

Authorization Request for Immigration Sponsorship
J-1 Exchange Visitor Information Form
(to be completed by the department/hiring unit)

INFORMATION ABOUT THE BENEFICIARY:

Beneficiary Family Name:

First and Middle Names:

REQUESTED IMMIGRATION STATUS:

J-1 Professor (max 5 yrs)

J-1 Research Scholar (max 5yrs)

J-1 Short-Term Scholar (max 6mos)

J-1 Student Intern (max 1yr)*

*DS-7002, Training/Internship Placement Plan required from the department/unit

APPLICATION TYPE:

Initial Application

Amendment (Change in previously approved employment)

Extension (Continuation of previously approved employment)

If selecting Intern: Graduate Undergraduate

DEPARTMENT/HOST UNIT INFORMATION:

Department/Unit:

PO Box:

Contact:

Telephone:

Email:

Sponsor/Supervisor:

Telephone:

Email:

Fiscal Officer:

Telephone:

Email:

INFORMATION ABOUT THE POSITION:

Position Title:

The purpose of the J-1 program is to promote the exchange of ideas between the people of the U.S. and other countries by means of educational and cultural exchange activities. Describe the overarching Program Objective(s) of this visit:

Research/Teaching Field (must correspond to a UAF academic department):

Non-technical description of research and/or teaching:

The Exchange Visitor Program requires a cultural component visit. Describe the Cross-Cultural activities this visitor may experience:

Requested Start Date:

Requested End Date:

Requested program start date should be a minimum of 3-months from the date the request is submitted to IPI to allow for visa processing time and travel to the U.S. Visitors must arrive within 30-days of the requested start date. If the visitor is unable to arrive in time, the DS-2019 must be reissued and the department will be charged a \$250 extension/change fee.

Primary Work Site Location Physical Address:

Primary Work Site Location Mailing Address:

Will the employee be required to work at a secondary work location? Yes No

If yes, please include additional info to include full physical address and for how long. IPI must be notified if the primary work site will not be on campus in Fairbanks, Alaska. NOTE: No outside employment is allowed.

HOST CERTIFICATION OF ENGLISH ABILITY:

Per 22 CFR 62.10(a)(2), Federal regulations require the university to use one of the three specific objective measures to verify that the J-1 visitors have a level of English that will allow them to successfully “participate in his/her program and function on a day-to-day basis”. Please identify which of the three methods below was used to verify the scholar meets the described proficiency level:

A recognized English language test (TOEFL (79 min) or IELTS (6.5 min)). Please attach a copy of this document.

Signed documentation from an academic institution or English language school (i.e. diploma from a university in an English speaking country). Please attach a copy of this document.

A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.

Interviewed by:

Date of Interview:

Method of Verification: In-Person Interview Skype Interview Phone Call Other:

I verify this exchange visitor’s English ability is sufficient for everyday usage and comprehension of UAF and immigration policies and regulations.

Signature:

Date:

FUNDING:

UAF is not required to provide funding to support exchange visitors. The Form DS-2019 must show an estimated amount of financial support (USD) that will be provided to the Exchange Visitor for the effective dates of this stay and the source of funding. Sources may include U.S. government agency, international organization(s), the Exchange Visitor’s government, the Visitor’s employer or other organization, personal funds, or any combination of these.

UAF Salary/Support:

Fund:

Org:

Salary/support can include salary, lump sum payments, accommodations, per diem, and/or travel (airfare).

The following fees are required of the Exchange Visitor. The hosting unit may (but is not required to) cover the costs:

\$ 2 – SEVIS Fee to be paid by department. Yes No

\$ TBD – Health insurance meeting U.S. Department of State Exchange Visitor Program requirements to be paid by department. Yes No

DECLARATION OF DEPARTMENT/HIRING UNIT:

The department will comply with the following regulations during this application process and during the Beneficiary's employment as required by the INA, CFR, DOL, DOS and University policy.

- The purpose of the U.S. Department of State Exchange Visitor Program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges.
- The EV Program is strictly for the purposes of teaching, lecturing, observing, collaborative research, or consulting.
- All J-1 request submissions require a minimum of 3-months in advance of desired arrival date due to time needed for the visitor to apply for, receive the J-1 visa and arrive by designated program start date.
- The Student Intern Program is a structured and guided work-based learning program, set forth in an individualized Training/Internship Placement Plan (T/IPP or DS-7002).
- Departments sponsoring J-1 Student Interns are required to provide an evaluation in the conclusion of the internship program. Programs lasting over 6-months require a midpoint and concluding evaluation.
- J-1 Student Interns must be currently enrolled in a degree program outside the U.S. The internship opportunity in the U.S. must be related to their degree program.

DEPARTMENT/HIRING UNIT APPROVALS:

Approval Signature of Sponsor/Supervisor:

Date:

Print Name of Sponsor/Supervisor:

UAF is required by U.S. government regulations to obtain docu