

## **J-1 Status**

Is a status for research scholars, professors, and short-term scholars who are invited to come to VT to conduct research, observe, teach or consult on a temporary basis.

Please review the guidelines, download the forms, and send the completed to:

Office of International Affairs,  
134 Burruss Hall  
Blacksburg, VA – 24061 – 0265

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## **Guidelines & Information**

### Guidelines

Pre-arrival information for J-1 exchange visitors

- Research Scholars & Professors
- Short-term Scholars

### Insurance Information

## **J-1 Forms**

1. DS-2019 Request Form  
New scholar/new non-degree student coming from outside the US.
2. Applying for a J-1 Visa
3. SEVIS Fee Payment
4. J-1 Insurance Requirements
5. 2-year Return Home Rule
6. J-1 Travel
7. DS-2019 Amendment Request Form  
Scholar transferring within the US from another host institution program to VT  
For J-1 scholars transferring from VT to another host institution  
Extension for scholar/non-degree student
8. J-2 Work Permission Instruction and Form I-765

**REQUIREMENTS AND PROCEDURES FOR  
OBTAINING A J-1 Packet  
(Research scholars, short-term scholars or professors)**

**Requirements:**

**1. Position:** The J-1 non-student exchange visitor status is appropriate for post-doctoral positions, temporary research appointments, or visiting scholars, short-term scholars and professors. These visitors may pursue research, teach, lecture, observe, consult, train, or demonstrate special skills for a time period of a couple of weeks to a maximum of three years. Persons in this category may not enroll in a degree program or take classes that may be applied toward a degree. For more detailed information about each category visit our website at <http://www.oired.vt.edu/visa.htm>

**2. Limitations of stay:** J-1 research scholars and professors are allowed up to three years in the U.S.; if one's research work is not completed by the end of that time, the academic department may request the extension of the principal's authorized stay by six months. In this case a written explanation of the reasons for extension must be attached to the request form. If the person is transferring from another school's J-1 program, the time used at the other school will be subtracted from the three-year limit. A copy of the current DS-2019 form must be attached to the request. Short-term scholars are allowed up to 6 months in the U.S. Extension of stay beyond the six months is not allowed for short-term scholars. Use of exchange visitor visas for tenure track or permanent appointments is prohibited. Visiting scholars from certain countries and professions may be subject to the two-year home residency requirement. Please refer to our website at [http://www.oired.vt.edu/J1\\_home\\_rule.htm](http://www.oired.vt.edu/J1_home_rule.htm) for further information.

**3. Funding:** A J-1 visitor may have funding from various sources, including financial support from Virginia Tech, U.S. government organizations, foreign government organizations, foreign universities or other institutions, or personal funds. Regardless of the source(s) of funds, the base amount for one year for the principal is expected to be fair and equitable (a minimum of \$16,800 per year -- \$1,400 per month -- is required to cover the living and miscellaneous expenses in Blacksburg); an additional amount of \$4,000 per year is required for a spouse and \$1500 for each child. Submission of official statement(s) from sponsor(s) is required. Please note that the \$16,000/year minimum requirement is established for immigration purposes only to ensure that the visiting scholar has sufficient funds to cover living expenses in the Blacksburg area. However, Virginia Tech employment guidelines must be followed when hiring an international scholar. These guidelines may require funding at a higher level. Please contact the Research Division (231-9359) or Personnel (231-5301) for more information about hiring and appointment policies.

**4. Insurance Requirements:** Government regulations regarding health and accident insurance for all individuals holding J-1 visas are listed below. We are required by law to assure that all J-1 visa holders are informed that they must maintain at least the insurance coverage listed below:

- Major Medical benefits of at least \$50,000 per accident or illness (a basic policy of \$50,000 total coverage is not acceptable).
- Repatriation of remains to home country of \$7,500.
- Medical evacuation of \$10,000.

- Deductible not to exceed \$500 per accident or illness.

The policy must also cover an accompanying spouse, as well as dependent children. Insurance policies that include provisions for co-insurance under the terms of which an exchange visitor is required to pay up to 25% of the covered benefits per accident or illness are permitted. Regulations require the university to terminate the program status for willful failure to comply. Insurance may be purchased in the visitor's home country prior to arrival or at Virginia Tech after arrival. Please contact the International Student & Scholar Support Office for further information about insurance requirements.

