



Office of International Services
Student Services Building, 218
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Huntsville, AL 35899

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iss@uah.edu

UAH Request for a J-1 Exchange Visitor and DS-2019

DS-2019 REQUEST PROCESS

It is the responsibility of the hosting department to obtain all appropriate UAH position approvals and clearance from the Office of Research Security. The hosting department is responsible to ensure that the invited scholar 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 for their activities as a scholar on the UAH campus as well as their life within the greater Huntsville community. UAH must abide by the U.S. regulations for operating and administering an Exchange Visitor (EV) program. Failure to administer the program according to the regulations may result in sanctions which include the termination of the EV program and the University's ability to host J-1 visitors. As a result, all requests will require 10 business days to review before a decision will be made about the approval of the request. Departmental requests for DS-2019 must be submitted a minimum of two months prior to the requested start date of the visit.

Please submit the following documentation in one packet to Joy Werka in SSB 218 or electronically by email to jjw0020@uah.edu:

Department J-1 Exchange Visitor and DS-2019 Request Form—Department must complete all fields

- Include receipt for DS-2019 processing fee; \$100 fee paid by hosting department with budget transfer into account # 40026-5899
- Include original signature of individual submitting the request, host faculty member, and department chairperson

J-1 Exchange Visitor Information Form—J-1 visitor must include emergency contact, J rule summary signature, dependent information

Passport biodata page for J-1 visitor and, if applicable, each accompanying dependent

If scholar will transfer to UAH from another J sponsor host, department must provide contact information for current program sponsor here:

Current Program Sponsor Contact information _____

DEPARTMENT REQUEST INFORMATION

Request Type: Issue a DS-2019 for a new exchange visitor at UAH

Transfer of a J exchange visitor from another institution to UAH

A J-1 visitor is not eligible for a transfer if a waiver of the 212 (e) two year home residence requirement has already been obtained.

Prospective Exchange Visitor's Name: _____ Date of Birth: _____
LAST NAME FIRST NAME

Department: _____

Department Address: _____

Host faculty member must be full-time UAH faculty or staff member, not an adjunct.

Host Name and Title: _____ Phone: _____

Office Location: _____ Email: _____

Please indicate how you would like to receive the DS-2019 issued in order to provide it to your J-1 visitor. (It is required to obtain the J-1 visa.)

By Campus Mail—Address to: _____

Department will Pick-Up—Name: _____ Contact Info: _____

Individual Submitting Request: _____

Signature _____

Phone and Email: _____

Campus Box: _____

J PROGRAM INFORMATION

Program Dates

When selecting a program start date, please be sure to allow sufficient time for DS-2019 processing, mailing, and for the visitor to obtain a visa. Start date should be the J-1 visitor's actual appointment start date and end date should be appointment end date (not travel dates). The J-1 visitor can enter the U.S. 30 days prior to the start date to get established in Huntsville and has 30 days after the program end date to depart the U.S.

UAH J-1 Appointment/ Program Dates: _____ to _____
Month / Day / Year Month / Day / Year

Category Requested for J-1 Program (descriptions below): Short-Term Scholar Research Scholar Professor

Category Descriptions:

Short-Term Scholar—Primary activity: consulting, lecturing, training, conference attendance. Maximum participation: 6 months, no extension.
No 12 month bar on beginning new research scholar or professor program

Research Scholar—Primary activity: research. Maximum participation: 5 continuous years.
Scholar will be subject to a 2 year bar on repeat participation in research scholar or professor category upon completion of J program.

Professor—Primary activity: teaching. Maximum participation: 5 continuous years.
Scholar will be subject to a 2 year bar on repeat participation in research scholar or professor category upon completion of J program.

Academic Field of J-1 Program: _____
(e.g., Atmospheric Science; Physics, etc.)

Please provide a rationale for inviting the J-1 scholar to campus. What is the purpose or nature of the collaboration?

Please indicate the specific goals and objectives for the J-1 program (include deadlines where appropriate):

Explain how the host faculty member will monitor the progress and welfare of the J-1 visitor to ensure s/he will fulfill the J program objectives:

FUNDING INFORMATION

Exchange visitor will NOT receive UAH funding.

Exchange visitor WILL receive UAH funding in the amount of _____

If scholar is to be paid by UAH Contract/Grant
Check box and indicate payment amount &
acct # _____

Funding period: Yearly Monthly

Total UAH funding for the entire J program: \$ _____

Funding letter must be completed and signed by all required parties (e.g., host faculty, dean, J-1 visitor etc.).

J-1 VISITOR ENGLISH PROFICIENCY

The U.S. Department of State has mandated that J-1 visitors have sufficient English proficiency to participate in the program. If the host faculty member cannot firmly establish sufficient English proficiency, it is not appropriate to request a DS-2019 for the J-1 visitor.

“Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that the exchange visitor possesses **sufficient proficiency** in the English language to **successfully participate in his or her program and to function on a day-to-day basis**” [22 CFR §62.10(a)(2)].

