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**For detailed information, please visit <https://global.upenn.edu/iss/j1scholar#overview>**

- **ESSENTIAL IMMIGRATION DOCUMENTS WHILE IN THE US:**

- Unexpired passport
- Form DS-2019 reflecting a future end date
- Form I-94 reflecting “J-1, D/S” (*Download at [www.cbp.gov/I94](http://www.cbp.gov/I94)*)

**MAINTENANCE OF STATUS:** You are authorized to remain in the U.S. until the end date reflected in Box 3 of your DS-2019 form or until you complete your program, whichever comes first. Among other requirements, to maintain status you must be actively participating in the activity for which you received J-1 sponsorship as indicated in Box 4 of your most recent DS-2019 form, at the Primary Site of Activity indicated in Box 1 and you must also be in possession of all essential immigration documents indicated above. Participating in activities that are not indicated on your DS-2019 form OR receiving money from a source not indicated on the DS-2019 form is unauthorized and can be grounds for termination from the J-1 program. **VALIDITY OF DS-2019 FORM: If your program ends and you are no longer participating in the activity for which you received sponsorship, then your J-1 sponsorship and ability to remain in the United States also ends, even if your DS-2019 form has a future end date.**

- **HEALTH INSURANCE:** Per J-1 Federal Regulations, you and your accompanying J-2 dependents are required to secure and maintain health insurance coverage effective the program start date indicated on your Form DS-2019 for the full duration of your stay in the U.S. in J visa status. If you and your dependents fail to maintain the mandatory health insurance coverage, you will be in violation of federal immigration regulations, and will be subject to termination as a participant. You will need to depart the U.S. immediately. Further information as to the required levels of insurance is available at <https://global.upenn.edu/iss/j1scholar> and <https://j1visa.state.gov/participants/how-to-apply/eligibility-and-fees/>. J-1 Post Docs should consult the following website to regarding the PostDoc insurance plan: <https://www.hr.upenn.edu/PennHR/benefits-pay/postdoctoral-researchers-and-fellows>. All other J-1 exchange visitors (i.e. Visiting Scholar, Visiting Professor, Visiting Student, etc.) must purchase or waive out of insurance coverage at <https://clients.garnett-powers.com/vs/upenn/>
- **DEPARTMENT OF STATE RESTRICTIONS ON HYBRID/REMOTE WORK**  
Per Department of State [Guidance Directive 2023-01](#) exchange visitors in the research scholar, professor, and short-term scholar categories must engage in their activities at the University of Pennsylvania in-person, on-campus, a minimum of 60% of the time. **This means that you may work remotely no more than 40% of your regular work hours (a maximum of 2 out of 5 regular work days per week).**
- **EXTENSION OF SPONSORSHIP:** If you plan to stay longer in the U.S. to continue your J-1 stay at Penn beyond the expiration date on your current DS-2019, please ask your department to prepare and send ISSS a J-1 DS-2019 extension request to cover the renewed **appointment at least 45 days before your current DS-2019 expires**. We will prepare a new DS-2019 with your new expiration date, not exceeding the maximum stay allowed for your J-1 category.
  - **NOTE:** Extension of your DS-2019 does not extend the U.S. entry visa in your passport. If you plan to travel, you must extend an expired entry visa by visiting a U.S. consulate when abroad. If you do not plan to travel, your visa is allowed to expire. The only time an individual requires a valid J visa is if they are physically outside of the US and wish to reenter the US in J visa status.)
- **TRAVEL:** If you plan to travel outside the U.S. and wish to return in J-1 status, make sure you have: a valid passport; a valid J-1 entry visa (except Canadian citizens who are visa exempt); an original Form DS-2019 signed **for travel** by an advisor at ISSS within the last twelve months. Further information is available at <https://global.upenn.edu/iss/travel>
- **ABSENCE FROM UNITED STATES:** You are required to notify ISSS if you plan to be absent from the United States for 30 days or longer. Even if out of the US, the overall program activity must continue. You must submit a Notice of Absence by completing the *J-1 Scholar Notification of Absence from the US* eform under the J-1/J-2 Reporting header in [iPenn](#). **NOTE:** J-1 exchange visitors may not take a leave from their Penn program beyond 30 days. To do so is considered a discontinuation of your J-1 program and grounds for ISSS to end your J-1 sponsorship.