5. Accompanying dependents: An exchange visitor may be accompanied by his/her spouse and dependent children (under 21). If the dependents are planning to join the visiting scholar, please list their names, date of birth and place of birth and other required information on the second page of the request form.

6. Mandatory check-in: Exchange visitors must check in with the Office of International Affairs, 134 Burruss Hall, immediately after arrival. The arrival information is reported to the US Immigration and Customs Enforcement through SEVIS. Individuals who fail to check in will be considered out of status by US ICE and may have to return to their home country.

7. Mandatory orientation: Participation in the orientation program is required for all new exchange visitors. Details about the program are listed under the procedures. Orientation is offered on a need basis, year round. Responsible faculty members or other department representatives are welcome to participate in the orientation.

Procedures:

1. The academic department completes the attached form, including all necessary signatures, and sends it to the Office of International Affairs (134 Burruss Hall) mail code 0265, fax: 231-5750). Please attach official verification of funds (e.g. letter from sponsor, bank statement, etc.) Requests will not be processed without all the appropriate signatures and required documentation.
2. Processing takes approximately 2-3 days. If the principal is a new J-1 applicant, a DS-2019 form will be issued for the individual (and any accompanying family members) overseas. The department will be notified when the form is ready and can pick up the DS-2019 form and mail it to the exchange visitor. The individual then will take the DS-2019 form to the nearest U.S. consulate in his/her home country to apply for a J-1 visa. If the principal is on another J-1 program within the U.S., the program sponsor must release the

SEVIS records of the exchange visitor before a new DS-2019 can be issued by Virginia Tech. The form then will be released to the department or the J-1 scholar. If the DS-2019 form is for extension, the visiting scholar will have to come to the OIRED to pick it up.

3. All exchange visitors are required to report to the IRED with their DS-2019 form, passport, I-94 form and proof of insurance upon arrival to the United States. The OIRED offers an orientation program for new visiting scholars year round. Information is provided about immigration requirements and benefits, health insurance issues, obtaining a Hokie passport and a social security number, work permission for dependents in J-2

status, and other important issues. Participation in the orientation program is required for all exchange visitors.

If you have any questions, please contact  
Office of International Affairs – Jerry Berkley-Coats  
134 Burruss Hall  
Phone: 231-6459 Fax 231-5750  
Homepage: <http://www.oired.vt.edu> Email: [gberkley@vt.edu](mailto:gberkley@vt.edu)

Request for SEVIS DS-2019 Form for J-1 Visiting Scholar

NAME: \_\_\_\_\_ Male \_\_\_ Female

Last/Family First Middle

Date of birth: \_\_\_\_\_ City & Country of birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

\_\_\_\_\_ mo / day / yr City / Country

Country of permanent residence: \_\_\_\_\_ Position in home country: \_\_\_\_\_  
(occupation)

Address in U.S.(if applicable): \_\_\_\_\_

Address in home country: \_\_\_\_\_

PURPOSE OF REQUEST FOR NEW FORM (check one):

- Begin a new program (initial visa request)
- Extend an on-going program – Date of first arrival in U.S.: \_\_\_\_\_
- Transfer to a different program (if in the U.S. in another J-1 program – attach copy of current DS-2019)
- Replace a lost/damaged form

Requesting department: \_\_\_\_\_ Campus mail code: \_\_\_\_\_

Time of stay: month/day/year: From: \_\_\_\_\_ To: \_\_\_\_\_ Category:

- Research Scholar
- Professor (teaching)
- Short-term Scholar

Source(s) and amount of funds for the requested period (please attach official letter from sponsor):

Amount in US Dollars

- Virginia Tech \_\_\_\_\_
- U.S. government Agency (ies) [specify] \_\_\_\_\_
- Exchange visitor's government \_\_\_\_\_
- All other organizations providing support \_\_\_\_\_
- Personal funds (attach bank statement) \_\_\_\_\_

If qualifying dependents (spouse and children) accompany the exchange visitor, please complete the dependent section of this form on the second page.

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I have read and understand the Requirements and Procedures for Inviting J-1 Exchange Visitors and will abide by all immigration regulations and university guidelines for this program. All the information stated on this form is correct to the best of my knowledge.

