J-1 Scholars Handbook

Updated April 2015

Saint Louis University

WELCOME

Welcome to Saint Louis University and the city of Saint Louis! We are glad you have chosen to teach or conduct research as a J-1 scholar and look forward to helping you have an enriching experience. This handbook contains information about the rules and regulations that apply to visitors to the United States who are part of a J-1 exchange program. This handbook is also a resource for academic departments wishing to host a visiting scholar. The Office of International Services is here to assist both scholars and departments in any way we can, so please do not hesitate to contact us with questions or concerns.

Good luck with all of your endeavors, and we wish you the best in your time at Saint Louis University!

ABOUT INTERNATIONAL SERVICES

The Office of International Services (OIS) provides support for international students, scholars and employees as well as Saint Louis University students that wish to study abroad.

We are dedicated to the promotion of international student success and a global perspective for the University community and welcome the opportunity to help enhance your international educational experience at SLU.

Location and Mailing Address
Office of International Services
Des Peres Hall, Room 102
3694 West Pine Mall
St. Louis, MO 63108

Contact Info
Email: internationalservices@slu.edu
Phone: +1 314-977-2318
Fax: +1 314-977-7136

Office Hours
Monday to Friday
8:30 a.m. to 5 p.m.

The **U.S. State Department J-1 Program** website is also a very helpful resource for J-1 information

http://j1visa.state.gov/

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I. IMPORTANT ACRONYMS AND DOCUMENTS

Acronyms

SLU (Saint Louis University)- Most students, faculty, and staff refer to Saint Louis University as SLU!

OIS (Office of International Services)-This is the main office at SLU that supports international students and faculty. OIS manages the SLU J-1 scholars program.

DOS (Department of State)- Referred to as the State Department. This agency runs U.S. embassies abroad and administers the J1 Visa program.

USCIS (United States Citizenship and Immigration Services)- This is the U.S. Government Agency that handles immigration. It was formerly known as the Immigration and Naturalization Service (INS).

DHS (Department of Homeland Security)- The larger government agency charged to protect the boarders of the United States and its territories. USCIS is a component of DHS.

SEVP and SEVIS

-The **Student and Exchange Visitor Information System (SEVIS)** is a Web-based application for tracking and reporting international students and exchange visitors in the United States in the **Student and Exchange Visitor Program** (SEVP). All institutions that welcome international students, scholars and researchers are required by the U.S. government to monitor and report electronically about those individuals.

Using the SEVIS database, Saint Louis University is required to report basic information about our international students and scholars, as well as the following:

- Name and address changes
- Source and amount of financial resources
- Academic program and level of study
- Program start and end dates
- Arrival and enrollment or failure to enroll in classes
- Graduation prior to the end date listed on the I-20 or DS-2019
- Academic or disciplinary actions taken due to criminal conviction
- Dropping below full-time status without authorization from the Office of International Services
- Termination of program date and reason for termination, including:
    - Absence from USA for 5 months or longer
    - Early withdrawal from study program
    - Expulsion or suspension from university
    - Approval or denial of a change of non-immigrant status application
    - Unauthorized drop below full-time status

    - Failure to initially show up at the university or enroll in classes
- Other data generated by standard procedures such as program extension, school transfer, change in level of study, employment authorizations and reinstatement
- Failure to complete the academic program or program objective

Documents

DS-2019

-The Form **DS-2019** or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program.

-This form permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States.

-The Form DS-2019 identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program

DS -160

The DS-160, Online Nonimmigrant Visa Application form, is the document you will use to apply for your J1 Visa. Form DS-160 is submitted electronically to the Department of State website via the Internet. Consular Officers use the information entered on the DS-160 to process the visa application and, combined with a personal interview, determine an applicant's eligibility for a nonimmigrant visa.

