

Payments to J-1 Exchange Visitors

**J-1 Visiting Scholars:** International visitors holding appointments or positions at other institutions who are visiting to work with a particular Texas A&M University faculty member to perform collaborative research, observe, or consult in connection with a research project in the visitor's area of expertise. The purpose of their visit is to engage in activities that promote an exchange of ideas.

**J-1 Employees:** International visitors holding appointments or positions at other institutions, who are visiting to work with a particular Texas A&M University faculty member to perform collaborative research, are assigned specific duties and responsibilities with an expectation to support TAMU research efforts while furthering their own professional experience and education.

**J-1 Student Interns:** Individuals currently enrolled in and pursuing a degree at a postsecondary academic institution outside the United States with little or no professional experience or professional publications.

*IFSS will determine the correct category for all visitors.*

**Payments to J-1 Visiting Scholars and Professors**

IFSS will determine if an employment relationship exists between the host and the prospective J-1 exchange visitor using information provided by the faculty host on the Payroll/Stipend Determination Form. If it is determined that no employment relationship exists, the J-1 visitor will act as an independent contractor and may be paid a stipend. Standard fiscal and Glacier policies will apply.

Other allowable expenses:
1. Reimbursement for travel expenses (single occurrence, round trip only)
   a. Receipts Required
   b. Glacier Required
2. Direct billing for travel expenses (single occurrence, round trip only)
   a. Glacier Required

Unallowable expenses:
1. Reimbursement for living expenses (e.g. housing, meals)
2. Direct billing for living expenses
3. Business travel expenses

Note: If the faculty host wishes to provide financial support for unallowable expenses listed above, these expenses should be built into the monthly stipend

**Payments to J-1 Employees**

If it is determined that an employment relationship exists, the visitor must be placed on payroll. Engineering HR will assist the host department to determine the appropriate title for the visitor. The guidelines listed below will determine what title will be used.

1. If the visitor holds a B.S., M.S. or Ph.D. or is currently enrolled in a masters or doctoral academic program in their home country, the **Visiting Research Scholar** title will be used. Engineering HR will issue the hiring certificate to the host department and the host department will initiate the I2H process.
Other allowable expenses:

1. Reimbursement for travel expenses
   a. Receipts Required
   b. Glacier Required
2. Direct billing for travel expenses
   a. Glacier required
3. Business travel expenses

Unallowable expenses:

1. Reimbursement for living expenses (e.g. housing, meals)
2. Direct billing for living expenses

**Payments to J-1 Student Interns**

J-1 Student Interns are a specific category within the J-1 Exchange Visitor program. This category includes undergraduate and masters’ students currently enrolled in a postsecondary institution in their home country or country of residence, but can also include doctoral students in certain scenarios. IFSS will determine if the visitor qualifies for this category.

If the faculty host wishes to financially support a J-1 Student Intern, the student intern must be placed on payroll. Stipends will not be allowed, no exceptions.

Guidelines for placing a J-1 Student Intern on payroll:

1. **Non-Affiliated Student Technician** title should be used
2. Visitor must be on payroll for a minimum of 32 hours per week (this is a U.S. Department of State requirement)
3. Visitor must be paid at least minimum wage or higher