Name of requesting VT faculty member (Please print) : \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of requesting faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Office of International Research, Education and Development,

134 Burruss Hall  
Phone: 231-6459, fax: 231-5750  
Dependent Information

Request for SEVIS DS-2019 Form for J-1 Visiting Scholar

Name of principal exchange visitor:

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Please give the following information about each dependent who will accompany the exchange visitor:

Dependent 1.

Name (SURNAME, Given name)

Date of Birth

City of Birth

Country of Birth

Country of Citizenship

Country of Permanent Residence

Gender

Relationship (spouse, child)

Dependent 2.

Name (SURNAME, Given name)

Date of Birth

City of Birth

Country of Birth

Country of Citizenship

Country of Permanent Residence

Gender

Relationship (spouse, child)

Dependent 3.

Name (SURNAME, Given name)

Date of Birth

City of Birth

Country of Birth

Country of Citizenship

Country of Permanent Residence

Gender

Relationship (spouse, child)

Dependent 1.

Name (SURNAME, Given name)

Date of Birth

City of Birth

Country of Birth

Country of Citizenship

Country of Permanent Residence

Gender

Relationship (spouse, child)

Travel – J-1 Faculty & Scholars

Travel and Re-entry

Do not forget to have your DS-2019 signed before you leave. Signatures are only good for 1 year. If you are J you must have a valid passport, J Visa and DS-2019 with signature to enter back into the US.

Entry to other countries

For entry to another country, please consult the following web sites to verify whether a visa is required for entry: Foreign Consular Offices in the US and/or Foreign Embassies of Washington D.C. If traveling to Canada or Mexico, please contact those embassies well in advance to find out the requirements. You may also contact those embassies well in advance to find out the requirements. You may also contact the U.S. embassy in Canada (list of embassies) or Mexico (list of embassies). If you are going to Canada or Mexico in regard to your U.S. Visa you will need an appointment.

# DS-2019 Amendment Request Form

## Instructions

This form is only used for Transfers to VT

This form should be completed by the host department (not by the visitor) signed by the department head, and sent to the International Affairs with attachments. International Affairs will then go through SEVIS to issue a DS-2019 based upon the transfer information provided by the department.

This form is used to request a transfer a J-1 research scholar, professor and short-term scholar to the Virginia Tech.

Undergraduate J-1 students are processed by the Cranwell Center, and graduate J-1 students are processed by the Graduate School/

A “*research scholar*” or “*professor*” is an exchange visitor who will be engaged in teaching, instructing, lecturing, research, observing, consulting, or demonstrating special skills for an initial period not to exceed three years in duration. A “*short-term scholar*” is an exchange visitor who may engage in teaching, instructing, lecturing, research, observing, consulting, or demonstrating special skills for a period not to exceed six months in duration. No extensions beyond six months are possible for short-term scholars. A minimum of US\$1,400 per month in financial support is required for research scholars, professors, and short-term scholars. Dependent spouses are accorded J-2 status and are required to have an additional \$325/month, and each dependent J-2 child \$200/month.

Attachments for *non-degree seeking student* to this request must include the following:

Please Staple.

1. Curriculum vitae or resume (English).
2. One letter from the foreign institution.
3. One letter from VT agreeing to the student coming to VT. The letter must state that the work/research he/she is going to perform at VT will count towards his/her degree in the home country.
4. An official statement of financial support expressed in US\$ and translated into English (if support is from other than a VT source) **NO PERSONAL FUNDING PERMITTED.**
5. Copies of all DS-2019's that have been issued to the visitor relative to the current program.
6. Request to transfer J-1 exchanged visitor form.

Attachments for *research scholar, professor* or *short-term scholar* to this request must include the following:

Please Staple.

1. Curriculum vitae or resume (English). CV needs to show the BS or higher degree if they are coming as a *research scholar or professor*.
2. An official statement of financial support expressed in US\$ and translated into English (if support is from other than a VT source), or personal bank statement and Certification of Financial Responsibility with amounts converted to US\$ and translated into English. The letter must include the amount of money and the dates that scholar is going to be here on the J program.
3. Copies of all DS-2019's that have been issued to the visitor relative to the current program.
4. Request to transfer J-1 exchange visitor form.

