### Situations That Do Not Require “Out-of-Country” Authorization

- If a J-1 professor/research scholar is vacationing outside the U.S. for 30 days or less in agreement with the department, no permission from ISSS is required.
- If the J-1 professor/research scholar is an instructor and will be outside the U.S. 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 (i.e. Summer sessions).
- If the J-1 professor/research scholar is leaving the U.S. and will not be pursuing the J-1 program objective. In this case, the J-1 Scholar Notice of Departure form must be submitted, indicating ISSS should end the J-1 program. In this case, the 24 month bar will go into effect
- If none of these situations apply, the academic department should write a letter describing the situation. The research scholar/professor must arrange an appointment to meet and discuss it with Sharon Loughran in ISSS.

### Procedures Department Must Follow to Obtain Out-of-Country Authorization

- Submit J-1 Scholar Notice of Departure form on next page, signed by both the J-1 professor/research scholar and the hosting department contact with supporting documentation.
- Remind J-1 Scholar that a valid travel signature is required on the DS-2019 in order to return to the U.S.

### **During the absence, the department must:**

- Continue to supervise the J-1 professor/research scholar while he/she is out of the country
- Notify ISSS if there is any change in the purpose, activities, or dates of the EV's “Out-of-Country” period.
- In the event that the J-1 professor/research scholar will not return to ISSS after his/her absence, coordinate with the visitor to file a J-1 Scholar Notice of Departure form with ISSS so we may end the J-1 status and SEVIS record.

**Once ISSS has reviewed the request, both the department administrator and the J-1 will receive an email stating whether the request has been approved or not.**

## J-1 Scholar Notice of Departure

**If either the departure or return date changes, you must notify ISSS immediately so that the date can be revised in SEVIS.**

Name of J-1:		SEVIS ID#	
Out of Country Begin Date:		Out of Country End Date:	
<b>Out of Country Location is the Institution Abroad Where J-1 Will Perform Research</b>	Out of Country Location Name:		
	Out of Country Phone #:		
	Address 1:		
	Address 2:		
	City:		
	Country:		
	Province/Territory:		
	Postal Code		
Comprehensive Description of research activity that will be continued abroad. Be sure to include a complete explanation of why this research cannot be conducted in the US:			
Detailed explanation of method Temple P.I. / Faculty Mentor will Monitor J-1 Scholar While S/He is Abroad			
Detailed explanation of how the work abroad relates to J-1's original program objective			
Will J-1 Receive TU Insurance While Abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Department Chair Has Reviewed and Will Comply with the Requirements Listed in this Handout</b>			
Name of Department Chair:			
Signature:			
Date:			

### ***J-1 Exchange Visitor will:***

- ☐ **Inform ISSS and my department if flight schedule changes**
- ☐ Ensure that J-2 dependents depart the U.S. with the J-1 professor/research scholar
- ☐ Continue to maintain status and comply with the regulations of the Exchange Visitor program
- ☐ Report to department administrator any changes in purpose, activities, or dates as indicated in this request form
- ☐ Maintain a permanent (foreign) and current (last residential address in the U.S.) address and update ISSS within 10 days of any change
- ☐ Maintain a valid email address
- ☐ Maintain health insurance (see below) that meets US Dept of State Criteria
- ☐ Read over information regarding travel at [www.temple.edu/iss/immigration/travel-h1b.html](http://www.temple.edu/iss/immigration/travel-h1b.html)
- ☐ Email ISSS a copy of new I-94 [<https://i94.cbp.dhs.gov/i94/#/home#section>] (J-1 as well as J-2 dependents) upon reentry into the US [[sarah.froberg@temple.edu](mailto:sarah.froberg@temple.edu)]

**I certify that the above information is accurate and that I will notify ISSS of any changes before they occur.**

Name of J-1 Exchange Visitor:			
Signature:		Date:	

### **Health Insurance Requirements and Responsibilities**

J-1 Exchange Visitors (and J-2 Dependents) are required to maintain insurance coverage as long as the J-1 Exchange Visitor SEVIS record is active, whether or not the EV is physically present in the U.S.

### **Health Insurance Scenarios**

- **J-1 Exchange Visitor is a current ISSS employee enrolled in TU benefits:**
- Department must continue the TU appointment (which means that TU benefits will also continue) while the J-1 professor/research scholar is out of country (J-2 dependents will also continue to receive TU insurance).
- **J-1 Exchange Visitor with non-TU insurance**
- J-1 and J-2 Exchange Visitors must maintain health insurance that meets US Department of State criteria during the entire J program, including time spent outside the US.