

## **J-1 Scholar Application Packet**

### **OVERVIEW OF J-1 VISA**

The J-1 category is for persons who are coming to the U.S. for a short-term program in a variety of areas, such as study, long-term research, short-term research, teaching, or training. The University of South Alabama authorizes documents only for professors, research scholars, short-term scholars, and students. The Student and Exchange Visitor Information System (SEVIS) DS-2019 is the document issued by the Office of Immigration to any person approved by the University of South Alabama for a J-1 program. This application for J-1 Visiting Scholar is for applicants in all J-1 categories other than student or student intern.

**The J Exchange Visitor program is a temporary program and J-Visa holders should have no immigrant intent. This visa category should not be used by departments or internationals for permanent employment positions or to seek Permanent Residency in the United States.**

The J Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification is “to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” The Department of State issues J-Visas and establishes and administers the federal regulations and policies governing the J Exchange Visitor Program.

### **ELIGIBILITY REQUIREMENTS FOR ALL J-1 EXCHANGE VISITORS**

There are a few basic requirements for all J-1 Exchange Visitors:

- 1) Intent to pursue appropriate activity (such as research or teaching)
- 2) Intent to return to home country (as determined by consular officer)
- 3) Sufficient funding for program – minimum \$1,500/month
- 4) Appropriate background for program activity (i.e. the J-1 Exchange Visitor meets appropriate degree requirements)
- 5) Adequate English proficiency (as determined by the host department or by the University of South Alabama; applicants who are non-native English speakers or who are not residents/citizens of a country where English is an official language must submit either exam results from a recognized English exam (i.e. TOEFL, IELTS, etc.), submit signed documentation from an academic institution or English language school confirming proficiency, or be evaluated by the USA host department for their English language proficiency).

### **LIMITATIONS – DURATION OF STAY AND EMPLOYMENT**

#### **J-1 Research Scholar/Professor**

- Limited to a minimum stay of 3 weeks and a maximum stay of 5 years to engage in research and/or teaching
- Independently-funded scholars are limited to 1 year of sponsorship with eligibility for annual extensions
- J-1 Research Scholars/Professors may **NOT** hold or be candidates for tenure
- Must have a specific objective sponsored by USA, such as to conduct research, teach, or consult
- 12/24-month bars may prevent J-1 Research Scholar/Professor sponsorship of those who have previously held J visa

#### **J-1 Short-Term Scholar**

- Limited strictly to 6 months; Short-Term Scholars may not extend stay beyond 6 months
- 12/24-month bars do not apply to J-1 Short-Term Scholars who wish to return in J-1 Professor/Research Scholar category

**Incident Reporting:** The Department of State (DoS) has issued an incident reporting rubric (see page 13 of 13) as a general guideline for report incidents involving J-1 exchange visitors. In cases when an exchange visitor loses or has their passport stolen, the exchange visitor must inform local police so that the passport is properly documented as lost or stolen for fraud and identity protection. A video to help you be aware of the sort of incidents that require reporting to the Office of Immigration can be found on YouTube: <https://youtu.be/ILGgzx-Pd6I>. We ask department sponsors and exchange visitors to please watch this video. Any incidents mentioned on the incident reporting rubric and/or video involving a USA or USA Health J-1 Exchange Visitor must be reported to the Office of Immigration as soon as possible, but no later than the same day the incident occurs.

## REQUIRED FINANCIAL SUPPORT

Host departments must verify that the J-1 Scholar and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for a scholar is \$1,500 per month, plus \$750 per month for an accompanying J-2 dependent spouse and \$750 per month for each accompanying J-2 dependent child. J-1 Scholars may be paid by the University of South Alabama or have independent financial support. If the department will pay the J-1 Scholar a salary, then the amount of financial support should be noted in the appointment letter. If the J-1 Scholar will not be paid by the department, then the scholar must submit evidence of financial support in the form of a bank statement or a sponsor letter.

