

J-1 SCHOLAR REQUEST INSTRUCTIONS, CHECKLIST, & FORM

Purpose:

- Use this form to request J-1 scholar status sponsorship for a UChicago scholar/employee
- The J Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor category, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

Instructions:

- Please fill out all of the forms completely, obtain the required signatures, attach the required supporting documents (see checklist), and submit to OIA via email at international-affairs@uchicago.edu
- This form may be used for a:
 - A new scholar coming from abroad via consular processing; or
 - An existing scholar already in J-1 scholar status in United States via an extension, amendment or [transfer-in](#) from another institution/university

Requirements:

- Have an official academic or staff appointment at UChicago
- Be in a position that primarily conducts research, teaches (non-tenure track), or observes in compliance with the purpose and intent of the [J-1 regulations](#)
- Have [adequate funding](#) from UChicago, their home country government, their university or employer abroad, a professional organization or similar
- Carry [insurance](#) (health, medical evacuation, repatriation of remains) covering the J-1 scholars and their J-2 dependents
- Establish [English language proficiency](#) in satisfaction of the J-1 regulations (see attached checklist for available options including the [AEPA](#) by the [UChicago Language Center](#))
- Upon entry, scholar completes check-in [electronically](#) with OIA for J-1 scholar program "validation" in SEVIS and [signs up](#) for a J-1 scholar Orientation
- J-1 scholars may hold their status for (total program duration at UChicago or elsewhere):
 - Research Scholar or Professor → 5 years
 - Short Term Scholar → 6 months
 - Specialist → 1 year
- Scholar request start dates (**from date OIA receives completed request**):
 - New from abroad: **30 days** or more required
 - Extension, amendment, transfer-in: **1-2 weeks** required

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Costs:

- OIA does not charge the department any processing fees
- The scholar must pay the following fees after the Form DS-2019 is issued by OIA:1) [SEVIS Fee](#) to the U.S. Department of Homeland Security; and 2) J-1 [visa fee](#) to the U.S. Department of State

Timeline:

- 1) Request submitted to OIA and adviser confirms receipt via email (1-2 business days)
- 2) OIA adviser contacts scholar to collect biographic information and passport, answer any immigration questions, issues Form DS-2019 (J-1 status document), and emails department/scholar J-1 information and instructions (3-5 business days)
- 3) Department either picks up Form DS-2019 or provides OIA with prepaid FedEx shipping label to send Form DS-2019 to scholar via express courier (2-5 business days)
- 3) Scholar pays SEVIS fee, schedules visa appointment with U.S. Consulate in their home country, is issued J-1 entry visa, and enters the U.S. using their Form DS-2019 (1 to 12 weeks depending on visa timing/delays)

J-1 Scholar Request Document Checklist:

- [Completed J-1 Request Form](#) with signatures
- [Proof of English Language proficiency](#) via AEPA, TOEFL, IELTS, PTE, etc.
- Copy of scholar/employee's CV/resume
- Copy of signed offer or invitation letter
- Copy of Job Description or Program Description
- [5 Point MD Letter](#) (if applicable)
- Funding document (if applicable)
- Current Form DS-2019 (if transfer-in request)
- Copy of employee's J-1 status document (only if currently in U.S. as J-1 scholar)
- FedEx shipping label (optional)

If you have any questions or concerns, please contact Dan Ashton, Associate Director of Scholar & Employee Services at dashton@uchicago.edu, or OIA generally at international-affairs@uchicago.edu or 773-702-7752.



Request for STAFF or ACADEMIC J-1 Status Document, Form DS-2019

This request form should be filled out by a staff member in the Department, Professional School or Research Institute where the Exchange Visitor will be working. **Completed and approved requests should be e-mailed to international-affairs@uchicago.edu**

Departmental Contact Information:

- | | |
|---|----------------------|
| 1. Administrator completing this request: | 3. Campus Extension: |
| 2. Department, School or Institute: | 4. E-mail Address |

Personal Information on J-1 Scholar:

- | | | |
|---|--|-------------------|
| 6. Family Name: | 7. Given Names: | 8. Date of Birth: |
| 9. <input type="checkbox"/> Male/ <input type="checkbox"/> Female | 10. E-mail Address: | |
| 11. Position in Home Country: | ← If visitor is already in the US, what was the occupation in the home country | |
| 12. Institution/ Employer in Home Country: | | |
| 13. Number of dependents that will be accompanying the Exchange Visitor:
(Limited to legal spouse and children under the age of 21.) | | |

Immigration & Visa Information:

14. Initial J-1 Request – J-1 Scholar will be coming to the University of Chicago directly from abroad
 Extension Request – J-1 Scholar is now at the University of Chicago and is in J-1 status
 Amendment Request – J-1 Scholar will remain at the University of Chicago, but a change of location/ change of funding source will occur
 Change of Status Request – J-1 Scholar is now at the University of Chicago, but in a nonimmigrant status other than J-1.
Please note: Due to lengthy processing times, a change of status to J-1 usually requires travel outside of the U.S.
 Transfer Request – J-1 Scholar is now in the US, in J-1 status, at another institution.

Current Institution's Name:

Please note: When someone transfers to the University of Chicago, OIA cannot issue the new DS-2019 form until the official transfer date/ start date of the position.

