

UAH REQUEST TO INITIATE A J1 CULTURAL EXCHANGE

A “J-1” Exchange Visitor visa is appropriate for a foreign visitor whose research, teaching, training, studies or other approved activity **at** UAH is for a temporary period and the program the J1 EV will participate in has a cultural or educational exchange objective. Tenure track positions are not eligible for J1 status. UAH is designated as a sponsor for several J1 EV categories. As a result, the originator of this request should become familiar with the different categories available by reading the descriptions and considerations below. This will ensure that visitor can participate in the activities designated for their exchange objective.

J1 CATEGORY	PRIMARY ACTIVITY	CONSIDERATIONS
J1 short term scholar	Lecture, observe, consult, and to participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities.	The absolute maximum period allowed is six months. J1 is able to return to the U.S. to participate in another short term exchange at any time, without any limit on the amount of time they must remain outside of the U.S (no bar preventing repeat participation).
J1 research scholar	Engage in research, teaching, lecturing, observing, or consulting at UAH	A minimum of six months up to a maximum five years allowable. J1 research scholars and professors are subject to a 24-month bar on “repeat participation”. J1 EV subject to the 24 month bar may not return to the U.S. in a J1 Professor or Research Scholar category until a 24-month period has passed since completing the last J1 program.
J1 professor	Teach, lecture, observe, or consult at UAH. A professor may also conduct research, but this should be clearly identified by the originator in the J1 EV program request form.	A minimum of six months up to a maximum five years allowable. J1 research scholars and professors are subject to a 24-month bar on “repeat participation”. J1 EV subject to the 24 month bar may not return to the U.S. in a J1 Professor or Research Scholar category until a 24-month period has passed since completing the last J1 program.
J1 student	Participate in a designated exchange program while studying at an accredited educational institution. Exchange visitors under this category may participate in degree or non-degree programs.	An individual is eligible for the student category only after they have obtained academic admission to UAH as a non-degree or degree seeking student. Non-degree period is a maximum of 24 months. Prescribed classes must be included the J1 EV request.

The departmental originator will be responsible for obtaining all appropriate UAH position approvals and coordinating with Staff Employment for the offer letter or for obtaining and coordinating Subcontract approvals with the department/center for the invitation letter.

It is the responsibility of the sponsoring department to ensure that the invited visitor has the English language proficiency needed to live and adjust to their life in Huntsville. The sponsoring department is required to provide the support necessary to adjust to living in Huntsville during their period of stay and provide any assistance with any language translation needed during their orientation and throughout their J1 EV program.

The prospective visitor must complete the **EXCHANGE VISITOR INFORMATION FORM** which can be found at: <http://www.uah.edu/ISSO/forms.html>. When completed, the form can be attached to an email or faxed to The International Student and Scholar Office (ISSO) at visahelp@uah.edu or 256-824-4515.

DATE: _____ TO: International Student and Scholar Office, Responsible Officer, MDH 137
FROM: _____

* Originator

Campus Address/Phone #

Department/Center _____ Email Address _____

ACCOUNT NUMBER TO CHARGE FOR MAILING OF DS-2019 FORM _____ (REQUIRED)

This request form requires that the originator obtain approval of the Chairman or Director, and Dean of the corresponding college or V.P of Research as well as the Office of Sponsored Programs, if the person will be funded through contract or grant funds. Attach a current resume/vitae and copies of related correspondence regarding the agreed upon exchange activities. Please mail the signed form to the Responsible Officer at UAH, MDH 137 in order to begin the processing of immigration forms.

Please begin the process to allow _____ (visitor's name & title) to participate in a research program on the UAHuntsville campus as a J1 Exchange Visitor. Anticipated dates of the exchange visitors program are from _____ to _____.
(MM/DD/YYYY) (MM/DD/YYYY)

Please check box if this is a request to EXTEND THE PERIOD of a current J1's program.

I. PROSPECTIVE EXCHANGE VISITOR CATEGORY REQUESTED: (check only one)

_____ **Professor:** (Check this category if the visitor will primarily engage in teaching.)

The _____ (dept.) will expect the visitor to assume classroom activities in the _____ Fall _____ Spring _____ Summer school term. The visitor will use _____ Building, Room #) for office space and is expected to teach the following classes: _____

_____ **Research Scholar:** (Check this category if the visitor will primarily engage in research.)

The _____ (dept./center) will allow the visitor to assume research duties located in _____ (Building, Lab, Rm. #).

