



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

J-1 PACKET - INTERNATIONAL VISITING SCHOLAR

02-04-60 HR ASSIGNMENT CATEGORIES

All International Exchange Visitors who will be appointed in the 02, 04 or 60 Job Assignment Category must go through the **UAB Office of the Provost's international visitor clearance process – if you have not completed this process**, please email internationalead@uab.edu to begin.

More information about the international visitor clearance process can be found on the **International Education [webpage](#)**.

OVERVIEW OF J-1 PROGRAM

The Department of State's J-1 Exchange Visitor (EV) Program allows UAB to offer foreign nationals temporary opportunities to participate in educational and cultural programs in the US and to return to their home country to share their experiences. **The J-1 visa is not an "employment visa,"** although employment is allowed pursuant to the visitor's temporary research opportunities and objectives in the US.

ISSS Role – ISSS is responsible for issuing the Certificate of Eligibility for J Status, known as Form DS-2019. This document is required to apply for a J-1 visa stamp at a US embassy/consulate in order to be able to enter the US. **ISSS does NOT issue visas.** The EV is responsible for requesting a visa appointment abroad at a US embassy or consulate in their home country.

Length of Stay – EVs can remain in the US for a minimum of 3 weeks to up to a maximum of 5 years, depending on funding and research objectives. ISSS will issue a Form DS-2019 reflecting a length of stay comporting with UAB HR requirements for the 02/04/60 categories. Form DS-2019 can be extended as needed for up to 5 years.

Costs – There are several expenses associated with the J-1 process, including the initial Office of the Provost processing fee (\$350), English proficiency test (\$75), SEVIS fee (\$220), and visa application fee (\$160). There is no fee for ISSS to issue a Form DS-2019. Federal immigration regulations do not require the inviting department to pay any of these fees—all can be assessed to the incoming exchange visitor (EV).

Timing – **Both the department chair and faculty member responsible for inviting the EV to UAB.** Please complete the international visitor clearance process and email this form **as early as possible—at a MINIMUM two (2) months before the EV's scheduled arrival date**—to minimize delays the visitor's arrival on campus. If a Department of State Consular Officer selects the EV for administrative processing during the visa interview, based on the sensitive nature of the research field, particular skills, country of origin, or other subjective factors, expect an **additional 6-8 weeks** of delay while the Department of State conducts its background check.

Special considerations for transfer – If the EV you wish to appoint is currently *already in the US* in J-1 status at another institution, please notify ISSS so that we can coordinate transfer of the SEVIS record to UAB in a timely manner.

Additional Considerations

- **Dependents** – J-2 dependents of J-1 EVs are **NOT** allowed to "volunteer" with UAB to perform any duties for which a US worker would otherwise be paid. "Work" means any activity for which an individual would normally be paid, and any activity from which UAB benefits. J-2 dependents are eligible to apply for their own work authorization from USCIS and can be hired **after** receiving an EAD card in the mail.



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- Foreign Medical Graduates – **UAB's J-1 Exchange Visitor Program is not intended for visitors wishing to pursue medical training.** The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsoring agency that can issue a Form DS-2019 to a foreign medical graduate who wants to pursue medical training (residency or fellowship) in the US.

Under no circumstances should an EV whose objective is to pursue medical training enter the US on a DS-2019 issued by UAB. Please see the [J-1 Physicians](#) page for more information about the immigration process for residency and/or fellowship training.

*Please complete this form entirely, review the list of additional supporting documents (page 9) carefully and **upload this document to the applicant folder in Box** (link or invitation sent by ISSS), along with scanned copies of any potential additional documents listed on page 9.*



DEPARTMENT PART
To be completed by UAB Department

SECTION 1: APPOINTMENT DETAILS

Exchange visitor's (EV) name

Last/Family Names

First/Given Names

Start date of appointment

MM DD YYYY

End date

MM DD YYYY

This form must be completed a minimum of 2 months before the listed start date. The date listed should be the actual start date at UAB. Please encourage the EV to arrive in the US **before** the listed start date (arrival is authorized up to 30 days before) to complete HR paperwork, sort out housing, and accomplish personal/bureaucratic tasks to begin research on the effective date.