Proposed Activities at the University of Chicago:

15. J-1 Program Dates: Start: _____ End: _____
16. If appointment is six months or shorter, will an extension be requested? Yes / No
17. Primary Activity: Teaching/ Research/ Equal Responsibility for Both
18. Field of Research/Teaching at the University of Chicago:
19. Job Title: _____
20. Position Type: Staff / Academic (non-tenure track only)
21. Does the J-1 Scholar hold an M.D.? Yes / No ← If yes, attach a "five-point" letter from the Department Chair certifying that the Visitor will not be involved in any patient care.
22. Faculty Supervisor: _____
23. Campus Extension: _____

24. Will Scholar work at any off-campus locations?

Yes

No, I will inform

Please provide address(es)

OIA if additional work sites are added

Financial Arrangement

25. For the period covered by Form DS-2019, indicate salary, stipend, or other support for which you have documentation on file. Do not include travel allowances, health insurance or other perquisites. If the J-1 Scholar will be supported by more than one source, indicate each individual source & amount.

<u>Source</u>	<u>Amount</u> (in U.S. dollars)	
University of Chicago	\$	<input type="checkbox"/> total / <input type="checkbox"/> year
Other	\$	<input type="checkbox"/> total / <input type="checkbox"/> year
Total	\$	<input type="checkbox"/> total / <input type="checkbox"/> year

(Total must meet minimum funding requirement as outlined on OIA's website)

Items to Attach for OIA:

26. Curriculum Vitae (not needed for extension requests)

Proof of funding if the visitor will use non-University funds (incl. personal funds) for visit (see #24)
"Five-point" letter if scholar holds an M.D.

27. **Mailing Instructions** (for Initial Requests Only, see #14):

- Email or Call the Department at: ← for courier service
- Mail it to the Exchange Visitor with the attached and completed shipping label: ← for courier service

Approval:

28. Chair of Department, Director of Institute, or authorized representative:

Name

Signature:

Date

29. Dean of Division or Professional School, Office of Academic Affairs or authorized representative:

(Departmental HR Administrator may sign for staff positions in the BSD)

Name

Signature:

Date

Checklist – J Status English Language Requirement

Please include this page with any J-1 Request submitted to OIA

Name of prospective J-1 status holder:

The prospective J-1 status holder's English language ability has been confirmed by use of:

Result of the Academic English Proficiency Assessment (AEPA) conducted with this candidate by the Chicago Language Center. Result included with this checklist.

OR

A recognized English language test:

- A TOEFL speaking score of 18 or higher, or
- IELTS speaking score of 6 or higher, or
- PTE speaking score of 50 or higher

OR

Attached transcript showing that within the past 5 years the individual earned a degree or attended an accredited academic or English language school in one of the identified countries listed below.

OR

Documentation showing that within the past 5 years the individual has lived and been employed for at least 2 years in one of the identified countries listed below.

OR

This request is exempt from the J English language requirement because:

The individual is a native or legal permanent resident of one of the countries listed below.

The individual is currently a J-1 status holder who is transferring their status to the University of Chicago from another institution in the U.S. presumably have met the requirement already.

OR

Proof of English language proficiency has been provided by other means and relevant communication with the Director of OIA is attached to this request.

List of countries:

U.S., Australia, Ireland, New Zealand, the United Kingdom, the Caribbean countries of Antigua and Barbuda, Barbados, Bahamas, Dominica, Grenada, Jamaica, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Guyana, and English-speaking provinces in Canada and South Africa.



Important Information for the Visa Applicant:

The 5-Point Letter following below is a document meant strictly for visa-related purposes and follows the language of the U.S. Department of State. It is an immigration document which provides evidence to the visa officer considering your visa application that the University of Chicago can sponsor you for J-1 status under the circumstances outlined in the 5-Point Letter. However, the University of Chicago and University of Chicago Medical Center impose far greater constraints on visiting foreign national MDs than the 5-Point Letter does. All J-1 visitors at the University of Chicago/University of Chicago Medical Center, such as Postdoctoral Scholars, Visiting Scholars, or Clinical Observers, must comply with University/Medical Center rules; the 5-Point Letter does **not** override those rules. The rules of the University/Medical Center include the following:

The J-1 Visitor

- Will never be in the presence of a patient without a UCH clinical attending;
- Will not be introduced to a patient, refer to himself/herself or be represented to the patient or any other person as a "Doctor" or a "Physician;"
- Will not have embroidery or other identifying marks or imprints on a white lab coat if such a lab coat is worn;
- Will wear an ID badge that does not carry the designation "Dr." and does not include any academic degrees;
- Will not be asked or allowed to answer specific questions about a patient's care or treatment or otherwise provide medical or professional opinions;
- Will not write patient orders or write in patient charts;
- Will not interpret, write, or report test results, x-rays, etc. as part of the treatment of a patient;
- Will not perform any procedures on a patient;
- Will not "scrub in" for any procedure.

Failure to adhere to these rules may result in dismissal and discontinuation of J-1 sponsorship.

Your signature and date here _____ confirms that you understand and will abide by these rules.

Supervisor/faculty mentor: Your signature and date here _____ confirms that you understand and will enforce these rules.

Information for the Visa Officer:

The University of Chicago hereby confirms compliance with the following:

5-Point Letter

- The program is predominantly observation, consultation, teaching or research;
- Any incidental patient contact will be under the direct supervision of a U.S. citizen or resident alien who is licensed to practice medicine in the State in which the activity is taking place;
- The foreign national physician will not be given final responsibility for the diagnosis and treatment of patients;
- Any activities will conform fully with the State licensing requirements and regulations for medical and health care professionals in the State in which the program is being pursued; and
- Any experience gained will not be creditable towards any clinical requirements for medical specialty board certification.