

## INVITING A J-1 EXCHANGE VISITOR: Host Department Responsibilities

### The J-1 Exchange Visitor Program

The J-1 Exchange Visitor Program is administered by the U.S. Department of State to foster global understanding through educational and cultural exchanges. The University of Akron is authorized to host Exchange Visitors in the following categories: **Short-Term Scholar, Professor, Research Scholar, Student, and Student Intern**. The Exchange Visitor must intend to return home upon completion of the educational objective. For more information, see [j1visa.state.gov](http://j1visa.state.gov). For specific information about hosting a Student Intern, please see the **Inviting a J-1 Student Intern** packet.

Before requesting a DS-2019 to invite a J-1 scholar to your department, please familiarize yourself with the Host Department Responsibilities below. Contact the International Center (330-972-6349) if you have any questions.

#### Before the scholar arrives:

1. Start the process at least 4 months in advance of the scholar's expected arrival date. The International Center will do its best to accommodate and expedite requests when needed, but the scholar may face delays with visa issuance and/or travel plans.
2. Follow the steps below before sending an invitation letter to the scholar:
  - a) Host professor determines that the scholar has the appropriate academic credentials (at least a bachelor's degree in a related field).
  - b) Host professor obtains approval from Chair/Director to invite the scholar.
  - c) Host professor drafts invitation letter based on J-1 guidelines.<sup>1</sup>
  - d) Host professor completes pages 4 & 5 of **Request for Form DS-2019**. Host professor must obtain adequate proof of the scholar's English language proficiency (per J-1 regulations) at this stage. If the host department is using the *documented interview* method, conduct the interviews using the English Language Proficiency Interview Form (available at [https://uakron.edu/international/forms/docs/j1-docs/English\\_Language\\_Proficiency\\_Interview\\_Form.pdf](https://uakron.edu/international/forms/docs/j1-docs/English_Language_Proficiency_Interview_Form.pdf))
  - e) Host department creates **HR documents**. For a scholar financially supported by a source other than UA, this will be a zero-pay **Personnel Action Form (PAF)**. For a scholar paid by UA, this will be a **Position Request (PR)** (and Search Waiver, if needed).
  - f) Host department fills out the **Visiting Scholar Agreement (VSA)** template (available at <https://uakron.edu/international/scholars/agreement>) and submits it to the Chair/Director for review, along with the PAF or PR.

<sup>1</sup> If the scholar will be paid by UA, please contact Robyn Brown ([rkb@uakron.edu](mailto:rkb@uakron.edu)) for a template. For all other J-1s, the letter must include:

- employer name and address;
- expected start and end dates of the position;
- scholar's anticipated duties;
- number of hours per week the scholar is expected to engage in research/scholarly activities;
- how the scholar will be funded (e.g., by the home university or government);
- other compensation and benefits.

- g) Chair/Director reviews all documents and signs:
    - i. PAF or PR,
    - ii. Page 4 of Request for Form DS-2019,
    - iii. Page 3 of VSA, and
  - h) Host department forwards the **VSA** and **PAF or PR** to the Dean for signatures. Ensure that Dean signs Exhibit B of the VSA in addition to page 3.
  - i) Host department or Dean's office forwards the **Request for Form DS-2019, VSA** (including all Exhibits) and **PAF or PR** to the International Center. The International Center will pass the VSA to the Office of General Counsel when needed, then obtain the signature of the VP of Research.
3. After the Visiting Scholar Agreement has been signed by all UA parties:
- a) The International Center sends a copy of the **VSA** and **PAF or PR** to the host department and HR.
  - b) The host department sends the following documents to the scholar:
    - a. **VSA** (including all Exhibits), and
    - b. Pages 7-9 of the **Request for Form DS-2019**.
  - c) Scholar signs VSA and obtains signatures from home institution (if employed by or a student at a home institution) on the VSA (including Exhibit B).
  - d) Scholar completes pages 7-9 of Request for Form DS-2019 and attaches supporting documents.
  - e) Host department sends the completed **VSA** to the International Center, along with the completed pages 7-9 of the **Request for Form DS-2019** and all supporting documents.
  - f) International Center will e-mail the host professor when the Form DS-2019 has been issued, with a reminder about host department responsibilities.
4. When Form DS-2019 is ready:
- a) The International Center ships Form DS-2019 to the scholar by DHL, FedEx, or UPS, and sends welcome information to the scholar by email.
  - b) Visiting scholar pays SEVIS fee (\$220), visa application fee (\$160), and applies for visa.
  - c) Host department informs International Center if the scholar's arrival is delayed or the scholar decides not to come to UA. If the scholar is delayed, an updated PAF and [Change of Dates Addendum](#) to the VSA will need signatures from all parties before the International Center prepares an updated DS-2019.