Some important facts about the exchange visitor program:

1. Scholars and dependents may stay in the US up to the thirty days after the **End date of activity at VT but are not allowed to work during these 30 days**.
2. Scholars **MUST** check-in with The Office for International Affairs within 30 days of Start Date at VT.
3. If scholar cannot arrive at VT in time for the 30 days check-in window, scholar must notify Gerald W. Berkley at [gberkley@vt.edu](mailto:gberkley@vt.edu).
4. Health/accident insurance coverage is mandatory for all J-1 exchange visitors while they are in the U.S. This is a regulation of the U.S. Department of State and a requirement of VT.
5. An exchange visitor who has been in the U.S. as a J-1 Research Scholar, professor or J-2 dependent for longer than six months is barred from re-entering the U.S. as a research scholar or professor for 12 months following the expiration of his/her program stay. This regulation does not apply to short-term scholars, who may reenter the U.S. on as many separate programs as necessary to pursue legitimate scholarly objectives.
6. To "transfer to another host institution" means the individual is already in the U.S. in another J-1 program and is invited to transfer to a program at VT. VT can **not** transfer an individual if he/she has received the waiver of the 2 Year Return Home Rule from the Department of State or the approval notice from USCIS. Also, VT can **not** transfer an individual if he/she is in the final six months after the three year program.

## **Request To Amend the DS-2019**

This form should be used to request an amendment to an existing J-1 program for visitors who are here as Short Term Scholars, Research Scholars or Professors.

This form replaces the transfer request form, the extension request form, the end of program notification form and the request to add dependent family members.

J-1 program amendments are limited to the confines of the original program objective.

Current Health & Accident Insurance information must be on file before any amendment will be processed.

**Research Scholar or Professor:** This form may be used for the special 6 month extension, but, may not be used for the final 1 ½ year special extension request.

**Short-Term Scholar:** The total program period for a short-term scholar cannot exceed six months. A change of category may be requested prior to the end of the six months if the Short Term Scholar would like to change category to Research Scholar or Professor. The original program objective must remain the same.

Please send the completed form to the following address:

Gerald W. Berkley-Coats  
Virginia Tech Office for International Affairs  
134 Burruss Hall  
Blacksburg, VA 24061-0265

Please complete all items below as listed on the current DS-2019 form:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

J-1 Family Name (Last Name) Given Name Middle Name

Date of Birth: \_\_\_\_\_ VTID: \_\_\_\_\_ Male

\_\_\_\_\_ Female \_\_\_\_\_

(Month/Day/Year) (Required Field)

SEVIS Number starts with the letter N \_\_\_\_\_ in upper right corner of DS-2019

Current Home Address: \_\_\_\_\_

Email \_\_\_\_\_

**Dates Requested:** \_\_\_\_\_ **TO:** \_\_\_\_\_

(Month/Day/Year) (Month/Day/Year)

Are you subject to the 212E rule? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, have you applied to the Department of State for a Waiver? \_\_\_\_\_ yes  
\_\_\_\_\_ no

**Type of Amendment you are requesting:**

\_\_\_\_\_ **Change or addition of worksite location**

\_\_\_\_\_ **Change of department or supervisor**

\_\_\_\_\_ **Change of funding**

\_\_\_\_\_ **Change of category**

\_\_\_\_\_ **Extension of Program End Date**

\_\_\_\_\_ **Transfer to VT from another university**

\_\_\_\_\_ **Transfer to another university from VT**

\_\_\_\_\_ **Request DS-2019 forms to invite immediate family members as J-2 dependents**

\_\_\_\_\_ **To end program early (more than 30 days from the current end date)**

\_\_\_\_\_ Last Day of work at VT

\_\_\_\_\_ The J-1 scholar has \_\_\_\_\_ has NOT \_\_\_\_\_ met the program objective

\_\_\_\_\_ The J-1 scholar is returning to home country or \_\_\_\_\_ the J-1 Scholar is changing status

The Office for International Affairs will change the end date of the J-1 program to the date you enter in the "Last Day of Work". The scholar may not work past this date. The scholar must leave the country within 30 days from this date. The scholar can not travel outside of the U S border and re-enter the US during this time, but may travel within the U S border.

