

ISSI SCHOLAR



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A Step by Step Guide to Appointing an International Scholar *ISSI Form 512*

The process of appointing an international scholar is a cooperative one, involving faculty, departmental administrators, the provost, human resources and payroll, the SEVIS contact, the International Student & Scholar Institute and of course... the scholar! The following are the suggested steps to be taken to insure that the process runs as smoothly as possible.

Step 1- The Appointment Letter

In most cases, an international scholar will need a formal letter of appointment from the provost stating his/her start and end dates, faculty host and form of payment (if any) e.g. salary, honorarium. From an immigration standpoint, this letter is essential as it formalizes the affiliation between Northeastern and the non-immigrant participant (the scholar) and allows the ISSI to issue of the Certificate of Eligibility which the scholar presents to apply for a J visa.

Since the timeline to complete the hiring process can vary, please submit the hiring packet and the immigration forms as early as possible. Immigration forms will not be processed without a complete hiring packet.

Step 2 – Immigration Information

Each college will have a SEVIS administrative contact and back-up for international appointments. Only these two contacts will have access to Forms A and B (and C- appointment renewal form and D when necessary) and Form 305 (Health Insurance Requirement) to send to the prospective scholar. If a contact leaves the department or NU then the new one will need to be appointed, trained and given access to the forms. *By limiting access to these forms we hope to keep the process sequential and prevent delays and avoid conflicting information by insuring that the personnel and immigration processes are occurring concurrently.*

After it is clear that the academic appointment will go through, the college's SEVIS contact will complete Form A, send the scholar Form B, Form 305 and request the scholar's CV and if applicable, the Short-Term Scholar Category form. When the scholar and contact have all these completed the following five documents may be sent to the ISSI:

1. Draft or copy of final provost's letter
2. Form A
3. Form B
4. Scholar's CV
5. Form 305
6. J-1 Short-Term Scholar Category form (if applicable)
7. Faculty Host Agreement Form

Step 3 – Certificate of Eligibility

With the five documents listed above, the ISSI will evaluate the request—and—if appropriate, will then enter the data into the system and produce a Certificate of Eligibility or DS-2019 which will enable the scholar to apply for a J visa. This will have specific start and end dates. If the college and/or scholar change these dates after the submission of the documents to the ISSI, please notify the ISSI immediately of this change as this will affect the visa application abroad. This may also necessitate the production of an amended provost's letter. The ISSI will then pass this document, along with explanatory information about acquiring a J visa and regulations of that particular visa back to the SEVIS contact in the department for express mailing to the scholar in his or her home country.

Step 4 – Scholar's Arrival and Maintaining Status

To insure that the scholar's arrival is confirmed and entered into the SEVIS system, the scholar's ability to obtain a Northeastern ID will be blocked by the ISSI until he/she completes Immigration Clearance. Any changes to the scholar's status, including pay changes, addresses changes, dependent changes, etc. must be reported to HR and Payroll or the ISSI by the SEVIS contact in each college. For extensions, the SEVIS contact first consult with the ISSI to ascertain whether or not the scholar is eligible from an immigration standpoint. If eligible, the SEVIS contact may give the scholar Form C to complete and return to the ISSI. When the extension has been granted and the scholar has been issued a new DS-2019, the SEVIS contact will submit an HR/Payroll action form.

Step 5 – End of Program

The ISSI will remind the SEVIS contact and the scholar when the end date on their DS-2019 is near and ask them to complete an End of Program Notification Form which the scholar is given on arrival or can be accessed again from the SEVIS contact or the ISSI. Three signatures are required for the End of Program Notification: the scholar's, the scholar's faculty host and the SEVIS contact's. The SEVIS contact should then submit an HR/Payroll Action Form to HR/Payroll (for paid appointments only) to end the appointment.