HR Assignment Category – you can learn more about each category on [UAB HR webpage](#) (please check the appropriate box)

- ☐ 02 Temporary (employees do not accrue vacation, holidays, or sick time. Are eligible for UAB benefits)
- ☐ 04 Irregular (employees are not eligible for any UAB benefits or privileges of employment)
- ☐ 60 Volunteer (if UAB will NOT pay any amount of money to the EV)

HR Position Title (please check the appropriate box):

- ☐ Visiting Scientist (if the EV holds a PhD or MD)
- ☐ Scholar (if the EV holds a bachelor's or master's degree)
- ☐ Other, please specify _____

PI/faculty/other individual responsible for supervising EV: _____

Nature of EV's appointment at UAB (please tick all applicable):

Teach ☐

Conduct research ☐

Participate in observations ☐

Engage in clinical work/patient contact ☐

Other (specify) ☐ _____

SECTION 2: FINANCIAL SUPPORT

Many federal agencies are increasingly scrutinizing the source of research funding, and UAB is committed to transparency with this information.



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Will the EV receive any financial support from UAB?

Yes ☐

No ☐

If yes, please indicate the **EXACT SOURCE AND AMOUNT** of that funding (e.g., state funds, NIH grant, private grant, etc.)

If no, please indicate how the EV will be supported while in the US:

SECTION 3: CULTURAL EXCHANGE CONSIDERATIONS

Despite passing the English Language Proficiency Test, if the EV's English proficiency is found to be lacking during ISSS orientation, will the department ensure English enrichment opportunities through the Learning Resource Center and/or free Community English Classes offered through the UAB School of Education?

Yes ☐

No ☐

Will the EV be included in departmental activities such as happy hours, field trips, athletic events, lunch meetings, or other opportunities to participate in American research culture?

Yes ☐

No ☐

SECTION 4: AUTHORIZATION AND ATTESTATION

I accept responsibility for the accuracy of the information on this form, for sponsoring the EV at UAB, and for reporting the EV's departure and/or termination from UAB to ISSS. **I am responsible for informing ISSS when the EV's physical lab location, source or level of financial support, or research objective change.** Finally, I understand that the primary purpose of the J-1 visa is for educational and cultural exchange, and I will abide by all Department of Labor regulations and UAB HR policies governing hours worked and wages earned pursuant to the EV's research opportunity.

Faculty Sponsor Signature

Faculty Sponsor Name (printed/typed)

Date _____

Sponsoring school: _____ Sponsoring department/division: _____



APPLICANT PART
To be completed by international applicant

SECTION 1: BIOGRAPHICAL INFORMATION – as it appears on your passport

Name _____
Last/Family Name First/Given Names

Married ☐ Single ☐

City of birth _____ Country of birth _____

Country of legal permanent residence _____ Country of citizenship _____

Permanent residential address in home country:

Street Name and Number / district if any Apartment Number

City State/Province (if any) Postal Code


Current personal email address _____ Current phone number _____

SECTION 2: IMMIGRATION HISTORY – please answer all questions

Are you currently at another US institution in J-1 status and transferring to UAB? Yes ☐ No ☐

If yes, please include a copy of your most recent form DS-2019 (see supporting documents below)

Are you currently in the US? Yes ☐ No ☐

 If yes, what is your current immigration status? _____

Have you ever been issued a Form DS-2019 by UAB or any other institution within the past two (2) years? Yes ☐ No ☐

Have you applied for a J-1 waiver? Yes ☐ No ☐

 If yes, have you received the Dept. of State recommendation letter? Yes ☐ No ☐

Have you applied for a green card? Yes ☐ No ☐

SECTION 3: FINANCIAL SUPPORT

Indicate the annual amount of financial support you will receive from each of the following sources. **You must show at least \$2,000 per month / \$24,000 per year in funding for yourself, AND an additional \$5,000 per year per dependent for your spouse and each child under age 21 who will join you in the US in J-2 status.**

	AMOUNT
1. UAB (<i>i.e.</i> , on UAB payroll, even if funds come from a federal agency)	\$ _____
*2. US government agency paying you directly	\$ _____
*3. International agency/organization	\$ _____
*4. Your home government	\$ _____
*5. Binational Commission of your home country	\$ _____
*6. Other organization(s) providing support	\$ _____
*7. Your personal funds (<i>immediately available to you</i>)	\$ _____

(*For 2, 3, 4, 5, 6, and 7, attach **PROOF** of such funds in the form of letters from sponsoring organizations, **current bank statements (less than 6 months old) showing balance and liquidity of funds**)

Please inform ISSS immediately of any change in financial support while at UAB.
Email iss@uab.edu

