



## INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

### **BRINGING A J-1 EXCHANGE VISITOR TO TEACH OR CONDUCT RESEARCH AT UAB**

The Department of State's J-1 Exchange Visitor Program provides foreign nationals with 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 individual's temporary research opportunities and objectives in the US.

***NOTE: J-1 status is appropriate for exchange visitors who desire to come to the US temporarily. Departments that wish to sponsor a foreign national for long-term employment should contact ISSS.***

**ISSS Role.** ISSS is responsible to issue the Certificate of Eligibility for J Status or DS-2019. This document is required to apply for the actual J-1 Visa at the US Embassy/ Consulate. ISSS does NOT issue visas.

**Length of Stay.** Exchange visitors can receive a J-1 visa in several categories. Exchange visitors in the Short-Term Scholar category may stay in the US for a maximum of 6 months. Exchange visitors in the Professor/Research Scholar category may stay for a maximum of 5 years. The minimum time we can issue a DS-2019 for is 3 weeks.

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If the exchange visitor you wish to appoint is currently in the US in J-1 status, please contact ISSS for transfer instructions so that important timing considerations can be managed.

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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 DS-2019 to a foreign medical graduate who wants to pursue medical training in the US. Under no circumstances should an exchange visitor whose objective is to pursue medical training enter the US on a DS-2019 issued by UAB. Please see our [J-1 Physicians](#) page for more information.

**Dependents.** J-2 dependents of J-1 exchange visitors are **NOT** allowed to "volunteer" with UAB unless they have received an EAD authorizing them to work in the US. "Work" means any activity for which an individual would normally be paid, and any activity from which UAB benefits.

**Timing.** Both the department chair and faculty member responsible for inviting the exchange visitor to UAB must sign the International Staff Appointment Form. Please return the form to ISSS **as early as possible and at a MINIMUM two (2) months before** the exchange visitor's scheduled arrival date to avoid delays. If the Consular Officer selects the exchange visitor for administrative review 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. Email all forms and documents to [iss@uab.edu](mailto:iss@uab.edu).

**ISSS cannot issue the DS-2019 to your exchange visitor without these completed forms and copies of all necessary documents listed at the bottom of page 4. ISSS will return incomplete forms to the sponsoring department.**



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J-1 INTERNATIONAL EXCHANGE VISITOR STAFF APPOINTMENT FORM

Please complete and email this form to jsss@uab.edu along with scanned copies of ALL of the documents requested in the chart on page 4.

SECTION I: APPOINTMENT DETAILS

Exchange visitor's name Last/Family Name First/Given Names

Start date of appointment End date MM DD YYYY MM DD YYYY

ISSS requires this form to 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 exchange visitor 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 in order to start the research on the effective date.

HR Position title the Exchange Visitor will hold at UAB (please check the appropriate box):

- Visiting Scientist (if the Exchange Visitor holds a PhD or MD)
Visiting Scholar (if the Exchange Visitor holds a Bachelor Degree or Master Degree)
Postdoctoral fellow (if the Exchange Visitor is appointed through the Office of Postdoctoral Education)
Other, please specify

HR Assignment Category (please check the appropriate box):

- 21 or 20 Post Doc,
04 Irregular (if UAB will pay any amount of money to the Exchange Visitor)
60 Volunteer/Visiting position (if UAB will NOT pay any amount of money to the Exchange Visitor)
Other, please specify

Physical location where exchange visitor will conduct research at UAB:

Street address Suite/Room # Building code

PI / faculty / other individual responsible for supervising exchange visitor

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

- Teach Conduct research
Participate in observations Engage in clinical work/patient contact
Other (specify)



Provide the **subject of the research** and full description of the research activities in which the exchange visitor will engage:

Four horizontal lines for text entry.

SECTION II: FINANCIAL SUPPORT

Indicate the annual amount of financial support the exchange visitor will receive from UAB (i.e., on UAB payroll, even if funds come from a federal agency):

\$ \_\_\_\_\_

\*Exchange visitors not paid by UAB are responsible for providing proof of sufficient funds.\*

Will the department pay for the exchange visitor's health insurance? Yes  No

SECTION III: CULTURAL EXCHANGE CONSIDERATIONS

If the exchange visitor'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 exchange visitor 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 IV: LEVEL OF PATIENT CONTACT