II. ABOUT THE J-1 SCHOLAR PROGRAM

Sponsors

Saint Louis University has been approved by the U.S. State Department to serve as the visa sponsor for J-1 visitors. Other organizations -- the Institute for International Education, the National Institutes of Health, the World Health Organization and the Agency for International Development -- may also serve as the J-1 visa sponsor for SLU international scholars. If another organization sponsors the scholar, he or she still should check in with the Office of International Services (OIS) upon their arrival.

State Department J-1 Categories

Professor

The professor category is for a foreign national who enters the United States for the primary purpose of teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsoring organization.

Research Scholar

This category is for a foreign national who enters the United States for the primary purpose of conducting research, observing or consulting in connection with research projects at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar may also teach or lecture, unless disallowed by the sponsor.

The research scholar or professor's appointment to a position shall be temporary, even if the position itself is permanent.

Incidental lectures or short-term consultations are permitted with the approval of the responsible officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date.

Short Term Scholar

A professor, research scholar or person with similar education or accomplishments coming on a short-term visit (no longer than six months) for the purpose of lecturing, observing, consulting, training or demonstrating special skills

Eligibility

1. The individual is coming to the United States temporarily and intends to return home.

2. The individual has sufficient funding, either from SLU, personal funds, their home institution or home government for their program of research or collaboration.

3. The individual most possess sufficient proficiency in the English language to be able to participate in the program (See *English Proficiency* Section on page 5 for more details)

4. The J-1 visitor is required to have medical insurance for the duration of their studies, either provided by the department or purchased by the individual.

Additional Requirements for Professors and Research Scholars

-Must not be a candidate for a tenure track position;

-Must not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement;

-Must not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:

-The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;

-The participant's prior physical presence in the U.S. on a J-visa program was less than six months in duration; and

-The prior participation was as a short-term scholar.

English Proficiency

Saint Louis University, as a J-1 sponsor, is required to determine whether a prospective exchange visitor's proficiency in English is sufficient to enable the visitor to participate in the sponsor's exchange visitor program. This determination must be made using an "objective measurement of English language proficiency":

- A recognized English language test (such as TOEFL or IELTS)
- Certification of English proficiency from the J-1 visitor's current academic institution.

If neither of the above are an option, Saint Louis University can offer to conduct a Skype interview with the prospective J-1 visitor

J1 applicants in the categories below **are exempt from submitting test scores but must still participate in an interview:**

-Those who are native speakers of English and/or from a country with English as an official language (See page 10 for applicable list of countries)

-Those who received an education in a country with English as an official language and the official Language of Instruction in Higher Education (See page 10 for applicable list of countries).

For more information on verifying proficiency, see Page 10 in the "Procedures for Departments" section

Employment Regulations

All visiting scholars in J-1 status at Saint Louis University must understand and abide by the federal laws governing their non-immigrant visa status. J-1 Scholars may be compensated for activities undertaken at SLU. However, information about those activities and the compensation package must be provided to the Office of International Services as part of the DS 2019 packet. J-1 exchange program visitors are eligible only to engage in the educational activities as outlined on their Form DS 2019. This is specific to the location (academic unit) and funding indicated. If the exchange program visitor would like the change or add locations of activities, for example to conduct research with another academic unit, **permission must be requested in advance from OIS.**

J-1 scholars holding a DS-2019 Form that is issued by Saint Louis University may teach or do research **only in the field or area listed in Box 4 of the DS-2019** Form and only for SLU, provided that payment is listed on the DS-2019 form prior to any work being completed. Any payment received from Saint Louis University that is in an unrelated field would be considered unauthorized employment. Any payment received from any other entity (even if the work is performed on the SLU campus) would be considered unauthorized employment.

Occasional off-campus lecturing or consulting may be allowed if it contributes to the visitor's original objectives in coming to the US. An authorization letter must be obtained from the OIS before such work can be undertaken. Substantial off-campus employment is not allowed, nor is employment on campus in fields outside your area of specialization. To request approval for an occasional lecturing or consulting opportunity, you will need to provide the OIS with:

-A copy of the invitation that includes location, date, title of event or lecture and

-A statement from your supervisor, or department chair, that they support the activity and that is in accordance with the overall purpose of your visit here in the U.S.