- **OCCASIONAL LECTURES/CONSULTATIONS:** If you plan to engage in occasional lectures or consultations you must submit a request to ISSS through iPenn at least 3 weeks prior to the scheduled activity and provide the following completed and fully signed form available on the ISSS website <https://global.upenn.edu/sites/default/files/iss/J-1-Occasional-Lectures-or-Consultations.pdf> ISSS authorization must be obtained prior to undertaking any occasional lectures or consultations.
- **J-1 TRANSFER:** It is usually possible to transfer your J-1 sponsorship to a new institution, provided that you have been a J-1 scholar for less than the maximum time allowed for your category, and you will be continuing your research in the same field with the same program objectives.
- **CHANGE OF CONTACT INFORMATION:** Per J-1 Federal Regulations, if you change your U.S. residential address, email address and/or U.S. phone number, you must report the change to ISSS within 10 days of the change. Follow the procedures listed at <http://global.upenn.edu/iss/address>
- **CHANGE IN J-1 ACTIVITY:** Any changes in terms and conditions of your J-1 activity at Penn must be reviewed and approved by ISSS in advance. If your funding source changes, inform ISSS immediately for review. Some minor changes might be approved; however, J-1 scholars are not allowed to change their J-1 program objectives, e.g. the subject / field code in Box 4 of your DS-2019 form.
- **EFFECT OF WAIVER OF 212 (E):** If you are subject to the two-year home residency, 212 (e) of the Immigration and Nationality Act, as amended, and receive a waiver recommendation of that obligation from the U.S. Department of State you are ineligible to extend or renew your J-1 sponsorship beyond your current program end date indicated on your DS-2019 form.
- **BARS/LIMITATIONS FOR J-1 EXCHANGE VISITORS:** Once you complete your J-1 program as a J-1 *Research Scholar*, you will be ineligible to participate in an exchange program as a J-1 *Research Scholar* or *Professor* for at least 24 months. Further information is available at <https://global.upenn.edu/iss/j1scholar>
- **J-1 SHORT TERM SCHOLARS:** Per J-1 Federal Regulations, the maximum duration of stay as a Short-Term Scholar is 6 months. A short-term scholar may extend his or her stay up to the six-month maximum or transfer to another program within that period, but extensions beyond 6 months are not permitted.
- **30-DAY GRACE PERIOD:** US Citizenship and Immigration Services (USCIS) allows for a 30-day grace period after the end date of your DS-2019 or program end date, whichever comes first, to depart the U.S. During this 30-day period, you may settle your affairs and prepare to return to your home country. You may no longer continue or complete exchange visitor activities, nor are you allowed to work.

### ONLINE RESOURCES

- **International Student & Scholar Services (ISSS)** <https://global.upenn.edu/iss>
- **Penn Cultural Resources Centers:** <https://global.upenn.edu/iss/cultural-resources>
- **Family Center at Penn:** <https://familycenter.upenn.edu/>
- **Penn Off-Campus Services:** <https://cms.business-services.upenn.edu/offcampusservices/>
- **Garnett-Powers Insurance Portal:** <https://clients.garnett-powers.com/vs/upenn/>

### IMMIGRATION

- J-1 Exchange Visitor Program/Bridges USA <https://j1visa.state.gov/>
- US Visas: <https://travel.state.gov/content/travel/en/us-visas.html>
- Visa Appointment Wait Times: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>
- U.S. Department of State – Bureau of Consular Affairs <https://eca.state.gov/about-bureau/organizational-structure/office-private-sector-exchange>
- US Department of State Welcome Brochure: <https://j1visa.state.gov/wp-content/uploads/2015/03/Brochure-The-Exchange-Visitor-Program.pdf>

### WORKER'S INFORMATION

- Wilberforce Pamphlet: <https://travel.state.gov/content/dam/visas/LegalRightsandProtections/Wilberforce/Wilberforce-ENG-100116.pdf>
- PA Workers' Compensation: <https://www.dli.pa.gov/Businesses/Compensation/WC/claims/wcais/Pages/default.aspx>

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