A "foreign medical graduate" (FMG) is defined as "an alien who has graduated from a medical school in a foreign state or who has qualified to practice medicine in a foreign state" (22 C.F.R. § 514). If your exchange visitor is an FMG, please indicate the level of patient contact involved during the research at UAB:

Will the exchange visitor attend or give lectures, go into patient areas as an observer or consultant, or work on research tissue and specimens that have no direct bearing on patient care? Yes  No

Will the exchange visitor need to have limited patient contact in order to carry out those objectives, such as doing a diagnostic examination in the presence of a senior physician, being present during therapies and treatment with opportunities for hands-on experience in ways that do not compromise the care of the patient, or being present in the operating room and having limited patient contact but not performing procedures? Yes  No



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SECTION V: MAILING INFORMATION

ISSS can ship the immigration documents and pre-arrival packet directly to the exchange visitor using the department account upon request. Please indicate if you wish to use this service: Yes [ ] No [ ]

If you wish to use this service, please provide:

UPS Account # \_\_\_\_\_ or FedEx Account # \_\_\_\_\_

SECTION VI: AUTHORIZATION AND ATTESTATION

I accept responsibility for the accuracy of the information on this form, for sponsoring the exchange visitor at UAB, and for reporting the exchange visitor's departure and/or termination from UAB to ISSS. In addition, I have confirmed that the exchange visitor possesses sufficient English language proficiency to participate in the offered opportunity at UAB. 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 exchange visitor's research opportunity.

Department Chair Signature

Faculty Sponsor Signature

Department Chair Name (printed/typed)

Faculty Sponsor Name (printed/typed)

Date

Date

Sponsoring school:

Sponsoring department/division:

SUPPORTING DOCUMENTS

We cannot issue the immigration document necessary for your exchange visitor to apply for a J-1 visa before receiving ALL necessary documents. Please send all attachments in one email. It is OK to send multiple pdf attachments, but please combine them all into one email to maximize efficiency.

ISSS is responsible for maintaining all documentation in the event of a Department of State site visit. We need:

- Background Information Form from the prospective Exchange Scholar, with applicable supporting documents - separate form
Offer / appointment / invitation letter from UAB - including dates of appointment, subject of research, and salary, if offered
Information needed for Export Control Screening (see below)



**INFORMATION NEEDED FOR EXPORT CONTROL SCREENING: J-1 EXCHANGE VISITOR**

Under federal Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), US employers should seek and receive a license before releasing controlled technology or technical data to certain international visitors. Even if such information is released to the visitor within the US, the regulations consider the release a "deemed export" as if the information had actually been sent to the visitor's home country.

In essence, the [EAR](#) pertains to the production, development, or use of "dual use" items found on the [Commerce Control List](#), while the [ITAR](#) pertains to technical data directly related to defense articles found on the [US Munitions List](#).

For additional background and help determining whether export control regulations will apply to your international hire, please refer to the University Compliance Office's [Export Control Decision Tree](#).

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Job Title/Position Offered \_\_\_\_\_

Exchange Visitor family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

1. To what research technology and academic facilities, including computer servers and laboratories, will the Exchange Visitor have access? *[Include information about access to potentially controlled and sensitive equipment, software, personnel, etc.]* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will the Exchange Visitor be involved with any projects that (select **all** that apply):

Are proprietary or involve proprietary information? Yes  No

Require the Exchange Visitor to obtain a certain security clearance? Yes  No

Involve research overseen by the Office of Sponsored Programs? Yes  No

If yes, have any of the projects been issued a Technology Control Plan (TCP)? Yes  No

**If yes, please attach a copy of the TCP to this form.**

Have publication or access and dissemination restrictions imposed by the sponsor, including but not limited to confidential disclosure, proprietary information agreements, and/or material transfer agreements? Yes  No



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Are departmentally-funded? Yes [ ] No [ ]

Require foreign national approval by the sponsor? Yes [ ] No [ ]

If you answered "yes" to any of the above, please explain. List and describe all projects. [Use additional space as needed.]

Three horizontal lines for providing additional explanation.

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With respect to technology or technical data UAB will release or otherwise provide to the international Exchange Visitor, I certify that I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and, to the best of my knowledge, have determined that at the time of creating the DS-2019, a license is not required from either the US Department of Commerce or the US Department of State to release such technology or technical data to the international Exchange Visitor.

Supervisor/PI Name: \_\_\_\_\_ Supervisor/PI Signature: \_\_\_\_\_

Supervisor/PI Title: \_\_\_\_\_ Date: \_\_\_\_\_