

J-1 Exchange Visitor Request Form

Important Information for UTSA Departments and Exchange Visitors

- J-1 Researchers and Professors may not pursue a degree and be registered for full-time hours at The University of Texas at San Antonio.
- J-1 Exchange Visitors must ensure compliance with J-1 visa federal requirements and must have health insurance.
- J-1 Exchange Visitors who have or will have a UTSA Employee Health Insurance Plan must also purchase an additional policy for Medical Evacuation and Repatriation. The J-1 visitor should be reminded that he/she should contact Human Resources (HR)/Employee Benefits in order to add eligible dependents to his/her health insurance coverage, if applicable in accordance with UTSA HR deadlines.
- The United States Department of State limits participation of a J-1 Exchange Visitor in the Researcher and Professor categories in consecutive J-1 programs under the 24-month bar and 12-month bar.
 - The **24-month bar** on repeat participation applies to a J Professor or Research Scholar who has participated and completed previous J-1 Exchange Program and wishes to begin a new J-1 Exchange Program. In this case, the Exchange Visitor must wait for two years before beginning a new J-1 program as a J-1 Professor or Research Scholar.
 - The **12-month bar** applies to a J-1 Professor or Research Scholar who wishes to begin a new J-1 Exchange program after they were physically present in **any J status, including J-2 status**, for "all or part of" the twelve-month period immediately preceding the date of new J-1 program commencement set forth on DS-2019 Form. In this case, the Exchange Visitor must wait for 12 months before beginning a new J-1 program as a J-1 Professor or Research Scholar.
- The U.S. Department of State indicates a J-1 Exchange Visitor may participate in a tenure-track position as long as s/he is not a candidate for tenure.
- An Exchange Visitor may transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which s/he was admitted to Exchange Visitor status, and if the Exchange Visitor remains in the same category. It is recommended that the transfer request be submitted at least 30 days prior to the DS-2019 program expiration date and the proposed consecutive starting date with the new sponsor to allow for processing of paperwork. Any employment under the new sponsor may not commence until the Exchange Visitor receives a DS-2019 from the new sponsor.
- Some J-1 Exchange Visitors and their dependents are subject to the Two-Year Home Country Physical Presence Requirement. Exchange Visitor subject to this requirement is prohibited from changing to any other non-immigrant or immigrant status unless they first obtain a waiver of the requirement. Once the waiver of the two-year home-country physical presence requirement is received from the U.S. Department of State, the J-1 Exchange Visitor is no longer eligible for J-1 program extensions.
- All J-1 Exchange Visitors, once in the U.S., must schedule and attend a mandatory orientation appointment with UTSA International Scholar Services, BEFORE attending the UTSA Human Resources Visiting Researcher/Day 1 Orientation. Hiring Department must contact Human Resources at ext. 4648 or email dayone@utsa.edu.

Please allow at least one (1) week for processing. Questions, please call ext. 6571.

UTSA Department Checklist

- Completed and signed J-1 Request Form
- Copy of scholar's CV/Résumé
- Copy of scholar's Passport Biographic Data Page and scholar's dependents, if any
- Financial supporting documents, if funding provided by the foreign, non-UTSA source
- Proof of English Language Proficiency (see Part IV on page 6)
- Transfer-in form, if necessary

POI Form (department must complete and submit for access to UTSA facilities/resources)
In Department Information section, mark New Position, choose POI type: **VISITING SCHOLAR/RESEARCHER**

Sign and email this form and support documents to [UTSA Office of Research Integrity](#) for certification.

The UTSA hosting department will receive the completed J-1 visa packet from International Scholar Services. The UTSA hosting department must mail the completed J-1 visa packet to the Exchange Visitor's home country address, via courier service such as DHL or FedEx.

J-1 Exchange Visitor Request Form

Please use the updated version of this form. It is available at <http://global.utsa.edu>.

Completed and signed J-1 Request Form must be sent to Office of Research Integrity (ORI), see page 6.