Please make an appointment to speak with staff at OIS any time employment opportunities arise.

Requirements for J-1 Scholars Compensated by SLU

Upon arrival at Saint Louis University, J-1 scholars must first check in with the office of International Services. They must then visit Human Resources, which is located in the Wool Center at 3545 Lindell Blvd. Human Resources Associates will provide the proper paperwork including Form I-9, W-4 Tax Forms, Personal Information Form, and Foreign National Tax Information Form, and Confirmation Receipt. In order to successfully complete all forms, J-1 scholars must provide the following documents to Human Resources:

- Foreign Passport
- U.S. Visa
- DS-2019
- Most Recent I-94 Admission Number
- Social Security Card or receipt of application from the Social Security Administration (SSA). *SSA recommends waiting ten (10) days after arriving in the U.S. before applying for a Social Security Card.*

Please contact Human Resources with any questions at (314)977-8589 or hr@slu.edu.

Time Limits

The minimum period of stay for Professors and Research Scholars is three weeks, with a maximum stay of five years. Short-Term Scholars have no minimum requirement, but the maximum stay is six months with no extension possible. All exchange visitors are allowed to stay 30 days longer than the DS-2019 indicates. This is called a grace period and is to allow you to prepare to return home, sightsee, etc. Program participants may no longer continue and/or complete exchange activities, nor may they work. Although participants may travel in the United States, it is recommended that they do not travel beyond the borders of the United States as they may not be permitted reentry.

Extensions

Professors and Research Scholars may apply to extend their stay up to the 5 year limit. Under exceptional circumstances, a J1's stay could be extended beyond the limit. For more information and to apply for an extension visit the State Department website below:

http://j1visa.state.gov/participants/current/adjustments-and-extensions/

Two-year Home-Country Physical Presence Requirement

When you agree to participate in an Exchange Visitor Program and your program falls under the conditions explained below, you will be subject to the two-year home-country physical presence (foreign residence) requirement. This means you will be required to return to your home country for two years at the end of your exchange visitor program. This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act.

-An exchange visitor is subject to the two-year home-country physical presence requirement if the following conditions exist:

Government funded exchange program - The program in which the exchange visitor was participating was financed in whole or in part directly or indirectly by the U.S. government or the government of the exchange visitor's nationality or last residence;

Graduate medical education or training - The exchange visitor entered the United States to receive graduate medical education or training;

Specialized knowledge or skill: Skills List - The exchange visitor is a national or permanent resident of a country which has deemed the field of specialized knowledge or skill necessary to the development of the country, as shown on the Exchange Visitor Skills List. View the skill list here: http://travel.state.gov/content/visas/english/study-exchange/exchange/exchange-visitor-skills-list.html

Restrictions - When you, as an exchange visitor are subject to the two-year home-country physical presence requirement, you must return to your home country for a cumulative total period of at least two years before you can do any of the following:

Change status while in the United States to the nonimmigrant categories of temporary worker (H) or intracompany transferee (L);

Adjust status while in the United States to immigrant visa/lawful permanent resident status (LPR);

Receive an immigrant visa at a U.S. Embassy or Consulate; or

Receive a temporary worker (H), intracompany transferee (L), or fiancé (K) visa at a U.S. Embassy or Consulate.

Waiver of Two Year Home-Country Physical Presence Requirement - If you are not able to fulfill the home country presence requirement, you may be able to apply for a waiver. To obtain a waiver, http://travel.state.gov/content/visas/english/study-exchange/student/residency-waiver.html

Termination

Participants are subject to the Department of State's Exchange Visitor Program regulations, and to the rules specified by their sponsors. Participants found to be in violation of program regulations and/or sponsors' rules may be terminated from the program. Other grounds for termination include, but are not limited to:

1. Failure to pursue the exchange activities for which the participant was admitted to the United States;
2. Inability to continue the program;
3. Willful failure to maintain insurance coverage as required under22 CFR 62.14; and
4. Unauthorized employment. **[22 CFR 62.40]**

Participants who are terminated from their exchange programs are expected to leave the United States immediately.

