

Prospective International Postdoc residing abroad seeking a J-1 Visa



STEP 1: obtaining an employment contract.

For this step you will work closely with your Faculty Sponsor and the administrative staff at the hiring department.

East Carolina University will post an offer for a given postdoctoral position through regular channels. Upon successful application you will receive a formal job offer from your sponsoring Department. Upon acceptance of this offer an employment contract will be drafted.

You will need a valid, signed contract to proceed to Step 2.



STEP 2: obtaining your DS-2019 form

For this step you will work closely with your hiring department and the Office of Global Affairs

The following needs to be provided to the Office of Global Affairs @ ECU to obtain the DS-2019 form. All documents must be in English.

- ✓ Prospective International Postdoc CV or Resume
- ✓ Memo signed by ECU Faculty Sponsor
- ✓ Proof of an earned Bachelor's degree or higher
- ✓ Evidence of financial support
- ✓ Copy of Prospective International Postdoc passport ID and, if applicable, of the dependent(s) that will be coming on a J-2 visa
- ✓ Completed DS-2019 Request Form
- ✓ Completed English Proficiency Certification Form
- ✓ Patient Contact Form (only for applicants with Medical or Dental degrees)

You will need a valid, signed DS-2019 mailed to you in order to proceed to Step 3.



STEP 3: obtaining your J-1 Visa

This is handled by the U.S. Department of State and the U.S. Embassy at your home country.

Visit the U.S. Department of State website <https://travel.state.gov/content/travel/en/us-visas.html> to learn about the documentation required to apply for a J1-visa. In this website you can also find information on how to make an appointment at the closest U.S Embassy to your location.

You will need a valid passport with the proper visa stamp in order to travel to the U.S.



STEP 4: making travel arrangements

It is advisable that you wait until you have successfully obtain the J1-visa to make travel arrangements. You may arrive to the U.S. up to 30-days before your official start date. Keep in mind that upon arrival to any U.S. port of entry you must present all your documentation to the Customs and Border Protection Officer who has the definite saying on your admission to the U.S.

Remember you will need to secure sufficient funding to cover for housing, food and other necessities prior to receiving your first paycheck. Postdoctoral scholars are paid on the same schedule as all others, and there may be a delay in getting your paycheck depending on when you arrive in the U.S. and how quickly your paperwork is processed. Do not hesitate to talk with your PI or the departmental administrative assistant about arrangements for airport pick-up and any additional questions or concerns you may have.

Remember that all J-1 exchange visitors are required by law to have medical insurance in effect for themselves for the duration of their exchange program, and for accompanying spouse and dependents while they are in United States during the exchange visitor's program. Exchange visitors are required to have: (1) medical benefits of at least \$100,000 per accident or illness; (2) repatriation of remains in the amount of U.S. \$25,000; and (3) expenses associated with medical evacuation in the amount of U.S. \$50,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14.

Once you officially begin your appointment with ECU you will be eligible to receive health insurance at no charge that covers the above requirements. However, if you plan to arrive to the U.S. prior to the first day of your appointment you will need to secure coverage until ECU insurance begins.

Also, if you choose to decline the postdoctoral insurance, then you will need to purchase alternative insurance through Geoblue. Please contact the Office of Global Affairs and the Postdoctoral Affairs for more information.



STEP 5: finalizing employment and visa paperwork at ECU

For this step you will work closely with your hiring department, the Postdoctoral Office, the Global Affairs Office, the Department of Human Resources and the Financial Services office at ECU.

Right after your arrival at ECU you will need to check in with your hiring department, with the Office of Global Affairs, with the Postdoctoral Office and with the Department of Human Resources before any research is conducted. You will be also required to meet with the ECU International Tax Specialist.

Every Postdoctoral Scholar is required by law to have a valid U.S. address, valid U.S. telephone number and valid e-mail address.

Through your hiring department you will need to submit a request to obtain your ECU Banner ID, official email address and 1Card

Remember to bring documentation such as valid passport with valid J-1 visa stamp, validated DS-2019 form, I-94 form and proof of insurance to each visit.



STEP 6: keeping up-to-date!

Important! You must immediately notify the Office of Global Affairs if at any point during your appointment with ECU you...

- Change your physical address or telephone number
- Renew/extend/terminate your employment contract
- Decide to travel outside the U.S. (DS-2019 form needs to be validated for travelling)
- Intend to transfer to another institution