Part I. Exchange Visitor Information

TO BE COMPLETED BY THE PROSPECTIVE J-1 VISA EXCHANGE VISITOR

PERSONAL INFORMATION

- Complete all questions. If a question does not apply, write N/A for not applicable.
- Correct spelling is VERY important.
- Ensure that all names appear exactly as shown in your passport. A copy of passport **must be** attached to this Request Form.

Last Name: _____ First Name: _____ Middle Name (Required if any): _____

Date of Birth: _____ Gender _____ Title: _____

Place of Birth: City/Town _____ State/Province _____ Country _____

Country of Legal Permanent Residence (LPR) _____

Country of Citizenship _____

Exchange Visitor Contact Information: Email Address: _____ Telephone _____

Current address in LPR country: _____

No. and Street

City

Province/State

Country

Zip Code

Current position/occupation in country of Legal Permanent Residence:

If employed, what is your title?

If employed, name of employer/organization in country of Legal Permanent Residence:

Is this a government organization?

If yes, identify:

Highest degree completed:

Date Completed: _____ Area of Study: _____

If you are currently a student, indicate degree:

Are you now, or have you ever been in the U.S. on a J-1 visa?

Hosting institution: _____

If yes, indicate time period: From _____ To _____ Date of departure from U.S. _____

Are you currently in the U.S.?

If yes, what is your visa type:

If currently in the U.S., please provide copies of your current visa, I-94 document, and I-797 notice (if applicable).

Current address in U.S.: _____

No. and Street

City

Province/State

Country

Zip Code

Telephone number: _____ Email address: _____

If currently on J-1 visa and plan to transfer to UTSA: [J-1 Transfer-In Form](#) must be attached.

DEPENDENT INFORMATION

Number of accompanying dependents (spouse, child/ren (under the age of 21), who will accompany the J-1 Visitor: _____
 You can add your dependents at any time after you arrive at UTSA. Separate J-2/DS-2019 forms will be issued for each dependent. **A copy of each dependent's passport must be attached to this form.**

Use additional sheets if necessary.

	DEPENDENT 1	DEPENDENT 2	DEPENDENT 3
Last name			
First name			
Middle name			
Date of birth			
City of birth			
Gender			
Relationship (spouse or child)			
Country of birth			
Country of citizenship			
Country of Legal Permanent Residence			

INSURANCE INFORMATION

All J-1 and J-2 Exchange Visitors must maintain medical, evacuation and repatriation insurance coverage as listed below. Evidence of insurance coverage must be presented at your International Scholar Services Orientation and must be for the entire expected period of J-1 program participation. Your SEVIS record will not be validated until you provide International Scholar Services with evidence of insurance coverage.

- (1) Medical benefits of at least U.S. \$100,000 per person per accident or illness;
- (2) Repatriation of remains in the amount of U.S. \$25,000; and
- (3) Expenses associated with medical evacuation in the amount of U.S. \$50,000.

* Items (2) and (3) are not covered by UTSA employee health insurance plan. A separate policy must be purchased by the J-1 Exchange Visitor.

A willful failure to maintain insurance requirements is considered to be a violation of the Exchange Visitor Program and may result in immediate termination of your program participation. By checking the box below, you agree to comply with all J-1 Regulations.

I hereby certify that I am aware of the health insurance requirement and that my dependents, if applicable and I will comply with the health insurance requirement. Furthermore, I understand that I must provide proof of insurance for health, repatriation and evacuation when I report to International Scholar Services for my mandatory scheduled Orientation. Insurance will be purchased for the entire period of my J-1 program as indicated on the DS-2019. I understand that my program participation will not begin until I provide this information to International Scholar Services.

Part II. Exchange Visitor's Program Information

TO BE COMPLETED BY UTSA INVITING DEPARTMENT

UTSA Department: _____

Projected Dates of Program Participation: Begins: _____ End Date: _____ (5-Year Maximum)

Choose J-1 visa category:

Title of J-1 Position at UTSA for the Exchange Visitor:

Note: Exchange Visitor hired as UTSA employee requires advance approval by Human Resources for use of classified personnel position title.

For hiring [payroll](#) and [non-payroll](#) position titles, please contact Human Resources.

