Message to Yale Departments

Monday, March 16, 2020

For Yale administrators and faculty:

Given the state of the COVID-19 outbreak, the resulting uncertainties, and Yale University guidance, and after careful review with the Office of the Provost, OISS is instituting the following protocols for J-1 scholars.

Scholars who have not yet arrived in the U.S.

Note: U.S State Department Suspending Embassy Appointments (3.18.2020) [1]

For any invited/hired international scholar who has not yet arrived in the U.S. OISS will today change their start date to June 1st, 2020. We will not yet mail out a new DS-2019. This will keep the Department of Homeland Security record active and allow us to respond by printing forms when we see opportunities for the visitors to obtain visas and enter the U.S. OISS will contact these 115 scholars to inform them of this change. A copy of this e-mail will also be sent to departments. The scholars should not attempt to arrive in New Haven prior to June 1st.

Should scholars decide to not come to the U.S. at this time, please inform OISS so that we can complete their records.

Are there any exceptions to this rule?

If there is a compelling reason for new employee to have an earlier start date, OISS can amend the DS-2019 again. However, such an exception will need to be vetted through several different offices at Yale to consider all issues (including securing an updated appointment.) The host department must also confirm that it will follow Yale COVID-19 protocols regarding self-isolation. Any exception requests should be sent to Parker.Emerson@yale.edu [2].

What about brand-new visa requests? (have not yet submitted to OISS Connect)

OISS will continue to process visa documents for newly invited scholars converting the earliest start date to June 1, 2020. Depending on your department’s staffing situation we encourage all to submit new requests as they come up – not to delay getting the information to OISS. OISS will be monitoring global events and will print and mail forms when we see opportunities for the visitors to obtain visas and arrive after June 1st. The option of picking up the DS-2019 has been suspended for the time being. Given that there is a Federal Express office next to OISS, we ask that departments upload only Fed Ex courier shipping labels.

What about J-1 Student Interns?

If the appointment is for a visiting undergraduate in research/clinical activities, we will hold those forms until staff return to Yale offices as they require the signature of their host departments. While it is hard to predict, it seems unlikely start dates before July or August will be possible, so plan your start dates accordingly.

Current J-1 Yale Scholars needing to extend their time in the U.S.

Please continue to submit extension requests for scholars whose appointments are being extended. OISS will continue to process these extensions and will hold on to the new DS-2019 form until we re-open and
can give them to scholars. We await advice from Yale HR about how to process I-9s is they also need extending.

If a scholar's appointment is ending, but due to travel restrictions or health concerns they would prefer to remain in the U.S. the first step is to see if the host department can extend their appointment. They would still need to meet all the requirements: extended Yale appointment, continued funding at university minimums and health insurance coverage. Offices across campus (host departments, OPDA, OISS, etc…) need to work together to try and find reasonable solutions for these situations. If you have any difficulty establishing all the extension criteria, please reach out to your OISS adviser [3].

**Current J-1 Scholars Leaving Early**

We have heard reports of some scholars not wishing to remain on campus, and taking a leave, or otherwise leaving New Haven. In an OISS Newsletter sent out last week we addressed student and scholar issues, including that scholars should let the department and OISS know if they are taking a leave or departing early. If you learn of an early departure, please have the scholar contact their OISS adviser [3]. In some case leaving early can make it difficult or impossible to return later on.

**OISS Office Hours and Advising Access**

Per University guidance OISS is temporarily suspending walk-in advising hours. Office business will continue with staff working remotely from home until the university policy changes. Students and scholars should make appointments with their OISS adviser [3] by phone or through Zoom. Departments should also set appointments to speak with their advisers. OISS will make arrangements for emergency requests when it is necessary.

Source URL: [https://oiss.yale.edu/covid-19-information/message-to-yale-departments](https://oiss.yale.edu/covid-19-information/message-to-yale-departments)

Links:
[2] mailto:parker.emerson@yale.edu
[3] https://oiss.yale.edu/about/contact-oiss