



THE UNIVERSITY of
NEW ORLEANS

Policy No:	AP-OP-05.4
TITLE:	Exchange Visitor Program* (*Policy Revised, see below)
EFFECTIVE DATE:	March 21, 2014
CANCELLATION:	
REVIEW DATE:	Spring 2026

ADMINISTERED BY: Office of the President

PURPOSE

To set forth the policies and procedures governing individuals who visit or who are employed by the University of New Orleans under the Exchange Visitor Program.

AUTHORITY

Immigration and Nationality Act as amended; Department of State Regulations: 22 CFR Part 62; Department of Homeland Security Regulations: 8 CFR Parts 214 and 274a; Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

Exchange Visitor Program. "The purpose of the Exchange Visitor Program (the Program) is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences and to encourage Americans to participate in educational and cultural programs in other countries." (22 CFR 62.1)

Created as a result of the Mutual Educational and Cultural Exchange Act of 1961, the Program is administered by the United States Department of State (DOS) which is charged with facilitating Program activities by designating public and private entities to act as sponsors. Thus, the University of New Orleans (UNO) has been designated by DOS to sponsor specific activities under the Exchange Visitor Program.

Exchange Visitors. Individuals who have been invited to participate in UNO's Exchange Visitor Program are called Exchange Visitors. They are foreign nationals with permanent residences outside of the U.S. who are non-immigrants and who are invited to engage in a specific activity described below. Exchange visitors are issued form DS-2019, Certificate of Eligibility, which is used to apply for a J-1 visa at a U.S. Embassy or Consulate. Student Interns are also issued form DS-7002, Training/Internship Placement Plan, which describes the internship agreement. Upon entering the United States, the inspecting immigration officer will place such individuals in J-1 status, which is their immigration classification (status).

Department of Homeland Security (DHS). The agency responsible for administering the Immigration and Nationality Act (INA) as amended. The DHS monitors all matters related to international visitors who are in the United States.

J-1. Designation by the State Department and the Department of Homeland Security (DHS) which describes an exchange visitor.

Responsible Officer/Alternate Responsible Officer (RO/ARO). Individuals who are designated by DOS to administer the Exchange Visitor Program and sign official federal documents.

Student and Exchange Visitor Information System (SEVIS). Data management system used by DHS and Program Sponsors to track and monitor exchange visitors.

SPECIFIC PROGRAM CATEGORIES

The University of New Orleans has been authorized to invite individuals to participate in specific program categories: university students, student interns, short-term scholars, professors, research scholars, and specialists. Some exchange visitors may be appointed to UNO positions subject to eligibility requirements explained below.

- A. **University Students:** Individuals who are pursuing a full-time course of study culminating in the award of a U.S. degree or engaged full time in a prescribed course of study of up to 24 months' duration. Students must satisfy UNO admission requirements.

Duration of Participation: Degree seeking students may remain as long as needed to complete the degree. Non-degree students may remain up to 24 months for completion of a specified course of study. Students are also eligible for up to 18 months of academic training (employment permission). Up to 36 months of academic training may be devoted to postdoctoral research.

- B. **Student Interns:** Individuals who are currently enrolled in and pursuing a degree at an accredited post-secondary academic institution outside the United States and are participating in a student internship on the UNO campus that will fulfill the educational objectives for the degree program at the home institution.

Duration of Participation: Internship programs for Student Interns are limited to a 12-month maximum.

- C. **Short-Term Scholars:** Professors, research scholars, or persons with similar education or accomplishments who may come to the U.S. on a short-term collaborative visit for lecturing, observing, consulting, training, or demonstrating special skills.

Duration of Participation: Short-term scholars may remain for the length of time needed to complete a particular program objective, not to exceed six months. No extensions are possible.

D. **Professors:** Individuals primarily teaching, lecturing, observing, or consulting. A professor may also conduct research, but the primary function should be teaching.

Duration of participation: Professors may remain for the length of time necessary to complete a specified teaching objective, not to exceed five years.

E. **Research Scholars:** Individuals primarily conducting research, observing or consulting in connection with a research project. A research scholar may also teach but the primary function should be conducting research.

Duration of Participation: Research scholars may remain for the length of time necessary to complete a specified research project, not to exceed five years.