III. PROCEDURE FOR DEPARTMENTS

Background Information

The department must make the appropriate arrangements for the scholar's University appointment. If the appointment is a non-salaried one, the department should confirm that sufficient funding is available for the scholar.

The department should consult the OIS to begin the paperwork for processing a visa document or a visa petition. **Four months is not too early to begin any type of visa application.**

Please note: OIS is the only Saint Louis University resource knowledgeable in current United States Citizenship and Immigration Services (USCIS) regulations, so it is important that prospective international visiting scholars, researchers or medical residents and their departments consult only with OIS on immigration issues.

OIS also processes visa information for the scholar's dependent family members, if they will be coming to the United States with the scholar.

Steps for Requesting a J-1 Scholar

1. The hosting academic department must request a DS-2019 for a visiting international scholar by completing SLU's *J-1 Department Request Form*
    - This document can be found in the **"Forms"** section of this handbook
    - This form must be returned to OIS

2. The hosting academic department should send the prospective J-1 scholar an *invitation letter* (See the **"Forms"** section of this handbook.)

3. Along with the invitation letter, the hosting academic department should also send the prospective J-1 scholar the *New J-1 Scholar Information Sheet* (See the **"Forms"** section of this handbook.)
    - While this handbook and all relevant forms will be publicly available on SLU's website, it is the hosting academic department's responsibility to make sure the J-1 scholar has received this form.
    - The *New J-1 Scholar Information Sheet* should be turned into OIS by the scholar or department.

4. Once both forms are submitted, OIS will issue the DS-2019 document and send it to the prospective J-1 scholar, along with instructions for obtaining the J-1 visa.

5. Any changes in work location or funding (such as an increase in University funding), must be requested in advance from the OIS.

Verifying English Proficiency of a J-1 Scholar

Academic programs at SLU must verify the English proficiency of the potential J1 Scholar prior to sending the invitation letter (Step 2 Above).

First, the program must verify that the student scored at least an 80 on the TOEFL iBT or an equivalent score on another English proficiency test. To compare TOEFL Score with other exams please visit: https://www.ets.org/toefl/institutions/scores/compare/
The program should contact the SLU English as a Second Language (ESL) to access scores.

SLU ESL Contact Info

Website: http://www.slu.edu/x39204.xml
Email: eapslu@slu.edu
Phone: 314-977-3201
Fax: 314-977-3388
Address: Des Peres Hall, Room 103
3694 West Pine Mall
St. Louis, MO 63108

If the J1 applicants do not have a score from an English proficiency test, the applicant must complete an interview either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option. The interview team should assess whether the J1 Applicant has adequate language and communication skills to perform the work that the scholar intends to pursue.

J1 applicants who are native speakers of English and/or from a country with English as an official language as well as those who received an education in a country with English as an official language and the official Language of Instruction in Higher Education are exempt from submitting test scores but must still participate in an interview. (See below for applicable list of countries).

Anguilla	Ireland, Northern	Singapore
Antigua and Barbuda	Ireland, Republic of	Solomon Islands
Australia	Jamaica	South Africa

Bahamas	Kenya	Swaziland
Barbados	Lesotho	Tanzania
Belize	Liberia	Tonga
Bermuda	Malawi	Trinidad and Tobago
Botswana	Malta	Turks and Caicos Islands
British Virgin Islands	Mauritius	Uganda
Cameroon	Montserrat	United Kingdom
Canada (except Quebec)	Namibia	Vanuatu
Cayman Islands	New Zealand	Wales
Dominica	Nigeria	Zambia
England	Papua New Guinea	Zimbabwe
Fiji	St. Kitts and Nevis	
Gambia	St. Lucia	
Ghana	St. Vincent and the Grenadines	
Gibraltar	Scotland	
Grenada	Seychelles	
Guyana	Sierra Leone	

IV. PROCEDURE FOR SCHOLARS

6 Steps to Secure a J-1 Visa

1. Submit English language proficiency scores or participate in SLU academic program interview.

2. Receive an *invitation letter* and *New J-1 Scholar Information Form* from the sponsoring SLU department. Complete this form and return to OIS.