Please provide a description of the specific activity or research to be performed: _____

_____ **Short Term Scholar:** (ONLY when the visitor's program is less than 6 months.)

The _____ (dept./center) will allow the visitor to assume research duties located in _____ (Building, Lab, Rm. #).

Please provide a brief description of the research and other activities to be performed: _____

_____ **Student:** (students must be admitted by the appropriate admissions office)

Non-degree (max. 24 month period) enrollment in the field of _____.

Please list the classes that the EV will be eligible to enroll during their _____ program _____

Degree seeking _____ bachelors _____ masters _____ doctorate in the field of _____.

II. SITE OF ACTIVITY:

A J1 EV is eligible to conduct activities on the UAHuntsville campus as well as affiliated locations if the work conducted off the UAHuntsville campus is a part of agreed upon exchange program activity. Please list the site(s) of activity below as they must be listed in the J1 EV SEVIS record. Attach additional pages if necessary.

PRIMARY SITE OF ACTIVITY: Center/Department Name _____

Street address _____ Building _____

Floor/Suite _____ City _____ State _____

SECONDARY SITE OF ACTIVITY: Organization Name _____

Street address _____ Building _____

Floor/Suite _____ City _____ State _____

III. SOURCE OF FUNDING FOR THE EXCHANGE VISITOR:

In order for an individual to be eligible to participate in a J1 EV program they must have funds adequate for their particular activity and for living expenses for the duration of their program. The financial support can come from multiple sources and is expected to cover reasonable costs for the J1 and any dependents, as determined annually by the UAH Responsible Officer.

UAH FUNDING:

- 1. ___ UAH state funded position **1a.** Salary & account number _____
 - 2. ___ UAH contract/grant **2a.** Payment amount & account number(s) _____
 - 3. ___ Subcontract or Professional Services contract **3a.** Total payment _____
 - 4. ___ UAH other funding support (list type such as housing, meals, etc...) _____
- 4a.** Total "other" estimate _____

NON-UAH FUNDING:

Documentation detailing the financial support from non-UAH sources must be in English and attached to this form **or** provided by the visitor. Original documents are required to be provided upon visitor's arrival.

- EV's Government _____ (Amount) \$ _____
- Educational organization/scholarship _____ (Amount) \$ _____
- Personal funds _____ (Amount) \$ _____
- Other _____ (Amount) \$ _____

The U.S. Department of Homeland Security requires that the visitor or UAH sponsor pay a SEVIS fee each time a DS-2019 is issued for a new J1 Exchange Program. The fee is collected to fund operation of the Student and Exchange Visitor Program Office, which has oversight over SEVIS – the Student and Exchange Visitor Information System. Please contact the ISSO if you would like to pay the fee on behalf of the J1 EV. Otherwise, information will be included with a packet that is sent to the J1 with their DS-2019 immigration document.

The Department of State requires each J1 EV and their J2 dependents to have medical insurance during their visit. J1 EV's employed by UAH and benefits eligible are required to purchase only medical evacuation and repatriation through UAH. All other J1 EVs are required to purchase their health insurance policy through the University's Student and Scholar Plan. Insurance payment must be paid upon arrival for the full period of stay or a minimum of 6 months (which ever is shorter) and is required for the RO to activate the J1 record in SEVIS.

V. STATEMENT OF RESPONSIBILITY OF UAH SPONSOR:

The originator/department/center agrees to inform the International Student and Scholar Office prior to any changes in employment for the Exchange Visitor. Changes may include title/salary changes, termination from employment, international travel plans during the period of performance, visitor absence for more than 30 days, and departure from UAH more than 30 days earlier than the program end date requested above. Federal immigration regulations require that the J1 EV report to the Responsible Officer upon arrival in Huntsville. The Responsible Officer is only able to validate the program after the J1 visitor has reported to MDH 137, verified a local address, and paid for their insurance coverage. Please call 256-824- 6055 or email for an appointment upon the visitor's arrival.

VI. SIGNATURES OF APPROVAL:

- Chairman _____ Date _____ OR Director _____ Date _____
- Dean _____ Date _____ OR Vice President _____ Date _____
- Sponsored Programs _____ Date _____ (if funding will be coming from a contract)