



J-1 Scholar Out of Country Instructions

If a sponsoring department needs to send a J-1 Research Scholar or Professor outside the U.S. to continue working on their J-1 program for an extended period of time, the department should work with IFSS to update the scholar's record to reflect this new site of activity or job location. The Out of Country function shows that the scholar is participating in their exchange program for a particular period of time outside the United States at the request of the program sponsor. Please submit the application and supporting documents at least 1 month prior to departure date.

NOTE: This is NOT to be used for vacation or other personal purposes. It is only for scholars who are working outside the U.S. in the same field as their current J-1 program at the request of the department. The department must be sending the scholar outside the U.S. to do work for the University of Wisconsin-Madison.

This option is only available to scholars in the **Professor and/or Research Scholar** categories. It should only be used to identify a professor or research scholar who:

- Is *currently participating in and will continue to participate* in the program activity for which he or she has been sponsored.
- Is currently in the United States (not outside the country).

All terms and conditions of the J-1 program are in effect during the Out of Country period. Scholars should contact their health insurance provider to determine what effect being out of the U.S. has on their coverage.

This form needs to be completed by a contact in the department, not the J-1 scholar.

Please submit the following with the completed form:

- A letter from the department explaining the out-of-country work, why the scholar must go abroad to do this work, how the scholar will continue collaborating with their host faculty, and the dates the scholar will be abroad.
- A J-1 Travel Endorsement Request Form along with this form and the scholar's original DS-2019, as the scholar will need a travel endorsement to get back into the U.S.