3. Scholars must obtain a Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019) from OIS.

4. After the scholar receives the DS-2019 they should pay the SEVIS fee. You will need to keep the receipt for the SEVIS fee for your J-1 visa. (See **"Fees"** section)

5. Visit http://www.usembassy.gov/ to schedule a visa appointment/interview at the U.S. Embassy in your home location. For information about wait times please visit http://travel.state.gov/content/visas/english/general/wait-times.html/

6. Provide the following documentation to your U.S. Embassy or Consulate:

   -Documentation that shows that you can meet the **financial responsibilities of your program.**

   -Evidence that you will **return home** once you complete your program.

   > State Department Notice: "Applicants must demonstrate to the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they are coming to the U.S. for a temporary period. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly."

   -**Passport** valid for travel to the U.S. and with a validity date at least six months beyond the applicant's intended period of stay in the U.S. (unless country-specific agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application.

-**Nonimmigrant visa application** (Form DS-60). Visit the DS-160 website to learn more about the DS-160 online process.
http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application.html

-**One (1) 2x2 photograph** (See requirements in **"Photographs**" section)

7. Payment of any required fees. (See **"Fees"** section)

Fees

SEVIS Fee- When you are accepted into an exchange visitor program, the program sponsor will issue you a form DS-2019. Visit the DHS website for more information and to pay the SEVIS fee: https://www.fmjfee.com/i901fee/desktop/index.jsp?view=desktop

Nonimmigrant visa application processing fee - Each exchange visitor who applies for a visa at a U.S. embassy or consulate must pay the nonimmigrant visa application processing fee. Read more about current fees for State Department services at:
http://travel.state.gov/content/visas/english/fees/fees-visa-services.html

You will need to provide a receipt showing the visa application processing fee has been paid when you come for your visa interview. NOTE: U.S. Government sponsored exchange visitor J visa applicants and their dependents are not required to pay visa application processing fees if participating in a Department of State, a U.S. Agency for International Development (USAID), or a U.S. Government funded educational and cultural exchange program that has a program serial number beginning with G-1, G-2, G-3, or G-7 printed on form DS-2019, Certificate of Eligibility for Exchange Visitor Status.

Visa issuance fee – Please review the visa reciprocity tables to determine if an additional visa reciprocity fee must be paid upon visa issuance and the amount of the fee.
http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html

NOTE: U.S. Government sponsored exchange visitor (J visa) applicants and their dependents are not subject to visa application or issuance fees.

Photographs

Requirements

From the U.S. Department of State:

Your photo is a vital part of your visa application. To learn more, review the information below on how to provide a suitable photo. Digital images are required for some visa categories, while photos are required for other visa categories. The acceptance of your digital image or photo is at the discretion of the U.S. embassy or consulate where you apply.

We recommend you use a professional visa photo service to ensure your photo meets all the requirements below.

Your photos or digital images must be:

- In color
- Sized such that the head is between 1 inch and 1 3/8 inches (22 mm and 35 mm) or 50% and 69% of the image's total height from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis
    - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
    - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
    - Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
    - If you normally wear glasses (without tinted lenses), a hearing device, or similar articles, they may be worn in your photo.
    - Dark glasses or glasses with tinted lenses are not acceptable.
    - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

For more information visit:
http://travel.state.gov/content/visas/english/general/photos.html

V. MAINTAINING J-1 STATUS

Check-In

Upon arriving in the U.S., an exchange visitor must check in with the OIS as soon as possible so that we can validate your J-1 program in SEVIS. Once you have checked in, you must engage in the appropriate activities of your program (professor should be teaching, research scholar should engage in research project, etc.). Contact information for OIS can be found in the introduction of this handbook.