<b>Estimated Costs of Living Expenses (Based on Living Expenses for one person)</b>		
<b>Expense</b>	<b>MONTHLY</b>	<b>ANNUAL TOTAL</b>
Housing	\$600 - \$800	\$7200 - \$9600
Utilities (Electricity, Water, Sewer, Garbage, Cable)	\$250 - \$350	\$3000 - \$4200
Phone/Cell Phone	\$75 - \$125	\$900 - \$1500
Groceries	\$300 - \$400	\$3600 - \$4800
Health Insurance	\$76 - \$147	\$912 - \$1764
Personal Expenses (Transportation, Clothing, Entertainment, etc.)	\$125 - \$175	\$1500 - \$2100
<b>TOTAL</b>	<b>\$1426 - \$1997</b>	<b>\$17, 112 - \$23, 964</b>

### SEVIS FEE & VISA FEES

Prospective J-1 Scholars and Professors are required to pay certain fees, described below, in order to obtain their J-1 visas\* and enter the United States. Either the scholar or the department may pay these fees. \* *Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.*

**SEVIS Fee:** The U.S. Department of Homeland Security charges all new J-1 Scholars a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. The Office of Immigration will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee when sending the DS-2019 form.

**Visa Fees:** In addition to the SEVIS fee, the prospective J-1 Scholar must pay certain visa fees. Please see the Department of State web site for more information on fee amounts. In addition, if the visa is issued, the scholar may have to pay a further visa issuance reciprocity fee, if applicable. Prospective J-1 Scholars can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: <https://travel.state.gov/content/visas/en/fees/fees-reciprocity-tables.html>. J-1 Scholars should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

### HEALTH/MEDICAL INSURANCE REQUIREMENT

Based on federal regulations that went into effect in May 2015, J-1 Scholars must maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$100,000 per accident or illness
2. Repatriation of remains in the amount of \$25,000
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$50,000
4. A deductible which does not exceed \$500 per accident or illness.

J-1 Scholars must provide proof of health insurance for themselves and any family members when they first arrive and report to the Office of Immigration, and again if they apply for an extension of their J-1 status. J-1 Scholars may purchase any plan that provides the minimum level of coverage listed above, if not receiving the USA health insurance benefits.

**Health/Immunizations** - All scholars who come to the US and specifically to university settings should make sure that they are aware of the immunization requirements for their specific functions. If the scholar will stay in the residence hall at USA, they must have proof of the meningitis vaccine within the last 5 years. If scholars will be teaching classes or participating in activities with students we highly recommend that scholars consider securing the appropriate immunizations as noted at <http://www.southalabama.edu/departments/studenthealth/immunization.html>. Using the forms at <http://www.southalabama.edu/departments/studenthealth/forms.html> may also be useful in documenting health background/history and immunizations prior to coming to USA. Although the information is designed for international students, scholars should keep

this information in mind. Some programs at USA may require these and additional health and immunization verification, the host should inform scholars of such as it is often much less expensive to take care of such prior to entering the US and please make sure the scholars bring such records with them.

## **OTHER IMPORTANT CONSIDERATIONS**

**No Patient Contact Limitation** - The program in which the Exchange Visitor is to be engaged is solely for the purpose of observation, consultation, teaching, or research and there may be no element of patient care services involved. If incidental contact is expected, please discuss with the Office of Immigration.

The Education Commission for Foreign Medical Graduates (ECFMG). <http://www.ecfm.org/evsp/> “Foreign national physicians who seek entry into U.S. programs of graduate medical education or training must obtain an appropriate visa that permits clinical training activities. One visa commonly used by foreign national physicians is the J-1, a temporary nonimmigrant visa reserved for participants in the Exchange Visitor Program. As a public diplomacy initiative of the U.S. Department of State, the Exchange Visitor Program was established to enhance international exchange and mutual understanding between the people of the United States and other nations.” “ECFMG is authorized by the U.S. Department of State to sponsor J-1 Exchange Visitor physicians enrolled in accredited programs of graduate medical education or training or advanced research programs (involving primarily observation, consultation, teaching or research). Although many universities and research institutions in the United States are authorized to sponsor Exchange Visitors in the categories of student or research scholar, ECFMG is the sole sponsor of J-1 physicians in clinical training programs.”

