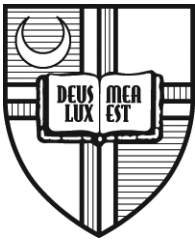


J-1 Request Form for Scholars-Part A: Department/School

This form is used to notify International Student and Scholar Services of the intent to bring a foreign national to CUA in J-1 status as an Exchange Visitor to engage in periods of paid or unpaid research, teaching, or other academic activity in the interest of international educational and cultural exchange. J-1 documents cannot be issued for tenure track positions. It provides information regarding official activity that will take place under university supervision. A separate form, Part B: International Scholar, provides personal information about the international scholar. **Both forms must be completed and sent to ISSS with the supporting documentation requested.**

Information About the Sponsoring School/Department

DEPARTMENT NAME	DEPARTMENT ADDRESS	
NAME OF HOST PROFESSOR/SUPERVISOR	EMAIL	
	TELEPHONE	
	FAX	
NAME OF ADMINISTRATIVE CONTACT PERSON	EMAIL	
	TELEPHONE	
	FAX	
EXCHANGE VISITOR'S NAME (LAST NAME , FIRST NAME, MIDDLE NAME)		
REQUESTED J-1 CLASSIFICATION:	[]	Professor: Teach courses at CUA; some research permissible <ul style="list-style-type: none"> • 5-year limit on total stay in J-1 status; See note*.
	[]	Research Scholar: Conduct research at CUA; some teaching permissible <ul style="list-style-type: none"> • 5-year limit on total stay in J-1 status; see note*.
	[]	Short-term Scholar: Teach courses or conduct research at CUA <ul style="list-style-type: none"> • 6-month limit on total stay in J-1 status

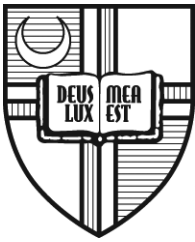


ANTICIPATED DATES OF PROGRAM:	START DATE (MM/DD/YYYY):	END DATE (MM/DD/YYYY):
Note re: start date:	Individuals may enter the U.S. up to 30 days before the requested start date. They can also stay in the U.S. an additional 30 days after the date the official program ends.	
*Note re: repeat visitors:	Individuals who have previously been in the U.S. as J-1 professors or research scholars are not eligible to return as a J-1 professor or research scholar unless it has been 2 years or more since they held J-1 status. This bar does not apply to people who were here in another J-1 classification other than research scholar or professor.	

Information About the Academic Activity

Note: PLEASE INCLUDE A COPY OF THE INVITATION LETTER

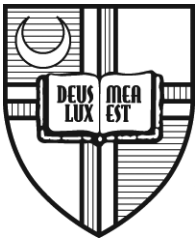
POSITION TITLE AT CUA:	
	For this individual, is the position Tenure Track? <input type="checkbox"/> No <input type="checkbox"/> Yes. Stop! You must request H-1B sponsorship instead.
POSITION DESCRIPTION: Please provide a brief, clear description of what the individual will do at CUA. Please provide enough detail for an immigration officer/consular official to understand what he/she will do and determine whether or not a security check is needed prior to visa issuance. Do not reference grant numbers	



LOCATION OF ACTIVITY:	<input type="checkbox"/> On Campus	
	<input type="checkbox"/> Off Campus at the following location:	
	Name of Company/Lab:	
	Street Address:	
	City, State, Zip:	
OTHER LOCATIONS: Will the individual also conduct research or other academic activity at other U.S. institutions before, during or after the program at CUA?	<input type="checkbox"/> No, I am unaware of any plans	
	<input type="checkbox"/> Yes, at the following location:	
	Name of Company/Lab:	
	Street Address:	
	City, State, Zip:	
STUDY/TAKE CLASSES: To the best of your knowledge, will the individual audit or take classes at CUA?	<input type="checkbox"/> No, I am unaware of any plans	
	<input type="checkbox"/> Yes. Reminder: Individual must complete appropriate application process through Admissions prior to taking class.	