During this period, financial support is to be provided to the exchange visitor by:

A. ( ) Virginia Tech (including grants paid through payroll) \$ \_\_\_\_\_

**The Program Sponsor has \_\_\_\_\_ has not \_\_\_\_\_ received funding for international exchange from one or more US government agencies to support this exchange visitor. HAS should only be checked if the scholar is specifically named in the grant. This area must be marked for all financial support categories**

Financial support from organizations other than the Virginia Tech will be provided by one or more of the following: (*Financial support documentation from the supporting agency for the period requested must be attached.*)

B. ( ) U.S. Government Agency (direct payment to scholar, not through VT)

(name of org. or code) \_\_\_\_\_

\$ \_\_\_\_\_

C. ( ) International Organization

(name of org. or code) \_\_\_\_\_

\$ \_\_\_\_\_

D. ( ) The Exchange Visitor's Government \$ \_\_\_\_\_

**NOTE: The visitor will be subject to the 2-year home-return rule (212e) if funding is provided directly from the visitor's home government.**

E. ( ) The Binational Commission of the Visitor's Country \$ \_\_\_\_\_

F. ( ) All other organizations providing support

(name of org. or code) \_\_\_\_\_

\$ \_\_\_\_\_

G. ( ) Personal Funds \$ \_\_\_\_\_

Attach a bank statement in English and US dollars.

If personal funds are from a family member or friend, also attach the Certification of Financial Responsibility (CFR) form

**Dependent Data**

List below dependents (spouse and children under 21) who are here or are to be invited as J-2 dependents: If you need additional space please provide a separate sheet of paper.