“ECFMG administers its sponsorship program in accordance with federal regulation (22 CFR § 62) and is responsible to ensure that all Exchange Visitors and host institutions meet the federal requirements for participation.” <http://www.ecfm.org/evsp/>

**Postdoctoral Policies** – The University of South Alabama at a minimum follows the postdoctoral policies as outlined by the USA Office of Postdoctoral Education at <https://www.southalabama.edu/departments/postdoctoraleducation>. Duration of stay on a J for postdoctoral programs may not exceed five years. If any USA division has additional policies and guidelines for such please be sure to include such in the letters of offer/invitation. These policies apply to all paid and unpaid guest postdoctoral J-1 Exchanges.

**US Tax Compliance Regulations** - All J-1 Scholars are required to comply with IRS Tax Compliance regulations including filing a return even if there was no income received from a US source while in the US. Additionally, in order to receive payments from the University of South Alabama or any source in the United States Exchange Visitors will be required to provide either a US Social Security Number (SSN) or an Individual Tax Identification Number (ITIN). All payment, reimbursements from the University of South Alabama are subject to a 14-30% withholding tax per US IRS regulations. Tax treaties may also apply if the information is addressed early enough in the process. To determine the applicability of all IRS regulations, consult with the University of South Alabama Foreign Tax Compliance Specialist in Payroll. Do this PRIOR to making any offers, arrangements or payments.

<http://www.irs.gov/businesses/small/international/article/0,,id=96477,00.html> (IRS Tax information for foreign nationals

<http://www.irs.gov/individuals/article/0,,id=96287,00.html> (ITIN information)

<http://www.ssa.gov/online/ss-5.pdf> (US SSN application information)

\*Due to the complexity of US tax regulations the University of South Alabama cannot provide advising on US tax compliance procedures. Scholars will be responsible to file income tax returns **each** year they work in the U.S.

## **APPLICATION STEPS TO HOST A J-1 SCHOLAR**

### **Step 1: Instructions for the J-1 Applicant**

The J-1 applicant should complete Sections 1, 2, and 3 of the Application for J-1 Visiting Scholar and sign the statement at the end of Section 3.

In addition, the J-1 applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 applicant's main passport information page (and the main passport page for each J-2 dependent spouse and/or child(ren) who will accompany the J-1 to the U.S.).
- If the scholar will be supported by personal funding or by funding from an institute or organization other than the University of South Alabama, the scholar must include any necessary financial documentation (award letter, bank statement, salary letter, etc.) and indicate the sources of funding in Section 2. The amount should be at least \$1,500/month for the J-1 applicant and \$750/month for dependent J-2 spouse and/or \$500/month for each dependent child(ren).
- Non-native English speakers and those who are not residents/citizens of countries where English is an official language must provide proof of English Language Proficiency, to be reviewed and approved by the USA host department. Proof of proficiency is a requirement of the US Department of State, and can be shown by any of the following means:
  - Evidence of a recognized English language test results, such as the TOEFL, IELTS, Pearson PTE, Cambridge English Test, TOEIC or CEF.
  - Signed documentation from an academic institution or English language school, verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment.
  - A documented evaluation by the USA host department to be conducted by video teleconference or phone using the form on page 8 of this packet.

### **Step 2: Instructions for the USA Host Department**

After receiving all documents from the J-1 applicant, the department should complete Sections 4 and 5 and submit the entire application for J-1 Visiting Scholar (Sections 1, 2, 3, 4, and 5) along with accompanying proof of English proficiency, financial documentation, passport copies, and Academic Affairs appointment letter or Visiting Scholar appointment letter from the Presidents Office to the Office of Immigration.

Departments must also include a copy of an appointment letter for any incoming J-1 Scholar. The appointment letter is required for both paid and unpaid visiting scholars and professors.

Please submit all of the requested information via email to [immigration@southalabama.edu](mailto:immigration@southalabama.edu). The Office of Immigration must have these materials in order to process your request for your prospective J-1 applicant's immigration documents.

### **Step 3: Office of Immigration**

After receiving all documents from the J-1 applicant and USA host department, as well as the proof of finances, the Office of Immigration will process the DS-2019 Form(s) for the J-1 scholar and for any J-2 dependent(s) in the US Citizenship and Immigration Services SEVIS Database (Student and Exchange Visitor Information System).

