



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

J-1 INTERNATIONAL EXCHANGE VISITOR APPOINTMENT PACKET

Overview – The Department of State’s J-1 Exchange Visitor (EV) 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 a person who is invited to the US **temporarily**. Departments wishing to sponsor a foreign national for 01 Regular employment should contact ISSS.*

ISSS Role – ISSS is responsible for issuing the Certificate of Eligibility for J Status, or Form DS-2019. This document is required to apply for the actual J-1 visa at a US embassy/consulate. ISSS does NOT issue visas. The Exchange Visitor (EV) is responsible for requesting a visa appointment abroad.

Length of Stay – ISSS can issue a Form DS-2019 for a minimum of 3 weeks to up to a maximum of 5 years depending on funding and research objective.

Cost – Immigration regulations do not require the department to pay for the EV’s English proficiency test, SEVIS fee, or visa application fee. There is no fee for ISSS to issue a Form DS-2019.

Timing – Both the department chair and faculty member responsible for inviting the EV to UAB must sign the International Appointment packet (see below). Please email all forms and documents to iss@uab.edu **as early as possible and at a MINIMUM two (2) months before** the EV’s scheduled arrival date to avoid delays. If the Consular Officer selects the EV for administrative review 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.

Special consideration for transfer – if the EV you wish to appoint is currently already in the US in J-1 status at another institution, please contact ISSS for transfer instructions so that important timing considerations can be managed.

ISSS will not issue the DS-2019 to the EV without the completed forms and copies of all necessary documents listed at the bottom of page 5.

ISSS will return incomplete forms to the sponsoring department.

Additional Considerations

- **Dependents.** – J-2 dependents of J-1 EVs 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.
- **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 EV 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** about process for residency and/or fellowship training.



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Please complete and **upload** this document to the applicant folder **in BOX** (link or invitation sent by **ISSS**) along with scanned copies of **ALL** of the documents requested on page 5.

SECTION I: 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 in order to start the research on the effective date.

HR Assignment Category (please check the appropriate box):

- ☐ 20 Postdoctoral Scholar Trainee
- ☐ 21 Postdoctoral Scholar Employee
- ☐ 04 Irregular (if UAB will pay any amount of money to the EV)
- ☐ 60 Volunteer (if UAB will NOT pay any amount of money to the EV)
- ☐ Other, please specify _____

HR Position Title (please check the appropriate box):

- ☐ Visiting Scientist (if the EV holds a PhD or MD)
- ☐ Visiting Scholar (if the EV holds a Bachelor's or Master's Degree)
- ☐ Postdoctoral Scholar Trainee
- ☐ Postdoctoral Scholar Employee
- ☐ Other, please specify _____

Physical location where EV will conduct research at UAB:

Street address

Suite/Room #

Building code

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) ☐ _____



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Provide the **subject of the research** (not the duties) in which the EV will engage. If there is a website describing the work, please include it for our reference:

SECTION II: FINANCIAL SUPPORT

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

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 III: 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 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 (and only if) your EV is an FMG, please indicate the level of patient contact involved during the research at UAB:**

Will the EV 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 ☐



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Will the EV 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 ☐

SECTION V: MAILING INFORMATION

ISSS can ship the Form DS-2019 directly to your EV using the department courier account upon request. Please indicate if you wish to use this service: Yes ☐ No ☐

NOTE – for transfer, we will not ship the form DS-2019. It will be created after the transfer is effective and given directly to the applicant.

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 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.

Department Chair Signature

Faculty Sponsor Signature

Department Chair Name (printed/typed)

Faculty Sponsor Name (printed/typed)

Date _____

Date _____

Sponsoring school: _____

Sponsoring department/division: _____



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SUPPORTING DOCUMENTS

ISSS cannot issue the Form DS-2019 for your EV to apply for a J-1 visa before receiving **ALL** necessary documents. **Please upload ALL the documents to the applicant folder in BOX (link/invitation sent by ISSS)** 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 applicant, with applicable supporting documents – *separate form*
- Offer / appointment / invitation letter from UAB – including dates of appointment, subject of research, and level and source of financial support, if offered
- Information Needed for Export Control Screening (***see next page***)



Overview

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 Exchange Visitor’s (EV) 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 EV, please refer to the University Compliance Office’s [Export Control Decision Tree](#).

SECTION I: APPOINTMENT DETAILS

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 EV have access? *[Include information about access to potentially controlled and sensitive equipment, software, personnel, etc.]*

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

Are proprietary or involve proprietary information? Yes ☐ No ☐

Require the EV 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.



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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 ☐

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.]

SECTION II: ATTESTATION AND SIGNATURE

With respect to technology or technical data UAB will release or otherwise provide to the international EV, 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 EV. I agree to direct any questions or concerns I may have about deemed export, EAR, and/or ITAR issues to Marilyn Thomas, UAB's Director for Export Control and International Compliance (mcthomas@uab.edu).

Supervisor/PI Name: _____ Supervisor/PI Signature: _____

Supervisor/PI Title: _____ Date: _____