**After the scholar arrives, the host department must:**

- 1. Ensure that the scholar does not begin his or her scholarly duties until the start date on the Form DS-2019 has been reached.
- 2. Ensure that the scholar schedules an in-person immigration check-in and orientation at the International Center. This should occur as soon as possible, but no later than 30 days after the program start date on the DS-2019.
- 3. Encourage the scholar to participate in opportunities for cultural exchange along with his or her academic activities.
- 4. Comply with ongoing reporting requirements to the International Center:
  - a) Inform the International Center immediately if the department intends to terminate the scholar's program before the end date on the scholar's Form DS-2019. Such intention must be communicated before taking action to terminate the program.
  - b) Request approval from the International Center before the scholar:
    - i. Changes job duties or departments within UA;

- ii. Conducts activities at a site other than the primary site listed on the Form DS-2019;
  - iii. Changes supervisors; and/or
  - iv. Participates in off-campus lecture or consultation for which the scholar will receive remuneration.
- c) If the department wishes to extend the scholar's program, submit an [Extension Addendum](#) to the VSA and "change" PAF at least 2 weeks prior to the program end date listed on the Form DS-2019. The International Center will follow up with the scholar to obtain any additional supporting documents, such as proof of insurance for the extension period.
- d) Report to the International Center within 24 hours any incident specified on the "J-1 Exchange Visitor Incident Reporting Rubric," available at <https://uakron.edu/international/scholars/>. If you need to report an incident outside normal business hours, contact Robyn Brown at 330-703-8703 or [rkb@uakron.edu](mailto:rkb@uakron.edu).

### Exchange Visitor Program Categories

Category	Description	Duration of Stay
<b>Professor</b>	An individual whose primary purpose is teaching, lecturing, observing, or consulting on a non-tenure track appointment. Participation in departmental research is permitted.	<b>5 years maximum</b> , including time spent at another institution in J-1 status.
<b>Research Scholar</b>	An individual whose primary purpose is conducting research, observing, or consulting in connection with a research project under the supervision of UA faculty. A research scholar also may teach or lecture.	Individuals who have had J-1 or J-2 status (e.g., Student) longer than six months within the <b>past 12 months</b> are ineligible for the Professor or Research Scholar categories, unless the individual was a Short-Term Scholar.  Individuals in J-1 or J-2 status in the Professor or Research Scholar category within the <b>past 24 months</b> are ineligible for a new Professor or Research Scholar program.
<b>Short-Term Scholar</b>	An individual who is a professor, research scholar, or person with similar education or accomplishments who enters for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.	<b>6 months maximum</b> . No extension of stay beyond 6 months.

### Class Observations

A visiting scholar may audit or enroll part-time in courses for credit, but the scholar or sponsoring organization will be responsible for paying the tuition and fees, unless the scholar is eligible for tuition remission as a paid UA employee. If the department intends to have the scholar observe American teaching methods by visiting an occasional class meeting, the department must first receive approval from the course instructor(s), Chair/Director, Dean(s), and Office of Academic Affairs.

### Important Information about J-2 Dependents (Spouse and/or Children)

Children only qualify for J-2 status if they are under 21 years old. J-2 dependents may not engage in research or teaching that benefits UA unless they have received employment authorization from U.S. Citizenship and Immigration Services, for which processing typically takes 3 months or more. J-2 dependents that wish to take classes at UA must apply, enroll, and pay tuition (unless they qualify for tuition remission).