Does the J-1 scholar have sufficient English proficiency “to successfully participate in his or her program and to function on a day-to-day basis” in the U.S.? No Yes

Indicate objective measure of English proficiency below.	Attach Official Documentation
<p>Documentation that Exchange Visitor is a Native English speaker from an English speaking country. Indicate country: <input type="checkbox"/> Australia <input type="checkbox"/> Belize <input type="checkbox"/> Botswana <input type="checkbox"/> Canada (except Quebec) <input type="checkbox"/> Commonwealth Caribbean <input type="checkbox"/> Ghana <input type="checkbox"/> Great Britain <input type="checkbox"/> Ireland <input type="checkbox"/> New Zealand <input type="checkbox"/> Nigeria <input type="checkbox"/> Scotland <input type="checkbox"/> Singapore <input type="checkbox"/> South Africa <input type="checkbox"/> Zimbabwe</p>	<p>Passport Copy</p>
<p>Copy of Exchange Visitor’s diploma from U.S. institution or foreign institution where instruction occurred in English and, if applicable, documentation that the instruction occurred in English.</p>	<p>Copy of Diploma; Documentation Instruction was in English</p>
<p>Copy of official scores from one of the following English language tests taken within the <u>last two years</u> and meeting the stated minimum scores TOEFL minimum score 75 (Internet-Based) or 550 (Paper) IELTS minimum score of 6.5 Date Test was Taken: _____ Score: _____</p>	<p>Official Test Scores</p>
<p>A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor’s level of English proficiency. The letter must be: 1) dated within the last <u>two years</u>; 2) state the dates when the potential exchange visitor attended the institution or school; and 3) affirm that the prospective exchange visitor achieved at least intermediate-level English skills.</p>	<p>Signed Letter on Letterhead</p>
<p>J-1 English Proficiency Interview Documentation of interview conducted by host faculty member and methods used to assess EVs English proficiency.</p>	<p>Signed Letter on Letterhead</p>

J-1 PROGRAM CULTURAL COMPONENT

The purpose of the J EV Program "is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries" [22 CFR §62.1(b)]. Sponsors must offer cross-cultural activities "to give their exchange visitors the broadest exposure to American society, culture, and institutions; and encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitor's program" [22 CFR §62.8 (d)].

Examples of cross-cultural program themes: Comparative history and politics; education systems; ethnic, racial, religious diversity in the U.S.; American culture, holidays, recreation; community service and volunteerism. Programs should allow for a two-way exchange of information.

Please indicate the cultural goals/components of this J-1 exchange visitor program. Be specific and include dates of activity if possible.

- Training in U.S. Teaching Pedagogy Attendance at Conference Participation in Cultural Event Cultural Discussion
- Community Service Participation in International Coffee Hour Other: _____

Additional Information: _____

DEPARTMENTAL RESPONSIBILITIES & ATTESTATIONS

In requesting a DS-2019 and agreeing to host a J-1 visitor, the host department and faculty sponsor assume responsibility for ensuring that:

- The host department will not make an electronic copy of the DS-2019 and will not send copies of the DS-2019 by email. Any paper copy of the DS-2019 must be marked "COPY." The department agrees to make every effort to ensure no electronic copies of the DS-2019 are made available to any entities including the J-1 visitor;
- The proposed J-1 program is not for a tenure-track or tenured faculty appointment;
- The J-1 visitor has sufficient English proficiency to participate fully in the proposed J program and function in the U.S. on a day-to-day basis;
- The J-1 visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfil the objectives of the proposed J-1 program;
- The host department will provide the J-1 visitor with office space, cultural programming, and support for the duration of the UAH J-1 program;
- The host faculty member will be physically present and maintain regular contact with the J-1 visitor for the duration of the J-1 program to ensure that the goals of the proposed program are met;
- The host department will ensure that the J-1 visitor completes Immigration Reporting with International Services (by appointment only) upon arrival in the U.S. and no later than 30 days after the program start date. Failure to complete Immigration Reporting will result in the termination of the visitor's J-1 record.
- At the end of the J-1 program, even if the J-1 visitor is completing on-time, the host faculty member and J-1 visitor must notify International Services in writing that the J-1 Scholar is leaving UAH.

We attest that the department has verified the J-1 visitor's credentials, English proficiency, and that the EV has sufficient financial support. We assume responsibility for the J-1 visitor for the duration of the J-1 program, will uphold the J-1 regulations. Additionally, if Cand certify that the information provided on this form is true and accurate.

• **Host Faculty Member:**

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Name: _____ Signature: _____ Date: _____

Department Chairperson:

Sponsored Programs: (if contract/grant funding used)

Name: _____ Name: _____

Signature: _____ Signature/Date: _____

By Campus Mail—Address to: _____

Department will Pick-Up—Name: _____ Contact Info: _____

Individual Submitting Request: _____

Signature _____

Phone and Email: _____

Campus Box: _____