Maintain Health Insurance

A requirement of the J-1 and J-2 visa status is that each individual must prove insurance coverage. For more detailed information on the requirements for the insurance coverage, see the "**Health Insurance**" Section" of this handbook.

Cultural Activities

Because the J-1 is an "exchange program", an important component of a scholar's stay is to participate in cultural activities throughout the University. J-1 Visitors should be encouraged to participate in University-wide activities that increase their understanding of U.S. culture. For information on various activities, please check the following websites regularly:

Center for Global Citizenship- http://www.slu.edu/globalcitizenship

SLU Event Calendar- http://www.slu.edu/x24194.xml

SLU Student Organizations- https://groups.sluconnection.com/International Services- http://www.slu.edu/x22176.xml

Newslink- http://www.slu.edu/newslink-page

Moving

Finally J-1 visitors must notify the OIS within 10 days of moving. J-1 Visitors must submit a *Change of Address Form* to the OIS, found in the "**Forms**" section of this handbook.

Changes to Program

If there are any changes to the J1 program, such as receiving financial support from a new source, please contact the OIS in advance.

VI. J-2 VISA DEPENDENTS

About the J-2 Visa

The J-2 Visa is a non-immigrant visa issued by a consular official at a U.S. embassy or consulate for spouses and dependents (unmarried children under the age of 21) of J-1 exchange visitors who accompany or later join the J-1 holder in the United States.

Eligibility

Eligibility for a J-2 Visa depends on the specific exchange program being offered to the J-1 non-immigrant by a sponsor organizations. The exchange categories of au pair, camp counselor, secondary school student and summer work travel do not permit J-2 Visas. In addition, although some categories allow for spouses and/or dependents to accompany a J-1 Visa holder, there are specific programs that do not.

Application

The application procedure is the same as that for a primary visa applicant. The sponsor must approve the accompaniment of the spouse and/or children who will each be issued their own Form DS-2019. There must be sufficient financial resources available for the support of each J-2 dependent.

J-2 Employment

The J-2 spouse of a J-1 visitor is permitted to apply for employment authorization from USCIS after arrival. The application process will take approximately 3 months. If your J-2 spouse is interested in applying for employment authorization, please contact the OIS.

Resources

State Department information on J-2 dependents

http://j1visa.state.gov/basics/j2-visa/

VII. HEALTH INSURANCE

Minimum Requirements of the State Department

-Medical benefits of **at least** $50,000 per accident or illness

-Repatriation of remains in the amount of $7,500

-Expenses associated with the medical evacuation of the exchange visitor to his or her home -country in the amount of $10,000

-A deductible not to exceed $500 per accident or illness.

SLU University Health Plan

You may be eligible to purchase SLU's University Health Plan through Aetna health insurance. To contact the University Health Plan:

University Health Plan (UHP)
1402 South Grand Blvd, C119
Saint Louis, MO 63104
Website: **http://www.slu.edu/x46428.xml**
Phone: (314) 977-5666 || Fax: (314) 977-5667

Gap Insurance

J1 Scholars who will be visiting SLU will be able to purchase "Gap Insurance" to cover the scholar from the time they leave the home country until they get insurance in St. Louis. This insurance is provided by Patriot Travel Medical Insurance, part of the International Medical Group. See the link below to purchase this gap insurance plan.

https://purchase.imglobal.com/Quote/patriot/pre-quote?imgac=525997

VIII. RESOURCES

Securing Access to mySLU and Other Services

The mySLU.slu.edu portal provides access to Google Apps, People Finder, Blackboard CE, Banner Self-Service, student records, employee records and more. A mySLU account is also necessary to get a university id card that will enable to visiting scholar to use facilities such as the library and Simon Recreation Center. To obtain your mySLU account, please submit the *Petition for Visiting Scholar/Guest Account* from to the Registrar's office. The petition can be found in the **"Forms"** section of this handbook.