Along with the DS-2019(s), the Office of Immigration will prepare a packet for the J-1 Applicant which will include an invitation letter and information about the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information. All documents will be sent via courier at the expense of the department. The department will be asked to submit their FedEx or DHL account or FOAPAL information in Section 4. The department's appointment letter should be sent to the Office of Immigration to include in the packet or to the J-1 applicant separately.

**In accordance with 22 CFR 62.27(c) - Non-Clinical Exchange Programs, I certify that the program in which the invited international scholar will participate is solely for the purpose of observation, consultation, teaching, or research and that no element of patient care will be involved.**

**\*Please allow at least 5 business days for the Office of Immigration to process and prepare all supporting documents. Overall processing time for the scholar to obtain the DS-2019, a J-1 visa, and arrive in the U.S. could potentially take a minimum of 8 weeks.**

**TO BE COMPLETED BY J-1 VISITING SCHOLAR**

**SECTION 1: J-1 VISITING SCHOLAR DEMOGRAPHIC INFORMATION (TYPE OR PRINT CLEARLY)**

**NAME AND RESIDENCE INFORMATION:**

Full Name (as listed in passport): \_\_\_\_\_  
 Family/ Last Name (Surname)                      Given Name (First)                      Middle Name (if any)

Date of Birth (month/ day/ year): \_\_\_\_\_ Gender :  Male     Female  
 (month/day/year - i.e. March 27, 1975)

Place of Birth (required): \_\_\_\_\_  
 City    Country

Citizenship & Residence (required): \_\_\_\_\_  
 Country of Citizenship                      Country of Legal Permanent Residence

Permanent **Home** Address in Home Country: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**CURRENT OR LAST JOB POSITION/ EMPLOYMENT IN HOME COUNTRY (NOT IN THE U.S.):**

Student ► If student:  Graduate student (doctoral or master's) **or**  Undergraduate student (bachelor's)  
 Professor  
 Government Employee ► If government:  Central  State  Regional  Provincial  City  Town/Village  
 ► Position as government employee: \_\_\_\_\_  
 Private Sector/Other (please describe): \_\_\_\_\_

Place of Employment/Study in Home Country (Company or Institution): \_\_\_\_\_

**VISA HISTORY:**

If currently in the U.S., what is your immigration status? \_\_\_\_\_ Expiration Date (Month/Day/Year): \_\_\_\_\_

NOTE: If currently in J-1 Status and transferring to the University of South Alabama, please also complete J-1 Transfer-In Form.

If on a J-1 VISA now or in the last 36 months, please indicate your category (Please Include Copies of Previous DS-2019s):  
 ►  Professor  Research Scholar  Short-term Scholar  Student/Intern  Specialist  Other

Start date of J-1 Status (Month/ Day/ Year): \_\_\_\_\_ through (Month/ Day/ Year): \_\_\_\_\_

Program Sponsor (name/program number found on line 2 of DS-2019): \_\_\_\_\_

If in J visa status, have you applied for a waiver of 212(e), the Two-Year Home Residency Requirement?  YES or  NO

If you have applied for waiver of the 212(e), has it been approved?  YES or  NO (If yes, please include copy of waiver approval)

**SECTION 2: FINANCIAL INFORMATION**

If self-funded or externally-funded, the minimum funding requirement for a visiting scholar is \$1500 per month and \$750 per month for a spouse and \$500 per month for each child. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from the University of South Alabama should be expected after arrival. Additionally, the University of South Alabama will not provide J-1 sponsorship longer than one year at a time for independently-funded scholars; independently-funded scholars must seek an annual extension of their J-1 sponsorship for continuance of their program.

If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	SOURCE OF FUNDING	ASSURED SUPPORT (IN \$USD)
1. University of South Alabama		\$
2. International Organization		\$
3. Home Government		\$
4. Personal Funds		\$
5. Other Source		\$

**SECTION 3: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND/OR CHILD'S J-2 DS-2019)**

FAMILY FINANCIAL SUPPORT: A J-1 scholar must show financial support of \$750 per month for spouse and \$500 per month per child(ren) above the minimum of \$1,500 per month for each J-2 dependent he/she wishes to bring to the U.S. **IMPORTANT NOTE:** DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.