**Relationship (husband or wife):** \_\_\_\_\_

**Last Name: as it appears on passport**

\_\_\_\_\_  
**First Name: as it appears on passport**

\_\_\_\_\_  
**Middle Name: as it appears on passport**

\_\_\_\_\_  
**Birthdate (Month/Day/Year):** \_\_\_\_\_

**Birthplace (city):** \_\_\_\_\_

**Birthplace (country):** \_\_\_\_\_

**Legal Perm. Res. (country):** \_\_\_\_\_

**Citizenship (country):** \_\_\_\_\_

**Relationship (son or daughter):** \_\_\_\_\_

**Last Name: as it appears on passport**

\_\_\_\_\_  
**First Name: as it appears on passport** \_\_\_\_\_

**Middle Name: as it appears on passport**

\_\_\_\_\_

**Birthdate (Month/Day/Year):** \_\_\_\_\_

**Birthplace (city):** \_\_\_\_\_

**Birthplace (country):** \_\_\_\_\_

**Legal Perm. Res. (country):** \_\_\_\_\_

**Citizenship (country):** \_\_\_\_\_

**Relationship (son or daughter):** \_\_\_\_\_

**Last Name: as it appears on passport**

\_\_\_\_\_

**First Name: as it appears on passport**

\_\_\_\_\_

**Middle Name: as it appears on passport**

\_\_\_\_\_

**Birthdate (Month/Day/Year):** \_\_\_\_\_

**Birthplace (city):** \_\_\_\_\_

**Birthplace (country):** \_\_\_\_\_

**Legal Perm. Res. (country):** \_\_\_\_\_

**Citizenship (country):** \_\_\_\_\_

**Relationship (son or daughter):** \_\_\_\_\_

**Last Name: as it appears on passport**

\_\_\_\_\_

**First Name: as it appears on passport**

\_\_\_\_\_

**Middle Name: as it appears on passport**

\_\_\_\_\_

**Birthdate (Month/Day/Year):** \_\_\_\_\_

**Birthplace (city):** \_\_\_\_\_

**Birthplace (country):** \_\_\_\_\_

**Legal Perm. Res. (country):** \_\_\_\_\_

**Citizenship (country):** \_\_\_\_\_

**Relationship (son or daughter):** \_\_\_\_\_

**Last Name: as it appears on passport**

\_\_\_\_\_

**First Name: as it appears on passport**

\_\_\_\_\_

**Birthdate (Month/Day/Year):** \_\_\_\_\_

**Birthplace (city):** \_\_\_\_\_

**Birthplace (country):** \_\_\_\_\_

**Legal Perm. Res. (country):** \_\_\_\_\_

**Citizenship (country):** \_\_\_\_\_

**If you have additional family members please provide a separate piece of paper with their information listed.**

***Work location(s). This is the physical location where the scholar is performing their research.***

**Primary:**

\_\_\_\_\_

**Additional:**

\_\_\_\_\_

**Additional:**

\_\_\_\_\_

**If transferring to or from another university:**

**Name of University:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Program Objective:**

\_\_\_\_\_

**Effective Date of Transfer:** \_\_\_\_\_

**If this request is to transfer from one university to another, to transfer from one department to another or to change faculty sponsors, release from the current faculty sponsor is necessary.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Current Sponsor Date Printed Name of Sponsor Approving Release

\*\*\*\*\*  
\*\*\*\*\*

\_\_\_\_\_

Name of VT Faculty Member Sponsoring the Exchange Visitor Title

\_\_\_\_\_

Signature Date

\_\_\_\_\_

VT Department Street address VT Campus Phone

City, State Zip Email Address

VT Department Physical Address

(NO PO BOX'S)

\_\_\_\_\_

Chair and Date

Signature of Approval from College Dean, if required by college. Date

Signature not required by IFSS or Engineering

\_\_\_\_\_

Department Contact Full Name Department Contact's E-mail Address

Department Contact Phone Number Department Contact's Fax Number

### **INSTRUCTIONS TO FILE AN APPLICATION FOR J-2 WORK PERMISSION**

J-2 dependents may apply for permission to accept employment, provided the income from such employment is not needed for the support of J-1 exchange visitors or J-2 dependents. The Virginia Tech requires all J-1 visitors to provide evidence of adequate financial support before DS-2019's are issued for the J-1 and all J-2 dependents. Therefore, J-2 work permission cannot be sought as an economic necessity.

The Application for Employment Authorization is filed with the USCIS by the J-2 dependent, carefully following the directions below:

I. To file the Application for Employment Authorization you will need the following:

1. Form I-765 <http://uscis.gov/graphics/formsfee/forms/i-765.htm>

*Note: On the Form I-765, number 16, the letter and the number should be C5.  
On the Form I-765, your signature needs to be signed in black ink.*

2. Check or money order for \$180, made payable to: DHS (to be attached to Form I-765),
3. Copy of your J-2 I-94 card (both sides, front and back),
4. Copies of any previously issued Employment Authorization Document (EAD) cards,
5. Two passport-sized photos that meet the USCIS color photograph specifications, lightly print your name on the back of each photo with a pencil. Here is the website about the photo: [http://uscis.gov/graphics/publicaffairs/newsrels/04\\_08\\_02Photo\\_flyer.pdf](http://uscis.gov/graphics/publicaffairs/newsrels/04_08_02Photo_flyer.pdf)
6. Copy of the J-1's DS-2019,
7. Copy of the J-2's DS-2019,
8. J-2 work permission letter (following the example given below).

II. Send the above items to:

USCIS Service Center  
75 Lower Weldon St.  
St. Albans, VT 05479-0001

Send by US certified mail. Certified mail gives you a receipt that will prove your documents were received by the USCIS. Be sure to save the receipt. You should also make and keep copies of all the items you send to the USCIS, in case any items become lost.

The USCIS will send you a receipt notice (Notice of Action, Form I-797) when your application for work permission is received. This form will tell you when you should expect to receive your work permission. Your work permission will come later in the form of a laminated card called an Employment Authorization Document (EAD).

III. The USCIS will send your EAD card to the address you provided on your application. This is your J-2 work permission. You must have a valid, current EAD card and a valid, current DS-2019 to work legally in the U.S. Working without these documents means you are working illegally.

EXAMPLE LETTER

USCIS Address etc.

Date

Dear USCIS Officer:

I hereby request permission to work so that I may take advantage of cultural and recreational activities available here in the U.S. My earnings will not be in support of either my J-1 (husband or wife) (state his or her name) or myself. (He or she) is in the (name of the department) at the Virginia Tech. (He or she) is sponsored by (the name of the organization/department/faculty member providing support), and receives a salary of \$\_\_ per year. My (husband or wife) holds a \_\_\_ degree in the field of \_\_\_.