Contact the Registrar Office

Office of the University Registrar
Saint Louis University
One Grand Blvd
DuBourg Hall Room 22
St. Louis, MO 63103

General Information: 314.977.2269
Fax: 314.977.3447

IFSA (International Faculty and Staff Association)

The IFSA assists new employees with their transition to the United States and to the SLU community. They are comprised of approximately 90 members that serve as a resource for international staff and faculty, as well as the entire SLU community. They are your first stop for information regarding international affairs and can help with anything from international

research to international grocery stores. They even have a list of hundreds of ethnic restaurants in the St. Louis area. Visit IFSA's google site: https://sites.google.com/a/slu.edu/ifsa/. Contact IFSA at ifsa@slu.edu

On Campus Housing

Visiting Scholar Designated Apartment

The Office of Academic Affairs and the Center for Global Citizenship support one fully furnished loft apartment at Robert May Hall, 3331 Locust Street, within walking distance of campus. Unit 109 is an ADA accessible 2-bedroom loft with one bathroom, washer/dryer, a complete kitchen, TV, University phone, and slunet access. For more information and to fill out an application to live in Robert May Hall, please visit:

http://www.slu.edu/academic-affairs/office-of-faculty-affairs/faculty-resources/visiting-scholar-housing

Other On-Campus Housing

The Department of Housing and Residence Life manages two housing options that are available to visiting scholars, the Flats at 374 and Robert May Hall apartments. Saint Louis University Event Services also manages a select few apartments in Marchetti Towers that could be available for visiting scholars.

Flats at 374- http://www.slu.edu/housing-and-residence-life/residence-halls-and-apartments/flats-at-three-seven-four

Robert May Hall- http://www.slu.edu/housing-and-residence-life/residence-halls-and-apartments/robert-may-hall-(west-locust-lofts)

Contact:
Department of Housing and Residence Life
3744 West Pine Mall Blvd.
St. Louis, MO, 63108-3306

Phone: 314-977-2811
Fax: 314-977-1510

reslife@slu.edu
http://www.slu.edu/x24269.xml

Marchetti Towers- http://www.slu.edu/housing-and-residence-life/residence-halls-and-apartments/marchetti-towers

Contact:

SLU Event Services
Attn. Elena Padilla
321 N. Spring Avenue
St. Louis, MO 63108

Phone: 314-977-6338.
Fax: 314-977-1419

events@slu.edu
http://www.slu.edu/event-services-home

Off Campus Housing

Off campus housing is generally less expensive than on campus and is readily available. These housing options are not owned or managed by SLU. There are several apartments near SLU, less than a mile from the heart of campus. There are many neighborhoods that are a short drive, bus ride, or bike ride from SLU as well. As a J1 Scholar, you will likely have to provide extra information to landlords and leasing companies. This may include visa information, passport information, proof of acceptance at SLU, etc. The following websites provide a great list of off campus properties to choose from.

http://www.slu.edu/international-services-home/information-about-life-and-study-in-st-louis/housing/off-campus-housing-options

http://www.slu.edu/graduate-admission-home/graduate-housing

Temporary Housing

There are several hotels around SLU where you could choose to stay until you find permanent housing.

Water Tower Inn- Affordable, on the Medical Campus

http://www.slu.edu/wti/

Hotel Ignacio- Upscale, on the Frost campus

http://www.hotelignaciostl.com/

Holiday Inn Express- 3 minute drive from Frost campus, 15 minute walk
http://www.hiexstlouiswest.com/

Courtyard Marriot- 5 minute drive from Frost campus, 20 minute walk
http://www.marriott.com/hotels/travel/stlch-courtyard-st-louis-downtown/

Residence Inn – Extended stay hotel, 5 minute drive from Frost campus, 25 minute walk
http://www.marriott.com/hotels/travel/stlrd-residence-inn-st-louis-downtown/

IX. FORMS

The following forms shall follow this page:

Forms for Departments:

-J1 Scholar Request Form

-Sample Letters of Acceptance

Forms for Scholars:

-J1 Scholar Information Form

-Change of Address Form

- Petition for Visiting Scholar/Guest Account