<b>Spouse's Info</b>	Full Name (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Family/Last Name (Surname)</span> <span>Given Name (First)</span> <span>Middle Name (if any)</span> </div>
	Place of Birth (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>City</span> <span>Province/ Territory</span> <span>Country</span> </div>
	Citizenship & Residence (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Country of Citizenship</span> <span>Country of Legal Residence</span> </div>
	Date of Birth: (month/day/year): _____ Spouse's Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
	Spouse's E-Mail Address (required): _____
<b>Child's Info</b>	Full Name (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Family/Last Name (Surname)</span> <span>Given Name (First)</span> <span>Middle Name (if any)</span> </div>
	Place of Birth (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>City</span> <span>Province/ Territory</span> <span>Country</span> </div>
	Citizenship & Residence (required): _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Country of Citizenship</span> <span>Country of Legal Residence</span> </div>
	Date of Birth: (month/day/year): _____ Child's Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
	Child's E-Mail Address (required): _____

NOTE: For additional children, please copy this section and submit as a separate page with the above requested information.

**REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM**

- Copy/Scan of Passport Identification Pages (For yourself and any accompanying dependents)
- Copy/Scan of Appointment Letter, Proof of Financial Support, or Bank Statement
- Copy/Scan of Proof of English Proficiency for non-native English speakers (copy of an official English Test or letter from English language instructor); if applicant has no proof of proficiency, host department must conduct an evaluation using form on page 7.

**IF CURRENTLY IN THE UNITED STATES, ALSO INCLUDE THE FOLLOWING:**

- Copy/Scan of current/ most recent visa stamp, I-94 Card/Arrival Page, and any current/previous DS-2019s, I-20s, I-797 Approval Notices (For yourself and any accompanying dependents)

**I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information and/or research/teaching plans.**

Scholar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE UNIVERSITY OF SOUTH ALABAMA HOST DEPARTMENT**

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 SPONSORSHIP (TYPE OR PRINT CLEARLY)**

Name of Prospective Scholar: \_\_\_\_\_

Category at USA:  Professor  Research Scholar  Short-term Scholar

Indicate field and describe the activity in which the exchange visitor will engage:

Field: \_\_\_\_\_ Sub Category: \_\_\_\_\_  
 e.g. Chemistry; English; History e.g. Inorganic, Organic, Analytical Chemistry; American Lit.

Dates of Intended J-1 Employment: **Begin** \_\_\_\_\_ **End** \_\_\_\_\_  
 month/day/year month/day/year

Title of Scholar's Position at USA: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

USA Host Academic Dept Name and Location (where scholar will work):  
 \_\_\_\_\_

USA Dept Address: \_\_\_\_\_

USA Dept Phone Number: \_\_\_\_\_

Host Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

**By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 Scholar:**

- 1) The department has received an Academic Affairs appointment letter or Visiting Scholar appointment letter from the Presidents Office
- 2) The department and college agree to host the scholar included on this form as a J-1 Exchange Visitor.
- 3) The department will have the J-1 Exchange Visitor **make an appointment to check in with the Office of Immigration by the first day of his/her program start date** so that U.S. government reporting requirements are fulfilled.
- 4) If an extension of program is necessary, the department will provide the scholar with an updated appointment letter and proof of any additional funding **at least two weeks prior to the current program end date.**
- 5) If the Exchange Visitor does not come to the University of South Alabama as expected or will be delayed in arriving, the department will inform the Office of Immigration as soon as possible so that his/her documents can be updated.
- 6) If the Exchange Visitor ends his or her participation in the program earlier than the expected program end date, the department will inform the Office of Immigration so that his/her immigration record can be updated as required by law.
- 7) Upon completion or termination of appointment, the department will inform the Office of Immigration of the Exchange Visitor's departure date by either email or formal letter.
- 8) The department will incur all expenses associated with shipping documents to the J-1 scholar.