International Center, Simmons Hall 205  
The University of Akron, Akron, Ohio 44325-4724

**Request for Form DS-2019 for J-1 Scholar/Professor**

**UA Host Department:** Complete pages 4–5 of this application packet.

**Exchange Visitor:** Collect the supporting documents listed on page 7, and complete pages 8–9 of the application. Submit the packet, including supporting documents, to your host department.

**Part I. Information about UA Host Department**

Host Department					
Host Supervisor's name		Title			
Department Contact Name		Title			
Phone	(330)	Email	@uakron.edu	Zip +4	

**Part II. Purpose and Category**

This form is being completed for: **(check all that apply)**

1.  Initial DS-2019 – the applicant is overseas and will be applying for a U.S. visa abroad
2.  Initial DS-2019 – the applicant is in the U.S. in another immigration category and will apply for change of status\*
3.  The applicant is currently in J-1 status at another U.S. institution and will transfer to UA\*

The Exchange Visitor (EV) category will be:

1. Short-term scholar
2. Professor
3. Research scholar

Please carefully consider the description, program length, and limitations regarding each category (see page 3 of this application packet). For information about J-1 Student Interns, contact Robyn Brown at 330-972-6798.

*\*Additional documentation will be required for transfers and changes of status – contact the International Center for details.*

Name of EV	(Family)	(First)	(Middle)	
Position Title		Academic Field	CIP Code	<a href="https://nces.ed.gov/ipeds/cipcode">https://nces.ed.gov/ipeds/cipcode</a>
Name of Current Employer/College				
Appointment Dates at UA	(from)	(to)	Hours per week	
Major activity at UA				
Street Address of EV's Primary Site of Activity at UA				
Will the position be funded, in part or in whole, directly or indirectly, by the EV's home government or the U.S. government (e.g., National Science Foundation grant)? If yes, describe:				

**Part IV. Signatures**

*By signing below, you are indicating that you have read and are familiar with the Host Department Responsibilities on pages 1-3.*

Host Supervisor's Signature		Date	
Host Department Chair/ Director's Signature		Date	

## ENGLISH LANGUAGE PROFICIENCY VERIFICATION FORM

In order to participate successfully in the program and to function on a day-to-day basis, a J-1 Exchange Visitor must have sufficient proficiency in the English language, which must be "determined by an objective measurement of English language proficiency" [22 CFR 62.10(a)(2)].

The International Center accepts the following as "objective measurements of English language proficiency":

- Score report from an English language test issued within 2 years indicating the following minimum score: IELTS (5.5) or TOEFL (60) ; or
- Signed documentation from an academic institution in an English-speaking country or a school with an accredited ESL program; or
- Documented interviews conducted in English by at least two professors from the UA host department by videoconferencing, or by phone if videoconferencing is not a viable option. (**See J-1 Scholar Interview Sheet.**)

In order to be in compliance with these provisions, the host department requesting the form DS-2019 from the International Center must **submit the supporting documentation** verifying English language proficiency.

**Host Supervisor's Affirmation:** I confirm that the Exchange Visitor (name) \_\_\_\_\_ has sufficient English language proficiency to succussfully participate in the program at UA and funciton on a day-to-day basis in the United States.

J-1 Exchange Visitor's Supervisor at UA:

Printed Name

Signature

Date

## EXPORT CONTROL COMPLIANCE ATTESTATION

This attestation should be completed by the individual who will be supervising the J-1 Exchange Visitor, or who is otherwise knowledgeable about the Exchange Visitor's intended work. For information about Export Control Compliance, see "Information about Export Control Compliance" on the following page.

Name of Exchange Visitor: \_\_\_\_\_

Exchange Visitor's Country of Citizenship: \_\_\_\_\_

With respect to the technology or technical data The University of Akron will release or otherwise provide access to the Exchange Visitor, the signator certifies that he or she has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and has determined that:

- 1. A license **is not required** from either U.S. Department of Commerce or the U.S. Department of State to release such techonology or technical data to the foreign person; or
- 2. A license **is required** from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the Exchange Visitor and the petitioner will prevent access to the controlled technology or technical data by the Exchange Visitor until and unless the petitioner has received the required license or other authorization to release it to the Exchange Visitor.

