J-1 International Scholar Continuing Program Out of Country
The “Out-of-Country” functionality allows a professor or research scholar participating in his/her Exchange Visitor Program (EVP) to be outside of the United States for a scheduled period of time, provided that the program activities will be continued while the J-1 Exchange Visitor (EV) is away. The DS-2019 and SEVIS record remain Active during this time period. Approval of the “out-of-country” request is at the discretion of the OGS. If the approved J-1 program activities are not maintained during the Out-of-Country absence, the OGS will terminate the EV’s immigration status. In this case, the visitor may not return to the U.S. the EV’s status for 24 months.

Situations that require “Out-of-Country” authorization
The EV will be out of the U.S. for more than 30 days AND will continue to pursue the program objective originally described in the offer/invitation letter.

Situations that do not require “Out-of-Country” authorization
- If an EV is vacationing outside the U.S. for 30 days or less in agreement with the department, no permission from the OGS is required.
- The EV 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 he/she will return the following term to resume teaching responsibilities (usually summer).
- The EV is leaving the U.S. and will not be pursuing the J-1 program objective. In this case, an “End of Program Notification” must be submitted, indicating the OGS should end the J-1 program. In this case, the 24 month bar (http://internationalcenter.umich.edu/immig/jscholar/12and24bars.html) will go into effect.
- If none of these situations apply, please schedule an appointment with an OGS advisor to discuss your situation. The academic department should write a letter describing the situation. The EV must arrange an appointment to meet and discuss it with an ISSI advisor.

How to obtain Continuing Program Out-of-Country authorization
- Submit “Out of Country Request Form”, signed by both the EV and the Northeastern faculty host and the SEVIS contact in the Dean’s office with supporting documents.
- “J-1 Exchange Visitor Continuing Participation Letter Sample” on letterhead from faculty host explaining activities while out of country.
- Submit to the OGS via email or drop off, at least 2 weeks before the scholar departs.
- Remember that a valid travel signature (less than one year old at the time of reentry) is required on the DS-2019 in order to return to the U.S. along with a valid passport and J-1 visa.

Responsibilities of the J-1 Exchange Visitors
During the absence, the EV must:
- Continue to maintain status and comply with the regulations of the EVP.
- Report to department administrator any changes in purpose, activities, or dates as indicated in this request form.
• Failure to maintain status will cause the SEVIS record and DS-2019 to be inactivated, compromising eligibility to participate in the EVP and return to the U.S.
• Maintain a permanent (foreign) and current (last residential address in the U.S.) address and update them within 10 days of any change.
• Maintain a “neu.edu” email address.
• J-2 dependents will need to depart the U.S. with the EV during the Out-of-Country absence period.

Responsibilities of the Northeastern Department

_During the absence, the department must:_

• Continue to supervise the EV while he/she is out of the country
• Provide OGS a letter (see sample letter) indicating how EVP activities will continue while EV is outside the U.S.
• Notify the OGS if there is any change in the purpose, activities, or dates of the EV’s “Out-of-Country” period.
• In the event that the EV will not return to Northeastern after his/her absence, coordinate with the visitor to file an “End of Program Notification” with the OGS so we may complete the J-1 SEVIS record.
This form is used to inform the OGS that you will be out of the U.S. for more than 30 days, while continuing to engage in collaborative research or otherwise continuing to participate in your J-1 Exchange Visitor Program. This information will also be used to update your J-1 SEVIS record. If your travel dates or any other information changes, you must notify the ISSI in advance so we can update your SEVIS record.

- Please include a letter on letterhead from your faculty host along with this form to the OGS at least 2 weeks before you leave. Please refer to OGS sample letter.

Name of J-1 scholar: ________________________________________________________________

(Last) (First) (Middle)

Phone number: ______________________ E-mail: ____________________________

Out of country start date: ______________________ End date: ______________________

(mm/dd/yyyy) (mm/dd/yyyy)

Current local U.S. address:

(Street Address) (City) (State) (Zip Code)

Name and address of institution or out of country location name (Location where J-1 scholar will continue to pursue the program of activity for which s/he was admitted to the U.S.):

______________________________________________________________________________

(Name of institution)

______________________________________________________________________________

(Province/Territory) (Country) (Postal Code)

We certify that:
- The Exchange Visitor (EV) will continue to conduct J-1 program activities while outside the U.S. and will comply with the regulations of the Exchange Visitors Program including required health insurance coverage for EV and J-2 dependents.
- J-2 dependents (if any) will depart the U.S. with the J-1 EV.
- We will notify the OGS if there is any change in the purpose, activities, or dates of the J-1 EV’s “Out-of-Country” period.

Exchange Visitor Signature: __________________________________ Date: __________________

(mm/dd/yyyy)

Faculty Host Signature: __________________________ Date: __________________

(mm/dd/yyyy)

SEVIS Contact Signature: __________________________ Date: __________________

(In Dean’s Office)
Sample J-1 Scholar

Out of Country Continuing Participation Letter

For supervising faculty member to explain on letterhead how Exchange Visitor (EV)’s program activities will continue while the EV is outside the U.S. Provide one copy to EV and a second copy to the Office of Global Services (OGS).

[Date]

To whom it may concern,

This letter pertains to the J-1 Exchange Visitor [EV’s name].

The Exchange Visitor is expected to be outside the U.S. during the period from [mm/dd/yyyy] to [mm/dd/yyyy]. 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 Exchange Visitor does not currently have a Northeastern HR appointment.

The Exchange Visitor currently has a Northeastern HR appointment with the title [enter title] and s/he will continue to receive benefits through [fill in benefits and date].

I will coordinate with the SEVIS Contact in my department to alert the Office of Global Services (OGS) in the event that the out-of-country dates change by more than 30 days or the Exchange Visitor discontinues program participation.

Sincerely,

[name & signature of faculty host]