**Required Signatures:**

Host Professor/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair/ Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SHIPPING INFORMATION:**  FedEx  DHL  Departmental Shipping Account # \_\_\_\_\_

**Department FOAPAL #** \_\_\_\_\_

In accordance with US Department of State regulations, each J-1 scholar applicant must provide evidence of “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.10(a)(2)].

J-1 scholar applicants who are non-native English speakers or are not resident/citizen of a country where English is an official language must submit either:

- Evidence of a recognized English language test, such as the TOEFL, IELTS, Pearson PTE, Cambridge English Test, TOEIC or CEF, **or**
- Signed documentation from an academic institution or English language school verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment, **or**
- A documented evaluation by the USA host department to be conducted by video teleconference or phone.

**Instructions:** The USA host department professor/supervisor must complete this documentation of English proficiency. Please indicate if the scholar is exempt from testing due to native English ability or residence/citizenship in a country where English is an official language or indicate the method of evaluation used to determine adequate English proficiency.

**SECTION 5: ENGLISH EVALUATION TO BE COMPLETED BY THE HOST SUPERVISOR (TYPE OR PRINT CLEARLY)**

J-1 Scholar’s Name: \_\_\_\_\_

USA Supervisor’s Name: \_\_\_\_\_

USA Supervisor’s Title: \_\_\_\_\_ USA Academic Department: \_\_\_\_\_

Proof of English Proficiency (please check one) :

Scholar is **exempt** because he/she is a native English speaker or is a resident/citizen of a country where English is an **official** language.

Official Test of English Language (please include copy/scan of test score/results)

Check applicable: TOEFL IELTS Pearson PTE Cambridge English Test TOEIC  CEF  Other \_\_\_\_\_

Date of the exam: \_\_\_\_\_ Official Score/Results: \_\_\_\_\_

Does your department consider this score to be sufficient for the scholar’s function on a day-to-day basis?:  Yes  No

Signed documentation from an academic institution or English language school verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment (please include copy of verification).

Evaluation by the host USA Academic Department (If the scholar applicant does not have documentation of English proficiency, the department must conduct an evaluation using the format below)

How was the evaluation conducted?  Teleconference (e.g. Skype)  Telephone Other \_\_\_\_\_

Date of the evaluation: \_\_\_\_\_

1. Evaluate scholar applicant’s spoken language: Elementary Intermediate Upper Intermediate Advanced Proficient

Comments: \_\_\_\_\_

2. Evaluate scholar applicant’s listening skills: Elementary Intermediate Upper Intermediate Advanced Proficient

Comments: \_\_\_\_\_

Does your department consider this scholar’s English to be sufficient to function on a day-to-day basis?  Yes  No

USA Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION 6: J-1 EXPORT CONTROL FORM

### OVERVIEW OF EXPORT CONTROL REQUIREMENT FOR J-1

In support of your request for J-1 sponsorship, the Office of Immigration is required to certify whether or not a license for export controlled technology or technical data is necessary for the exchange visitor being sponsored. To facilitate this requirement, we ask your assistance in completing the questionnaire below. In addition, the Office of Research Compliance and Assurance will review the form and if necessary will confer with the sponsored-individual and appropriate supervisor or administrator to determine whether a license under EAR or ITAR would be required. The license acquisition process would be initiated in parallel to J-1 sponsorship. Any future changes or extensions of the sponsored exchange visitor must also be reviewed for compliance. For more information about Export Control, visit <http://www.southalabama.edu/researchcompliance/index.html>.

PART 1: J-1 EXCHANGE VISITOR INFORMATION AND DEPARTMENT DETAILS	
Exchange Visitor's Name: _____	
Country of Citizenship: _____	Employee's Country of Birth: _____
PI/Supervisor's Name: _____	
School/Division: _____	Department: _____

