

## J-1 Scholars Responsibilities

Scholars in J-1 status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the J visa. Failure to do so will violate the scholar's legal status in the U.S. My responsibilities include but may not be limited to the following:

- **Report Address Changes to the Global Engagement Office (GEO)**  
U.S. federal regulations require all J-1 scholars to report a change of address within 10 days of the address change the Global Engagement Office. The U.S. federal government requires scholars to report directly to GEO. GEO is required to provide this and other scholar data to the federal government electronically. No other university office is authorized by the federal government to process this data. Scholars who are subject to Special Registration Procedures must also report their address change within 10 days to the DHS via Form AR-11SR.
- **Report Departure Date and Reason to GEO**  
Periodically, scholars leave the university early or unexpectedly due to a variety of reasons. U.S. federal regulations require J-1 scholars to inform their advisor in the Office of International Programs if they plan to leave the university before the expiration date of their DS-2019 form as well as the reason for doing so.
- **Report Changes in Program to GEO**  
Scholars must notify the office whenever there is a change in their academic program or program dates.
- **Abide by Employment Regulations**  
J-1 scholars may conduct research or teach only at Samford University unless specifically authorized ahead of time by GEO to give a lecture or consult at another institution. Scholars must contact the GEO office if invited to speak or consult at another institution.
- **Maintain Adequate Health Insurance**  
J-1 scholars must maintain adequate health insurance for themselves and any dependents in J-2 status throughout their stay in the U.S.
- **Apply for an Extension Prior to the DS-2019 Expiration**  
Scholars must apply for an extension before their DS-2019 form expires if they intend to stay at Samford. Scholars in the Research Scholar or Professor categories currently have a maximum of three years to complete their J-1 program. Short-term scholars have 6 months, and specialists have one year.
- **Receive Transfer Authorization Prior to Leaving Samford University**  
Scholars must receive authorization from the Global Engagement Office before leaving Samford in order to transfer to another institution.
- **Depart the U.S. within 30 Day Grace Period**  
Scholars must depart the U.S. within 30 days of DS-2019 expiration date or program end date, whichever is earlier, unless they have applied for a change of status with the U.S. Citizenship & Immigration Services.
- **Obtain Travel Signature Prior to Departing the U.S.**  
Scholars should obtain their international advisor's signature on their DS-2019 form prior to traveling outside the U.S. This signature is valid for one year or until the expiration date of the DS-2019 form, whichever is earlier (maximum validation for Short Term Scholars is 6 months).

I have read and understood my responsibilities as a J-1 Scholar at Samford University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date