

INFORMATION ABOUT THE CANDIDATE:

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 is 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 INFORMATION:

Department:	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 program):

Non-technical description of research and/or teaching:

The Exchange Visitor Program requires a cultural component in the visit. Describe the cross-cultural activities this Candidate 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 ISSS 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 information to include full physical address and for how long. ISSS must be notified, in advance, if the primary work site will not be on campus in Fairbanks, AK. NOTE: No outside employment is allowed.

ENGLISH PROFICIENCY:

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 to 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).

Visitor External Salary/Support:

CERTIFICATION OF U.S. GOVERNMENT FUNDING:

The DS-2019 will not be processed without completion of the following certification:

If paying for the visitor with any UA/UAF related grants/contracts, I certify that U.S. government funds have have not been received to specifically support this exchange visitor (i.e. specifically named in the grant or specified in the grant as an international scholar/student).

Approval Signature of Fiscal Officer:

Date:

FEES:

Departments are charged \$400 by Journal Voucher (JV) for original and \$250 for amendment/extension immigration status requests. JV copies will be forwarded to the named department contact. This is a unit responsibility and cannot be paid by the Candidate.

UAF Fund:

UAF Org:

All Fund 3 and Fund 17 requests require additional approval from the Fiscal Officer:

Signature:

Date:

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

\$220 – SEVIS Fee to be paid by department.

Yes

No

UAF Fund:

UAF Org:

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

DECLARATION OF DEPARTMENT:

The department will comply with the following regulations during this application process and during the Candidate’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 APPROVALS:

Approval Signature of Sponsor/Supervisor:

Date:

Print Name of Sponsor/Supervisor:

Approval Signature of Dean/Director:

Date:

Print Name of Dean/Director:

UAF is required by U.S. government regulations to obtain documentation evidencing individuals in J-1 status have adequate financial resources to provide for their living expenses and the expenses of dependents for the duration of their J-1 program.

Minimum Financial Requirements:

Exchange Visitors in J-1 status must be able to demonstrate the availability of funding in the minimum amount of \$1,500 (USD) per month for themselves, plus an additional \$500 (USD) per dependent, per month for the duration of stay in J-1 status to meeting minimum funding requirements. They can demonstrate through UAF funds (salary, lump sum payment), US or home government funds, home institution funds, personal funds or a combination of funding sources. Please see the chart below for a few examples:

Time Period	Exchange Visitor	With Spouse	With Spouse & One Child	With Spouse and Two Children
1 Month	\$1,500	\$2,000	\$2,500	\$3,000
2 Months	\$3,000	\$4,000	\$5,000	\$6,000
3 Months	\$4,500	\$6,000	\$7,500	\$9,000
4 Months	\$6,000	\$8,000	\$10,000	\$12,000
5 Months	\$7,500	\$10,000	\$12,500	\$15,000
6 Months	\$9,000	\$12,000	\$15,000	\$18,000
7 Months	\$10,500	\$14,000	\$17,500	\$21,000
8 Months	\$12,000	\$16,000	\$20,000	\$24,000
9 Months	\$13,500	\$18,000	\$22,500	\$27,000
10 Months	\$15,000	\$20,000	\$25,000	\$30,000
11 Months	\$16,500	\$22,000	\$27,500	\$33,000
12 Months	\$18,000	\$24,000	\$30,000	\$36,000

Proof of Financial Support:

Acceptable types of funding:	Unacceptable types of funding:
<ul style="list-style-type: none"> Bank account(s): This type of funding should be in the form of a letter & must include: Full name of the account holder, type(s) of account(s), total amount of available funds and the date that the letter was issued. University funding: scholarship, assistantship, tuition award, etc. Government funding letter. Bank loans. Statements verifying employment, continued salary and the amount while in the J program. 	<ul style="list-style-type: none"> Non-liquid assets, such as personal property (land buildings, automobiles, jewelry, etc). Insurance premiums and policies. Lines of credit. Income tax returns. Business or company account from those which have multiple owners or partners.

A Financial Verification Letter is required when financial support will be provided by the U.S. or home government, an international employer, or a home institution. The letter must include:

- The date the letter was written (and not be older than 6 months)
- Be printed on government, employer, or institutional letterhead in English or officially translated into English
- The name of the J-1 exchange visitor
- The total amount of funds to be provided to the J-1 exchange visitor during the time they will be at UAF in J-1 status
- The signature of an official at the government office, employer, or institution with the individual’s title
- If the funding amounts are not reflected in U.S. dollars, the letter must include the type of currency. Upon receipt, ISSS will use the most recent currency exchange rate(s).

UAF is unable to accept paychecks as proof of financial certification. Financial certification must meet the aforementioned requirements. Our office must calculate the lowest monthly amount guaranteed within financial certification letters. For example, if the China Scholarship Counsel will offer a monthly stipend of \$1,300-\$1,700 for one year, we must calculate the minimum guaranteed amount of \$1,300 x 12 as proof of funds for that year. The scholar will be responsible for demonstrating the remaining \$200 per month to meet the minimum J-1 financial certification requirements.