PART 2: EXPORT CONTROL QUESTIONS	
<p><b>1.</b> Is the nature of the work confidential/proprietary (i.e. the results of the work/research projects <i>are not</i> intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community)?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>2.</b> In the course of his/her employment, do you anticipate that the Exchange Visitor will be provided access to:</p> <p style="margin-left: 20px;">a. Any USA-owned technical data or technology that is considered proprietary or confidential to University of South Alabama?</p> <p style="margin-left: 20px;">b. Any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes U.S. government furnished technical data with dissemination controls or other restrictive markings, as well as ITAR-controlled software, and information restricted under an NDA.</p> <p style="margin-left: 20px;">c. Equipment specifically designed or developed for military or space applications? (See U.S. Munitions List under <a href="#">22 CFR § 121</a>).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO  YES <input type="checkbox"/> NO

Please sign and submit to the Office of Immigration with the J-1 application packet. While we can begin processing J-1 sponsorship with this form, please be aware that the Office of Immigration will send this form for a secondary review to Dusty Layton in the Office of Research Compliance and Assurance, CSAB 120 251-460-6625, [dlayton@southalabama.edu](mailto:dlayton@southalabama.edu).

REQUIRED SIGNATURES	
<p><i>We attest that the information being provided at this time is true. If at this time no export license is required and, during the course of his/her employment at USA, there are any changes to the J-1 Scholar's work that would require a license, we will contact the Office of Research Compliance and Assurance and the Office of Immigration.</i></p>	
<b>PI/Supervisor:</b> _____	<b>Date:</b> _____
<b>Chair/Director or Dean:</b> _____	<b>Date:</b> _____

<input type="checkbox"/> A license for Export Control <u>is not</u> required for this scholar.
<input type="checkbox"/> A license for Export Control <u>is</u> required for this scholar, and that process has been initiated.
<b>Research Compliance Office:</b> _____ <b>Date:</b> _____

## TECHNOLOGY ALERT LISTS & VISA DELAYS

Scholars who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their scholars by providing an additional support letter to clarify what the scholar's research or teaching area is and whether or not it relates to any of the fields on the TAL list below. A sample TAL support letter is provided.

### TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (UAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, superalloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (UAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

**TECHNOLOGY ALERT LIST LETTER EXAMPLE  
FOR SCHOLARS IN SCIENCE, ENGINEERING, OR TECH FIELDS  
[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]**

Date

Dear Consular Officer:

I write on behalf of The University of South Alabama regarding [SCHOLAR'S NAME], who has been invited by the [DEPARTMENT'S NAME] to [CONDUCT RESEARCH/TEACH]. I am a professor and the Department Chair of the [DEPARTMENT NAME], having been employed at The University of South Alabama for \_\_\_ years.

[SCHOLAR'S NAME] is scheduled to begin research in our department on [DATE]. His/her research/teaching duties will include [LIST RESEARCH FOCUS/TITLES OF COURSES TO BE TAUGHT].

[SCHOLAR'S NAME]'s expertise is in [FIELD OF EXPERTISE], and [HE/SHE] will conduct research related to that expertise in addition to [HIS/HER] teaching duties.

Neither [SCHOLAR'S NAME]'s research, which is intended for eventual publication, nor [HIS/HER] field of expertise are found on the Critical Fields List of the Technology Alert List and [HIS/HER] work will not involve matters of national security. As the State Department has recognized, information in the public domain (*e.g.*, widely available to the public), and information presented in an academic course or intended for publication generally is not controlled for U.S. technology transfer control purposes.

We respectfully request that [SCHOLAR'S NAME]'s visa application be reviewed as expeditiously as possible and that a J-1 visa be granted.

Please contact me at [EMAIL ADDRESS] AND/OR [PHONE NUMBER] should you have any questions or require additional information.

Sincerely,

DEPARTMENT CHAIR

## LETTER OF INVITATION GUIDELINES

Standard offers of employment or invitation may or may not adhere to the guidelines for J-1 Exchange Visitors. Remember these letters will be used to show the U.S. Consulate to secure the visa to enter the United States. Please ensure that the letters of invitation/offers of employment are appropriately coordinated through your departments, deans and senior administration to ensure compliance with USA policies.