Financial Support Eligibility

<p>U.S. regulations require J-1 Exchange Visitors demonstrate ability to cover the cost of their program, either from CUA or from another source. ISSS will not issue documentation unless the individual has access to the following financial resources:</p> <ul style="list-style-type: none"> ➤ \$2,000 / month, for individual ➤ \$600/month for first dependent ➤ \$500/month for each subsequent dependent 	<p>AMOUNT OF COMPENSATION FROM CUA, IF ANY:</p> <p>\$ <input type="text"/> Per month <input type="text"/> Per year <input type="text"/> Total</p> <p>Note: Under Fair Labor Standards Act, individuals paid less than \$455 per week (\$23,600/year) must be paid on an hourly basis and are eligible for overtime pay, even though their work is generally considered to be exempt. Contact Human Resources if this position appears subject to this requirement</p>
--	--



Health Insurance Requirements as Mandated by Federal Law

Minimum health insurance coverage must provide:

- Medical Benefits of at least **\$100,000** per accident or illness;
- Repatriation or remains in the amount of **\$25,000**
- Expenses associated with the medical evacuation of the exchange visitor to his/her home country in the amount of **\$50,000**; and,
- A deductible not to exceed **\$500** per accident or illness

Payment of SEVIS Fee and Mailing of Final Papers

The U.S. government requires a \$180 fee be paid for/by all individual entering the U.S. in J-1 status to begin a new program. This fee covers the costs of the Student/Exchange Visitor Information system (SEVIS) and must be paid after ISSS issues the Form DS-2019, but before the individual applies for his/her visa or seeks to enter the country. **THE FEE MUST BE PAID ON-LINE, CHARGED TO A CREDIT CARD.**

WILL THE DEPARTMENT PAY THE FEE FOR THE INDIVIDUAL?

- No, he/she will cover the fee
- Yes, please send me information on how to pay this fee when it is time to be paid.

ISSS will return the completed documents to the University school/department that requested the J-1 sponsorship. The requesting department will be responsible for sending the final papers to the individual for use in applying for the visa.

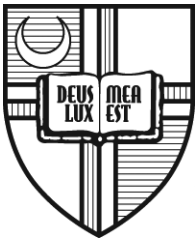
English Language Ability/Academic Qualifications:

J-1 regulations effective January 5th 2015 require that we obtain an objective measurement of the perspective J-1 Scholar's proficiency in the English language, sufficient to participate in his or her program and to function on a day to day basis.

Required Sponsoring Department Certification:

Please indicate which objective measurement was used:

- Scholar is a citizen or permanent resident of an English speaking Country []



- Scholar has taken a recognized English language test which demonstrates language proficiency[]
- In-person/Telephone/Skype videoconference interview using attached exchange visitor interview questions[] Date of interview_____ Name/Title of Interviewer_____
- Scholar has obtained a degree from an educational institution in the United States or another English speaking country[]
- I have a prior working relationship and have collaborated/worked with this scholar for_____ (period of time) and I evaluated his/her English Language proficiency on _____.

PLEASE ATTACH SUPPORTING DOCUMENTATION

Department Declarations and Authorizing Signatures

In compliance with federal regulations governing the J-1 program, we certify that:

1. to the best of our knowledge, the information contained in this form is true and accurate;
2. the individual's program of research/teaching is consistent with his or her professional background and experience; as the University sponsor of the individual, we further agree that we will:
 - a) monitor the individual's progress and welfare, providing any assistance or advice needed to facilitate the successful completion of the program.
 - b) ensure that the individual obtains health insurance for the duration of his/her program at CUA;
 - c) ensure the individual checks in with ISSS upon arrival to finalize his or her legal status in the U.S.
 - d) notify ISSS of any changes in the program, including employment, financial support, etc.;
 - e) notify ISSS when the individual leaves CUA.

SUPERVISOR	
DEPARTMENT CHAIR	
DEAN	
AUTHORIZATION BY THE PROVOST	Date: