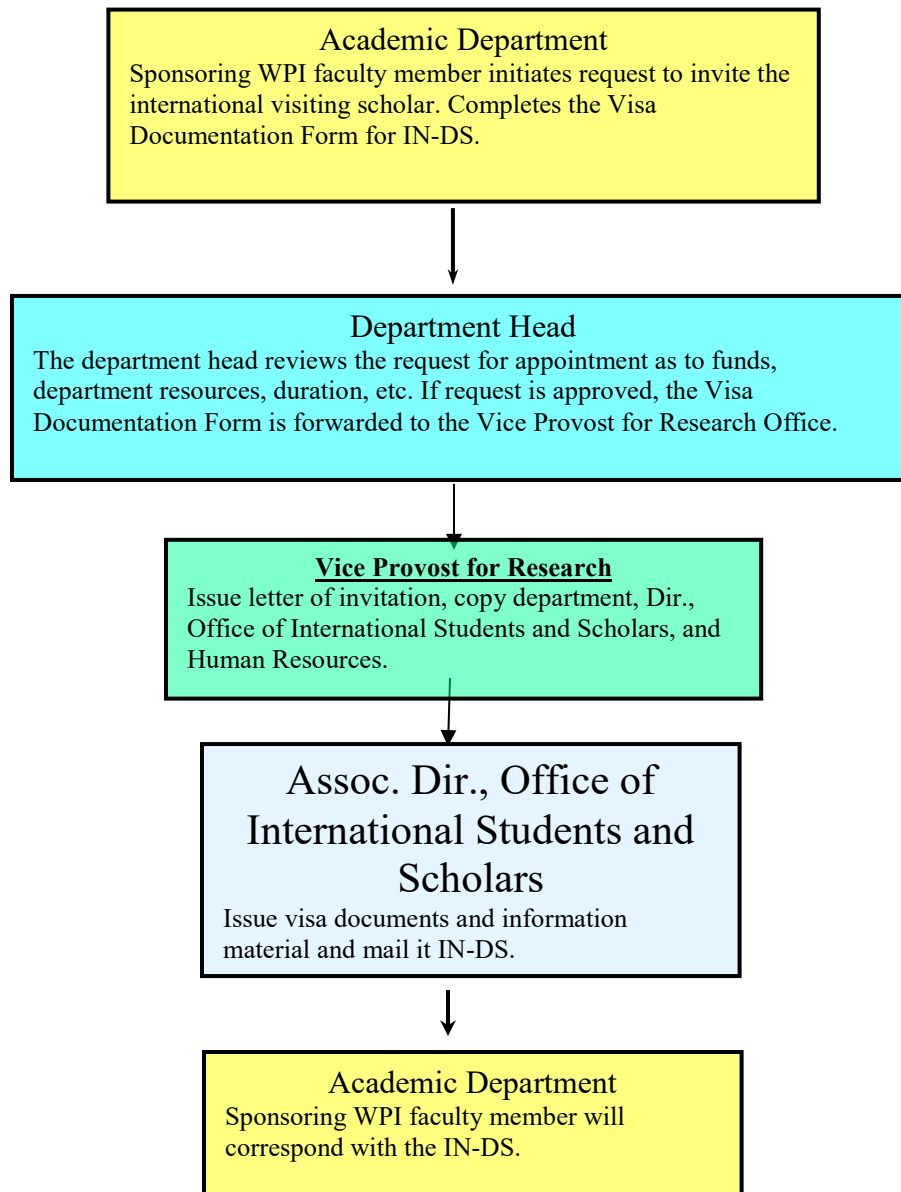


# Flow Chart

## International Non-Degree Student

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### International Non-Degree Student Arrives on Campus

Individual meets with sponsoring faculty member for department orientation, office assignment, key, etc.

The individual reports to the Office of International Students and Scholars within 5 days to complete SEVIS registration and orientation.

## **Instructions for International Non-Degree Student (IN-DS) Definition Procedure for Appointment**

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WPI welcomes the presence of non-degree students. As a leading institution of engineering, science and management, WPI attracts international students and researchers who wish to come to WPI to work with and learn from our faculty.

**Definition.** An International Non-Degree Student (IN-DS) is an individual invited to WPI by a WPI faculty member upon recommendation from the appropriate department head and the Vice Provost for Research. An IN-DS comes to WPI to conduct research, observe or consult, usually in connection with a research project. The IN-DS will not receive a salary from WPI. Even if the student is coming to do what is essentially an “internship” with a professor, they are still coming as a non-degree student, and will be receiving a DS-2019. *The student will not be receiving a DS-7002 (internship form).*

IN-DS will in most cases come to the U.S. on a J-1 Exchange Visitor’s Visa as a participant in the Exchange Visitor Program administered by the U.S. Department of State (DOS). WPI has been designated as the sponsor of an Exchange Visitor Program by DOS in accordance with the administrative regulations issued under the Fulbright-Hays Act.

The J-1 regulations (22 CFR § 514.23) describes the purpose of the Exchange Visitor Program for non-degree students as intended to promote mutual understanding by fostering the exchange of ideas between foreign students and their American counterparts. The exchange of international non-degree students should promote mutual enrichment, linkages between WPI and foreign educational institutions. **In addition to the IN-DS academic activities, it is expected that visitors participate in cross-cultural activities with members of the host community.**

**Benefits.** IN-DS will be issued a WPI I.D. card that will entitle the individual to library privileges, a computer account, use of recreational facilities, and parking permit if needed. The hosting department should provide office and/or laboratory/special equipment. IN-DS are not on the payroll.

**Procedure for Invitation of an International Non-Degree Student.** Before a letter of invitation can be issued to an IN-DS by the Vice Provost Office, the WPI faculty member who is considering hosting the individual must complete the IN-DS Documentation Form and return it to the Office of the Vice Provost for Research. The duration of the IN-DS stay at WPI should be determined before an invitation letter is issued. The IN-DS can be authorized to participate in the Exchange Visitor Program (J-1) for the length of time necessary to complete the program objective with a limitation of five years.

Before the Office of International Students and Scholars can issue the form DS-2019 for the IN-DS to apply for a J-1 Exchange Visitors Visa, we need certain documentation and we need to review the IN-DS Documentation Form to make sure it is complete. If the IN-DS is planning on bringing spouse/children, it is very important that their information is included on the form.

Before we can issue the DS-2019 form we need the following supporting documentation to be attached to the IN-DS Documentation Form:

1. Financial documentation supporting the amounts listed on page 1 of the form
2. Copy of IN-DS's CV/ Resume
3. Copy of the IN-DS passport and copy of passport for spouse/children accompanying the IN-DS
4. Documentation of English Language Proficiency

Specifics regarding English Language Proficiency.

The regulations require us to have documentation showing the Exchange Visitor has *"sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program and to function on a day-to-day basis"* [22CFR 62.11(a)(2)].

According to the Department of State, the regulation was prompted because it was found that "too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the US; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary."

The regulations require sponsors (Office of International Students and Scholars) to use one of the following "objective measurements of English language proficiency" to determine the exchange visitor's language proficiency:

- A recognized English language test
- Signed documentation from an academic institution or English language school
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

In order for us to be in compliance, we will require a TOEFL score of 80 or an IELTS score of 6.5 or a written statement from an English language school or academic institution certifying that the exchange visitor is proficient in English language in the areas of reading, writing, comprehension and speaking equivalent to a TOEFL score of 80. If none of the above options are viable, our ESL Director will conduct and document an English language proficiency interview. We will be charging the hosting faculty member \$50 to conduct the interview and will require that he/she set up a time for the interview convenient for both parties. This should be an option used only on rare occasions when requiring other documentation will seriously hinder the exchange visitor's ability to come to WPI.