SECTION 4: J-2 DEPENDENTS

If any dependents (i.e., spouse or children under age 21) will accompany you to the US and stay with you the entire time, please provide the information below. If not, if they only want to visit you, they may not need a J-2 visa, please contact ISSS for more detailed information

For spouse: _____ Male ☐ Female ☐
 Last/Family Name First/Given Name(s)
 Date of birth (month/day/year) _____ City and Country of birth _____
 Country of citizenship _____ Country of permanent residence _____

For 1st child: _____ Male ☐ Female ☐

_____ Last/Family Name _____ First/Given Name(s) _____

Date of birth (month/day/year) _____ City and Country of birth _____

Country of citizenship _____ Country of permanent residence _____



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For 2nd child: _____ Male ☐ Female ☐
Last/Family Name First/Given Name(s)
Date of birth (month/day/year) _____ City and Country of birth _____
Country of citizenship _____ Country of permanent residence _____

For 3rd child: _____ Male ☐ Female ☐
Last/Family Name First/Given Name(s)
Date of birth (month/day/year) _____ City and Country of birth _____
Country of citizenship _____ Country of permanent residence _____

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Please see page 9 for a list of potential additional required documents



J-1 Acknowledgement Form

The J-1 Program is designed as an **Exchange Visitor program**, which means that the objective 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.*" J-1 Exchange Visitors are expected to return to their home country at the end of their program to share the knowledge acquired in the US.

I understand that I have been invited to UAB to perform a specific research program in a specific physical location with a specific supervisor.

I understand that I am not authorized to perform any duties during my stay at UAB other than those described in the offer/invitation letter I received from my UAB sponsor.

I understand that I must attend a mandatory international orientation session with ISSS within the first week of my arrival at UAB to learn more about my rights and responsibilities as a J-1 Exchange Visitor.

I understand that if I decide to return home before the scheduled end of my research opportunity, transfer to another US institution, or change labs within UAB, I must give sufficient notice to my supervisor. I understand that standard professional courtesy in the US is to give my supervisor at least 30 days' notice if I intend to leave UAB or change labs within UAB.

I understand that *I alone* am responsible for:

- a) **Complying with all federal laws and regulations, including those of the United States Department of State's Student and Exchange Visitor Program (SEVP), which govern my stay in the US.**
- b) **Maintaining my lawful immigration status by not engaging in inappropriate activities.**
- c) **Notifying ISSS staff of any changes in my physical lab location, home address, or insurance coverage within 10 calendar days; and**
- d) **Notifying ISSS staff of any changes in my financial support during my stay at UAB.**

I understand that the Board of Trustees of the University of Alabama (*i.e.*, UAB), its faculty, staff, agents, and employees—including ISSS staff—**will not** be liable for any difficulties I may experience resulting from my failure to maintain proper lawful immigration status.

VERIFICATION OF UNDERSTANDING. By signing below, I verify that I have read this document and understand its contents. Since it is my responsibility to maintain lawful immigration status in the United States, I hereby release and hold harmless the Board of Trustees of the University of Alabama, its faculty, staff, agents, and employees—including ISSS staff—from any claim that could result from my failure to maintain lawful immigration status in the United States.

Signature

Date

Print Name



ADDITIONAL SUPPORTING DOCUMENTS

Please read the chart below **CAREFULLY** and upload ALL relevant documents to Box, along with this form.

<u>Who?</u>	<u>Current situation</u>	<u>Documents required</u>
Primary applicant (you)	Everyone	<ul style="list-style-type: none"> • <u>If self-funded</u> – most recent bank statement – less than 6 months old
	Anyone currently <u>in</u> the US – <i>please provide these additional documents</i>	<ul style="list-style-type: none"> • If you are already in the US in J-1 status and are transferring to UAB – completed International Scholar Transfer Clearance Form
Dependents (spouse and child(ren) under age 21) Only if they intend to accompany you for the duration of your program If not, please contact ISSS for further advice.	All dependents	<ul style="list-style-type: none"> • Current passport(s) biographical page(s) • Marriage certificate for spouse (<i>with certified English translation</i>) • Birth certificate(s) or adoption certificate(s) for child(ren) (<i>with certified English translation</i>) • Proof of health insurance – UPON ARRIVAL IN US
	Dependents who are currently <u>in</u> the US – <i>please provide these additional documents</i>	<ul style="list-style-type: none"> • Previous immigration documents (I-20s, DS-2019s, I-797 approval notice(s), etc.) • US visa stamps • Most recent I-94 printed from CBP website