For non-payroll positions, complete Person of Interest Form (POI) and in Department section: New Positions choose POI type: **VISITING SCHOLAR/RESEARCHER**

Academic disciplinary field of instruction/research/study:

Brief description and field of activity that the Exchange Visitor will engage in under this program (Please type in box):

Location of employment: Building:

Room No./Lab:

Note: For guidance with non-payroll payments, please contact Disbursement & Travel Services at 210-458-4213 or by email at [DTS](#)

Total Financial Arrangements as per federal regulations must cover the entire requested period of stay indicated above. (The minimum amount of funding must total \$1,500/month for the J-1, plus additional \$500/month for a J-2 spouse and additional \$300/month for each J-2 child). **UTSA**

Health Insurance Benefits Eligible: Yes No

Note: If UTSA provides health insurance benefits, the Exchange Visitor must purchase separate Evacuation and Repatriation insurance.

Projected UTSA Payroll Appointment: _____ (Hours per week)

Total UTSA Funding: Amount: \$ _____

If **UTSA-funded**, will the Exchange Visitor be paid from or work on any grant-funded projects? Yes No

If yes, please list the grant account number(s): _____

Supporting financial documents must be attached to this request form for all non-UTSA funding. All documents must be in ENGLISH and include U.S. currency. DS-2019 documents MAY NOT be issued without complete documentation supplied first.

If non-UTSA funded:

Total Non-UTSA funding: Amount: \$ _____ Organization: _____

Total Non-UTSA funding: Amount: \$ _____ Organization: _____

Total Non-UTSA funding: Amount: \$ _____ Organization: _____

Total Personal funding: Amount: \$ _____ Relationship, check all that apply: Self Family Other

Total (including all sources): Amount: \$ _____

UTSA Department Contact Information (to whom the Exchange Visitor will report):

Supervisor Name: _____ Ext.: _____ Email: _____

Administrative Assistant: _____ Ext. _____

The UTSA department contact person will be notified by email once the J-1 visa packet is prepared.

Choose delivery method for the packet below:

Department pick up at the front desk of International Services

Campus Mail to Department (Not recommended due to sensitive documents)

The UTSA department must mail the J-1 packet to the Exchange Visitor in his or her home country via courier service, such as DHL or FedEx.

Part III. Visiting Scholar/Researcher Questionnaire

TO BE COMPLETED BY UTSA INVITING DEPARTMENT SUPERVISOR OR FACULTY MEMBER. FOR QUESTIONS, PLEASE CONTACT OFFICE OF RESEARCH INTEGRITY (ORI) AT x4233 OR EMAIL EXPORT@UTSA.EDU.

Yes No **Will any special equipment or items (e.g. chemicals, lasers, laboratory animals, biological agents, human subjects) be needed for the research/scholarship?**
If yes, explain in greater detail below and note if Host does not control the special equipment or items:

*Note: use of such equipment or items is not guaranteed and may require additional training and/or approvals.

Yes No **Is the research/scholarship related to a Sponsored Program at UTSA or elsewhere?**
If yes, provide Project Title, Name of Sponsor, Name of Principal Investigator, and role visitor has or would have on project:

Yes No **Does the research/scholarship include or involve the use of any existing UTSA intellectual property or proprietary or confidential information/data of UTSA?**
If yes, list the intellectual property or proprietary or confidential information/data below and who at UTSA uses/controls it.

Yes No **Will Visitor bring any intellectual property or any proprietary or confidential information/data for use in the research/ scholarship?**
If yes, describe the intellectual property of the information/data and who or what entity owns or control it.

List any expected outcome(s) of the visit (technique learned, publication, final report, etc.):

STATEMENT OF UTSA INVITING/SPONSORING DEPARTMENT

I, _____, (Supervisor's name) understand that the above named foreign national may not be appointed to a permanent or tenure position without first contacting International Scholar Services. Furthermore, I understand that I will not appoint to a permanent or tenure position a foreign national who currently holds a J-1 visa from an institution other than UTSA without first contacting International Scholar Services.

I understand that the Exchange Visitor regulations generally prohibit the changing of an Exchange Visitor's objective or classification once inside the U.S. I agree that I will not appoint or advise a foreign national to enter the U.S. as a Research Scholar/Professor if the individual's intent is to pursue another goal.