**Health Insurance.** Exchange visitors are required, as a condition of the J-1 status in the United States, to carry health insurance for themselves and their accompanying family members. By government regulation, minimum coverage must provide:

- |   |           |
|---|-----------|
| ➤ Medical Benefits                      | \$100,000 |
| ➤ Repatriation of remains               | \$ 25,000 |
| ➤ Medical Evacuation                    | \$ 50,000 |
| ➤ Deductible per accident<br>or illness | \$ 500    |

We will mail the initial DS-2019 form via DHL or Fed Ex. Any subsequent form will also be mailed by DHL or FedEx, however the cost will be charged to the hosting faculty member/department. This is typically in situations where changes are made to the appointment period after the initial form was issued.

9/19

## Worcester Polytechnic Institute International Student Advisor

### *Visa Documentation for International Non-degree Students*

This form must be completed by the hosting WPI faculty for all international non-degree graduate students who wish to work or continue working at WPI.

#### *Personal Data*

1. Name: \_\_\_\_\_  

(LAST)
(FIRST)
(MIDDLE)
2. Male: \_\_\_\_\_ Female: \_\_\_\_\_
3. Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
4. Country of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Legal Residence: \_\_\_\_\_
5. Occupation: \_\_\_\_\_
6. Degree: Master's \_\_\_\_\_ Ph.D. \_\_\_\_\_ Other: \_\_\_\_\_
7. Description of visitor's planned area of research/work at WPI:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. If already in the U.S., please list current visa status: \_\_\_\_\_

#### *Financial Data*

	Total amount for the duration of the appointment.
Visitor's Home University	\$ _____
Visitor's Government	\$ _____
Other Organizations ( <i>specify</i> _____)	\$ _____
Personal Funds of Visitor	\$ _____
Private Support ( <i>specify</i> _____)	\$ _____

**The minimum amount of monthly financial support for a single person is \$1,500. An additional \$600 per month is needed per family member.** It is important that we have complete documentation regarding the source and exact amount of the visiting scholar's financial support prior to issuing a Form DS-2019.

***Family***

If visitor's immediate family (i.e., spouse and/or children) will accompany him/her, complete this section.

Name	Date of Birth	Place of Birth	Relationship	Citizenship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

***Appointment***

Duration:      Beginning date: \_\_\_\_\_      Ending date: \_\_\_\_\_

***Financial Commitment on the Part of WPI***

Purpose	Amount	Account Number
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

***Health Insurance***

Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and/or children. Please indicate how the visitor will secure health insurance.

\_\_\_\_\_ WPI (Department or Grant)    Account # \_\_\_\_\_

\_\_\_\_\_ Insurance from visitor's country of residence. Please provide documentation and/or name and policy number of insurance.

\_\_\_\_\_ Other. Please contact Tom H. Thomsen for information on available plans for international visitors.

***Mailing Address for Visitor***

***Telephone and Email (Mandatory for express mail)***

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***Host Department***

The international non-degree graduate student, whom we intend to invite to our department, will be engaged in research and other activities in accordance with the purpose of the Exchange Visitor's Program, and I have determined that the required financial support is available for the duration of the program, and the non-degree student will register for 0 credits of directed research per semester

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

Sponsoring faculty \_\_\_\_\_

Date \_\_\_\_\_

***Department Head***

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Vice Provost for Research***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Before we can issue the DS,,2019 form and appointment offer letter we need the following supporting documentation needs to be attached to the EN-DS Documentation Form:

1. Financial documentation supporting the amounts listed on page 1 of the form
2. Copy of IN-DS's CV/ Resume
3. Copy of the IN-DS passport and copy of passport for spouse/children accompanying the IN-DS
4. Documentation of English Language Proficiency

\_\_\_\_\_ By initialing here you consent WPI in having this information to be used in the above manner.

Please return the completed form (pages 4-7), together with a copy of the visitor's documentation, to the

Office of the Vice Provost for Research  
Worcester Polytechnic Institute  
[Camille@wpi.edu](mailto:Camille@wpi.edu)