F. **Specialists:** Individuals who are experts in a field of specialized knowledge or skill and who come to the U.S. for the purpose of observing, consulting, or demonstrating special skills. This category is intended for individuals who do not fit into the professor, research scholar, or short-term scholar categories.

Duration of Participation: Specialists may remain for length of time needed to complete a particular program objective, not to exceed one year.

ELIGIBILITY

A. **Students** are eligible for the Exchange Visitor Program if at any time during their studies:

1. they or their program are financed directly or indirectly by the U.S. government, the government of the students' home country, or an international organization of which the U.S. is a member by treaty or statute;
2. the program is carried out pursuant to an agreement between the U.S. government and a foreign government;
3. the program is carried out pursuant to a written agreement between UNO and a foreign educational institution or foreign government;
4. they are supported substantially by funding from any source other than personal or family funds.

B. **Student Interns** are eligible for the Exchange Visitor Program if they:

1. are primarily in the U.S. to engage in an internship program;
2. have been accepted into an internship on the UNO campus;
3. are in good academic standing with the home institution outside the U.S.;
4. will return to the academic program and obtain a degree after completion of the internship.

C. **Professors, Research Scholars, and Short-Term Scholars** are eligible for the Exchange Visitor Program if:

1. the exchange visitor's appointment to the position is temporary, even if the position itself is permanent;
2. the exchange visitor will not be a candidate for a tenure-track position.

D. **Specialists** are eligible for the Exchange Visitor Program if they:

1. are experts in a field of specialized knowledge or skill;
2. seek to visit UNO for the purpose of observing, consulting, or demonstrating their special skills, and;
3. will not fill permanent or long-term employment while at UNO.

GENERAL POLICY

A. Participation

UNO's participation in the Exchange Visitor Program has provided a variety of student, faculty and research exchange visitors. In July 2003, the U.S. Department of State designated the University of New Orleans as a Program Sponsor. Exchange visitors have not only enriched University functions but also have provided rewarding professional and institutional access to a world community of scholars which otherwise could not have been so easily obtained. For these and other reasons, all academic divisions of the University are encouraged to participate in the Program.

Administrative Responsibility

1. The Responsible Officer of the UNO Exchange Visitor Program is the Director, Office of International Students & Scholars (OISS).
2. Alternate Responsible Officers may be appointed by the Responsible Officer in order to carry out administration of the program.
3. Academic or university departments may initiate the visit or employment of exchange visitors in the student intern, professor, research scholar, short-term scholar, and specialist categories by contacting the OISS and completing the *Request for DS 2019* form and related procedures. Faculty members who wish to sponsor exchange visitors must comply with current institutional policies and procedures governing the appointment of faculty and staff. Departments are responsible for the exchange visitors they host. Departments are expected to provide a clean workstation or office space appropriate to the exchange visitor's category. OISS must be notified when exchange visitors arrive on campus and when they depart prior to the program end date.
4. The Admissions Office, Division of International Education (DoIE) and the OISS facilitate the enrollment of student exchange visitors. In the case of students under the auspices of an international agreement, the academic department or division which arranged the agreement works closely with the Enrollment Services, the Registrar's Office, the Bursar's Office, and the OISS to facilitate the enrollment of such students. If eligible, student exchange visitors may also be enrolled in the Intensive English Language Program (IELP).

PROCEDURE

A. Selection and Employment of Students

Student exchange visitors typically come to UNO under the auspices of a friendship agreement with a foreign institution or they may be sponsored by an agency which requires that they participate as an exchange visitor. All students must meet UNO admission requirements. Upon admission to the University, OISS will issue form DS-2019, *Certificate of Eligibility for Exchange Visitor Status*. This document is used to apply for a visa at a U.S. Consulate or Embassy, to facilitate a transfer from another Program sponsor, or to apply for change of status to J-1 (if student is in another non-immigrant classification).

Personnel Actions. Departments that employ students in exchange visitor status must follow all UL System and UNO policies and procedures for the appointment of student workers and graduate assistants. Only degree-seeking students may serve as GAs. In addition, [form I-9, Employment Eligibility Verification](#), must be accompanied by a copy of form DS-2019, passport, I-94, and the *Certification of On Campus Employment* form available from the OISS. Students must obtain the latter form from the OISS and submit it to the hiring department. In addition, student employees must complete the *Foreign National Tax Information* form and all applicable tax withholding documents with the International Tax Consultant. Student employees without Social Security Numbers will need to apply at the local Social Security Administration office before beginning work. The OISS will assist by preparing a letter verifying the student's immigration status and a second letter for signature by the campus supervisor.