By signing, I affirm that I am familiar with the details of the Exchange Visitor's work while at The University of Akron and hereby affirm that the contents of the foregoing are true, to the best of my knowledge, information, and belief. I further understand that failure to accurately complete this certification can result in U.S. government export control violations for which civil and criminal penalties can be assessed against any individual found to have caused or facilitated a violation, and/or against The University of Akron.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Compliance with Export Control Regulations and Trade Sanctions

All transfers of research materials, software, or data must comply with export control and trade sanction regulations. It is important to be aware of these laws because violations of export controls and trade sanctions can result in institutional, civil, and criminal penalties. The following is a brief summary of these restrictions.

### Export Control Regulations

Export controls are federal laws that regulate the export of sensitive technologies, equipment, software, biological agents, and related data and services. The regulations are intended to restrict the use of and access to controlled information, goods, and technology for reasons of national security or protection of trade. If an item or information is subject to export control, the Export Administration Regulations (EAR), 15 C.F.R. Parts 770-774, and the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120-130, may require U.S. persons to seek and receive authorization from the U.S. Government before exporting that information, goods or technology to a foreign country. Most research conducted within The University of Akron is "fundamental research" and exempt from export control requirements. Fundamental research includes basic or applied research in science and/or engineering at an accredited institution of higher learning in the U.S. where the resulting information either is ordinarily published and shared broadly in the scientific community or where the resulting information has been or is about to be published.

Read the Office of Research Administration's Export Control Statement at [https://www.uakron.edu/research/ora/docs/ORA-00-05\\_Export\\_Control\\_Statement.pdf](https://www.uakron.edu/research/ora/docs/ORA-00-05_Export_Control_Statement.pdf).

If you have questions about whether an export license is required, please refer to:

- **Export Administration Regulations (EAR)** – the regulations prohibit unauthorized export of commodities, software, and technologies on the Commerce Control List (CCL); items to restricted parties on the Entity and Denied Persons List; and items for nuclear, missile/rocket, and chemical/biological weapons use.

<https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>

- **Bureau of Industry and Security (BIS)**, U.S. Department of Commerce <https://www.bis.doc.gov/>

- **International Traffic in Arms Regulations (ITAR)** – these regulations prohibit the unauthorized export or brokering of defense articles and defense services

[https://www.pmddtc.state.gov/ddtc\\_public?id=ddtc\\_kb\\_article\\_page&sys\\_id=%2024d528fddbfc930044f9ff621f961987](https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=%2024d528fddbfc930044f9ff621f961987)

- **Directorate of Defense Trade Controls (DDTC)**, U.S. Department of State

[https://www.pmddtc.state.gov/ddtc\\_public?id=ddtc\\_public\\_portal\\_homepage](https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_homepage)

The technology and technical data that are controlled for release to foreign persons are identified on the **EAR's CCL** and the **ITAR's U.S. Munitions List (USML)**.

The **CCL** is found at 15 CFR Part 774, Supp. 1: <https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl>

Prohibited items may include encryption technology, lasers, navigation equipment, material processing equipment, and other items that do not initially appear to be particularly sensitive.

The **USML** is at 22 CFR 121.1, available at <https://www.ecfr.gov/>

### Economic and Trade Sanctions

Current lists of targets of these regulations are maintained by the U.S. Office of Foreign Assets Control (OFAC). Trade sanctions may prohibit activities such as transfer of items and services to sanctioned nations. See here for a summary of sanctions programs and here for the Specially Designated Nationals and Blocked Persons List (SDN). Transactions with any entity, group, or individual on the SDN list are prohibited unless licensed by OFAC.

Destinations currently subject to the most comprehensive U.S. restrictions include Cuba, Iran, North Korea, Syria, and the Crimea region of Ukraine.

Congratulations on being invited to join the Exchange Visitor program at The University of Akron (UA). We are looking forward to your arrival. To ensure that your application is processed quickly, we have provided a checklist for all the items you need to submit in order to receive your DS-2019.