I understand that the J-1 Scholar MUST attend the J-1 Orientation with International Scholar Services BEFORE attending the mandatory UTSA Human Resources Visiting Researcher/Day One Orientation. J-1 orientation must take place no later than 30 days of the program start date.

I understand that all J-1 and J-2 dependents, if applicable, must maintain health insurance as explained in Part II. Failure to maintain insurance may result in termination of the Exchange Visitor's program participation. Moreover, I understand that failure to present proof of adequate insurance coverage by the Exchange Visitor when he/she arrives at UTSA will delay the registration process and may cause the Exchange Visitor's SEVIS record termination, if registration is over the regulatory registration date.

Finally, I certify that the information provided on this "J-1 Exchange Visitor Request Form" is true and correct to the best of my knowledge.

UTSA Supervisor Name and Signature/Initials:

Name: _____ Signature/Initials: _____ Date: _____

Approval of Department Chair, College/School Dean (or Vice President, President or Executive Vice Provost, as appropriate):

Name: _____ Signature/Initials: _____ Date: _____

Part IV. Proof of English Proficiency

Effective on Jan 5, 2015, a J-1 Applicant MUST submit the "Objective measurements of English language proficiency" according to the U.S. Federal Regulations. In order to meet this new Federal requirement, the J-1 Applicant MUST submit one of the following proofs of English language proficiency.

- a) A recognized English language test: TOEFL, IELTS, etc;
- b) Signed documentation from an academic institution or English language school, OR
- c) A documented interview conducted by the UTSA sponsor either in-person or by videoconference, or by telephone if videoconferencing is not a viable option.

Part V. Certification of the UTSA Office of Research Integrity (ORI)
TO BE COMPLETED BY ORI

UTSA Inviting department MUST first send this J- 1 Request Form and all required documentation (Department Checklist) by email at Export. ORI will return the form and all supporting documentation to International Scholar Services. For questions, please call Office of Research Integrity (ORI) at x4233.

Comments/Recommendations:

- Approved "As Is" Approved with Recommendations Denied

Office of Research Integrity: _____ Date: _____

Signature/Initials: _____

IMPORTANT:

Effective January 01, 2020, all visiting researchers must attend a mandatory UTSA Human Resources Visiting Researcher/Day One Orientation. Hiring Department must contact Human Resources at ext. 4648 or email dayone@utsa.edu.

If you have any questions or comments regarding this form please contact International Scholar Services at (210) 458-6571 or (210) 458-8510 or by email to Stephanie.Robinson@utsa.edu or Ashley.Wallace@utsa.edu

UTSA Faculty Sponsor must sign Incident Reporting Acknowledgment Form (Scholar, Professor, and Student Intern)

U.S. Department of State regulation 22 CFR 62.13(d)

UTSA inviting department must notify International Scholar Services of any incident or allegations of misconduct involving a J-1 Exchange Visitor currently participating in the research program at UTSA.

Examples of reportable incidents or allegations of misconduct include, but are not limited to:

- Medical emergencies (accident, illness, injury)
- Exchange Visitor missing (sudden departure, long absence, has not returned to UTSA as originally planned and agreed)
- Litigation
- Incident involving the criminal justice system (arrest charges, law enforcement, etc.)
- Sexually-related incidents or abuse
- Exchange Visitor death
- Lost or stolen passports
- Violations of export control and intellectual property theft
- Other situations impacting Exchange Visitor safety (natural disasters, civil unrest, outbreaks of violence)

I understand the above requirement and agree to call International Scholar Services at 210-458-6571 or 210-458-8510 and email Stephanie.Robinson@utsa.edu and Ashley.Wallace@utsa.edu during regular office hours or outside office hours call UTSA Police at 458-4911 to report any incident or allegation of misconduct involving visiting scholar, professor, or student intern. Incident must be reported the same day or the day I became aware of the situation.

Signatures:

Exchange Visitor's Last Name _____ Exchange Visitor's First Name _____

Exchange Visitor's Signature _____ Date _____

UTSA Faculty Printed Name _____ UTSA Faculty Title _____

UTSA Faculty Signature _____ Date of Signature _____