Extensions. Students must be advised by the OISS on procedures to extend their permission to remain in the U.S.

B. Selection and Employment of Student Interns, Professors, Research Scholars, Short-Term Scholars, and Specialists

Not all foreign nationals are eligible to participate in UNO's exchange visitor program. Therefore, no offers of employment or invitations to prospective exchange visitors should be made without first consulting the OISS. This will ensure that UNO remains in compliance with federal guidelines regarding the visit and employment of exchange visitors. Forms needed to obtain approval to invite or employ exchange visitors are available at <https://www.uno.edu/oiss>.

1. Departments that wish to invite or employ prospective exchange visitors must consult with OISS to determine if the purpose of the visit is consistent with DOS guidelines and institutional policy. In addition, the approval of the dean of the college is required to ensure that college guidelines are followed.
2. Departments and colleges should ensure that prospective exchange visitors have been rigorously reviewed and that they meet the high standards of excellence demanded of all University faculty and research staff.

3. If the exchange visitor is employed, appointment procedures will essentially be the same as those followed for U.S. citizens and lawful permanent residents, except as indicated below. The gratis appointment procedure must be followed for unpaid exchange visitors except student interns. The procedure for student interns is outlined below in C3.
4. Once the OISS has determined that the Exchange Visitor Program and J-1 status is the appropriate category, the sponsoring faculty member or department chair must submit the following documents to the OISS after the approval by the dean of the college:
 - *Request for DS-2019 and Approval form*, available from the OISS.
 - *Completed English Language Evaluation Form*, available from the OISS.
 - A copy of the prospective exchange visitor's resume or vita.
 - A copy of the standard UNO Employment offer letter or a copy of the letter of invitation signed by the chairman/department head and dean.
 - Document(s) verifying the source and amount of any funding which is in lieu of or in addition to UNO funding.
 - A copy of the approved Permission to Hire memo.
 - Complete the [International Visitors to Campus Approval Form](#) and have visitor complete the [Foreign Visitor Information Form](#).
5. The OISS will prepare form DS-2019, *Certificate of Eligibility for Exchange Visitor Status*. This document is used by the prospective exchange visitor to apply for a visa at a U.S. Consulate or Embassy, to facilitate a transfer from another Program sponsor, or to apply for change of status to J-1 (if the individual is in another non-immigrant classification). OISS, in conjunction with the sponsoring department, will also prepare form DS-7002, Training/Internship Placement Plan, which outlines the internship agreement, for Student Interns.

C. Personnel Actions and Extensions for Student Interns, Professors, Research Scholars, Short-Term Scholars, and Specialists

1. **Personnel Actions for Paid Employees (except Student Interns).** The appointment of exchange visitors who are student interns, professors, research scholars, short-term scholars, and specialists generally follows the same procedures as those for all other employees. Form DS 2019, passport, and I-94 should be submitted with form I-9, *Employment Eligibility Verification*, and other supporting documents which accompany the Hire action in Workday. In addition, employees must complete the *Foreign National Tax Information* form and all applicable tax withholding documents with the International Tax Consultant.
2. **Personnel Actions for Non-employees.** If the exchange visitor will not receive remuneration from UNO, they must be hired as a gratis appointment in Workday.
3. **Personnel Actions for Student Interns.** If the student intern will not receive remuneration from UNO, the hosting department may request a Sponsored Account by utilizing Identity Manager (access.uno.edu).

4. **Extensions.** Departments wishing to extend the stay of an exchange visitor must submit the following documents to the OISS:
- *Request for the Extension of an Exchange Visitor (J-1 Status)* form, available from the OISS; and,
 - Document(s) verifying the source and amount of any funding which is in lieu of or in addition to UNO funding.

The OISS will prepare a new form DS-2019. The department must then complete a new [form I-9, Employment Eligibility Verification](#), and submit it along with a copy of the exchange visitor's new DS-2019 to the Human Resources Office.

D. Tax Obligations

In order to ensure that UNO is in complete compliance with federal and state tax withholding requirements, departments that invite or employ exchange visitors should consult with the International Tax Consultant.



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**Policy Updates: 06/23/2023
02/11/2021
09/02/2016*