All letters of invitation must be placed on official letterhead with original signatures of department officials and should include at least the following (note that you may need to vary the letter for the circumstances):

**Please include the following information, as well as any wording required by your unit or the USA administration for non-tenure/non-permanent faculty/staff/postdoc/guest appointments):**

- Name of visitor (as it appears on the passport)
- Name of institution and country the visitor is from
- Visitor's title at home institution and any pertinent background
- Name of Host and Hosting Department
- Nature of the activities here at USA – may be abbreviated, however, should include at a minimum the nature of the position held and any details related to research, work to be done, etc.
- Duration of stay – what is the proposed first day of arrival and last date of participation (if not flexible state such) - Please **avoid** arrivals during major holidays or break periods the university observes. It is understood that scheduling can be difficult; however, arrival during university closure or major holiday can cause complications in checking in for US immigration compliance purposes, USA administrative purposes, etc.
- Funding available and the source of such funding (note the minimum funding requirement for J-1 Exchange visitors in the instructions).
- A statement signifying the requirement that they provide upon arrival/check-in at USA proof of insurance for themselves **and** any accompanying dependents as mandated by the U.S. Department of State regulations. If insurance benefits will not be offered in their stipend or salary, they must purchase the USA J-1 scholar policy upon arrival.
- Any statements as to restrictions of access related to Office of Research Compliance and Assurance policies.
- USA departmental policies that apply to the Exchange Visitor – faculty or staff handbook, postdoctoral guidelines, etc. include web links and copies if at all possible of such policies.
- A statement that the Exchange Visitor is required to comply with all US immigration compliance regulations including providing documentation as required demonstrating proof of eligibility to work in the U.S., as required.
- Any benefits (leave policies, access to insurance, work schedule, etc.)
- Special needs – transportation, accessibility, etc.
- Details on housing arrangements
- Airport pick-up arrangements
- Any proposed payments, reimbursement of expenses, travel to conferences, etc.
- US IRS foreign tax compliance information – verify wording with Payroll Alien Tax Compliance Specialist
- USA office space, equipment, lab, and/or library privileges, computer/internet access, email access, recreation center access, etc. and any associated costs.

**If no USA funding, benefits, office space, or other will be provided to the scholar while at USA, please let the scholar know in your offer letter. Please send a copy of the offer letter to the Office of Immigration with the J-1 Scholar Application Packet.**

## J-1 EXCHANGE VISITOR PROGRAM: ACADEMIC AND GOVERNMENT CATEGORY INCIDENT REPORTING RUBRIC

This reporting rubric should be used by Department of State–designated Exchange Visitor Program sponsors as a general guideline for reporting incidents involving J-1 exchange visitors to the U.S. Department of State pursuant to 22 CFR 62.13(d). The examples provided below are not meant to be exhaustive (e.g., there may be other serious situations, not listed below, that have or could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute). Sponsors can download an incident report form here: <http://j1visa.state.gov/wp-content/uploads/2015/04/AG-Incident-Report.pdf>) and should email the form to the Office of Private Sector Exchange Administration’s Academic and Government (OPA-AG) unit at: [AGalert@state.gov](mailto:AGalert@state.gov). An incident report form is preferred in all situations, but an e-mail regarding an evolving situation, to be followed later by an incident report, is acceptable.

### Nature of Incident or Allegation

- Exchange Visitor Death
- Exchange Visitor Missing
- Exchange Visitor Serious Illness or Injury (e.g., brain injury, severe burn, major surgery, communicable disease, serious mental health incidents, any condition requiring hospitalization of 48 hours or more, etc.)
- Litigation (related to a sponsor’s exchange visitor program, in which sponsor or an exchange visitor may be a named party)
- Incident Involving the Criminal Justice System (e.g., arrest, charges, law enforcement, etc.)
- Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment or abuse)
- Negative Press involving a sponsor’s exchange visitor program
- Foreign Government Involvement (including embassy officials)
- Other Situations Impacting Exchange Visitor Safety (e.g., natural disasters, civil unrest, outbreaks of violence)

### Report Incidents within One Business Day

**22 CFR 62.13(d) *Serious problem or controversy.*** Sponsors must inform the Department of State on or before the next business day by telephone (confirmed promptly in writing by facsimile or email) of any investigations of an exchange visitor's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute, including any potential litigation related to a sponsor's exchange visitor program, in which the sponsor or an exchange visitor may be a named party.