## **DS-2019 APPLICATION CHECKLIST**

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- Visiting Scholar Agreement, signed by Exchange Visitor and Home Institution.
- Financial document, if funded by source other than UA. *Attach certified English translation, if needed. The financial document must be dated within 1 year of the exchange program's intended start date.*
- Proof of English Language Proficiency (such as TOEFL score). If the host department has conducted interviews, the host department will submit the English Language Proficiency Interview Sheets.
- Copies of previous DS-2019(s), if any.
- Copy of resume/CV or proof of degree conferral indicating the completion of a Bachelor's degree (minimum) in a related field -- *with certified English translation, if needed.*
- Copy of biographic (photo) page of Exchange Visitor's passport
- If requesting a DS-2019 for a J-2 dependent, attach proof of relationship (e.g., marriage or birth certificate with certified English translation) and copy of the dependent's passport.

PLEASE SUBMIT THESE MATERIALS TO YOUR HOST DEPARTMENT

**Part I. Information about the Exchange Visitor**

Name	(Family)	(First)	(Middle)
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	City/Country of Birth
Email			
Home Country Address			
Country of Citizenship	Country of Permanent Residence		
Position and Title in Home Country			
Name of Home Country Employer			
Sector of Home Country Institution	<input type="checkbox"/> Government <input type="checkbox"/> Academic Community <input type="checkbox"/> Private Sector <input type="checkbox"/> Other		
If government, what type:	<input type="checkbox"/> Central <input type="checkbox"/> State/Regional/Provincial <input type="checkbox"/> City/Town		
U.S. Address (if applicable)			
<input type="checkbox"/> Check here if you have previously visited the U.S. If checked, please explain, and indicate your visa status at that time.			
<input type="checkbox"/> Check here if you have applied for a waiver of the two year home country physical presence requirement			

**Part II. Immigration Information** (to be completed if the EV is in the U.S.)

Date of Last Arrival	I-94 Number	Current Nonimmigrant Status
SEVIS ID No (if available)	Expiration Date of Your Passport	

**Part III. Family Member Information** (if accompanying EV to the U.S.) *Children must be below age 21 to qualify for a J-2 visa*

Relationship	Name (Family, First, Middle)	City of Birth	Country of Birth	Date of Birth	Gender

If any family member you wish to bring has a different country of citizenship or permanent residence than that of their country of birth, please indicate that here: \_\_\_\_\_



**Part IV. Funding Information**

During the period of appointment, financial support for this visitor will be provided by one or more of the following. Funding in U.S. DOLLARS (USD), should be entered as a total for the entire period of stay, not "\$500/month."

- The University of Akron: \$ \_\_\_\_\_
- U.S. Government Agency(ies): \$ \_\_\_\_\_  
Name of agency(ies) \_\_\_\_\_
- The Exchange Visitor's Government: \$ \_\_\_\_\_
- International Organization(s): \$ \_\_\_\_\_  
Name of organization(s) \_\_\_\_\_
- Other Organization(s): \$ \_\_\_\_\_  
Name of organization(s) \_\_\_\_\_
- Personal Funds\*: \$ \_\_\_\_\_

Current minimum funding levels are **\$1750 per month** for the J-1 scholar and **\$393 per month** for each dependent. **Written**, detailed evidence of financial support is required (e.g., an offer letter from UA, a letter from the home institution or home university).

\*Proof of personal/family funding will only be accepted as proof of funding for dependents. Scholars must be funded by The University of Akron, a government agency, and/or an organization.

**Part V. Insurance Statement**

**Please read and sign the following statement:**

I understand that during my period of appointment at The University of Akron as a J-1 Exchange Visitor, I must comply with the Department of State (DOS) regulations. The requirements are explained at <https://j1visa.state.gov/sponsors/how-to-administer-a-program/> (select "Insurance"). **I agree to purchase health insurance for myself and, if applicable, my accompanying J-2 dependents (spouse and children) throughout the duration their J-2 records are "Active" in SEVIS**, even if my accompanying dependents are not in the U.S. I will supply proof of this insurance to the International Center upon arrival. I understand that willful failure to comply with this requirement will result in **termination** from the Exchange Visitor Program at The University of Akron.

Exchange Visitor's Signature		Date	
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