



J-1 Exchange Visitor Request Form

Important Information for UT Tyler 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 Tyler.
- J-1 Exchange Visitors must ensure compliance with J-1 visa federal requirements and must have health insurance.
- J-1 Exchange Visitors who will be actively employed by UT Tyler will be contacted by the Office of Human Resources (HR) to attend new employee orientation. Additionally, if benefits-eligible, the J-1 visitor will be provided with benefits information from HR.
- 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 they are 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 they were 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 a mandatory orientation appointment with UT Tyler Office of International Programs.
- All J-1 Exchange Visitors, once in the U.S., must schedule and attend a mandatory orientation appointment with their UT Tyler Responsible Officer (International Student Advisor).

UT Tyler Department Checklist

- Completed and signed J-1 Request Form
- Copy of exchange visitor's CV/Resume
- Copy of exchange visitor's Passport biographic data page and scholar's dependents (if applicable)
- Financial supporting documents
- Proof of English Language Proficiency

J-1 Exchange Visitor Request Form

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, enter N/A for not applicable.
- Correct spelling is VERY important.
- Ensure all names appear exactly as shown in your passport. A copy of your passport must be submitted with this form.

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

Date of Birth: _____ Gender: _____

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

Country of Legal Permanent Residence (LPR): _____ Country of Citizenship: _____

Exchange Visitor Contact Information: Email Address: _____

Current Address in Legal Permanent Residence country:

Current Position in country of Legal Permanent Residence: Student Employed Employed and a Student Post Doc

If employed, current title? _____ Government entity? _____ 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? _____ Name of 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., provide copies of your current visa and I-94.

Current address in U.S.: _____

J-1 Exchange Visitor Transfers

- J-1 EV must maintain J-1 status as well as a consistent J-1 program objective throughout the transfer process.
- Transfer must occur within the maximum duration of participation allowed by the specific J-1 category and transfer may only occur within the same J-1 category (i.e. J-1 Research Scholar to J-1 Research Scholar).
- Transfer must occur while J-1 program is in "Active" status. Transfers are not possible during J-1 grace period or after the J-1 program has already ended.
- An EV who has initiated a waiver application of the 212(e) requirement through the U.S. Department of State should contact a J-1 advisor in their current university to determine possible impact on transfer eligibility.
- An EV who is deemed ineligible for transfer for any reason may not be transferred.

Part II. Exchange Visitor Dependent Information/Health Insurance

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

Dependent Information

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 UT Tyler. Separate J-2/DS-2019 forms will be issued for each dependent. A copy of each dependent's passport and spouse's marriage certificate (translated in English) must be attached to this form. Attach 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			

Health 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 to the Office of International Programs (OIP) and must be for the entire expected period of J-1 program participation. Your SEVIS record will not be validated until you provide Office of International Programs with evidence of insurance coverage. A willful failure to maintain insurance requirements is a violation of the Exchange Visitor Program and may result in immediate termination of your program participation.

- (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 UT Tyler employee health insurance plan. A separate policy must be purchased by the J-1 Exchange Visitor.

Exchange Visitor Certification

_____ I hereby certify that I am aware of the health insurance requirements.

_____ I understand that substantial foreign relationships between any University officer or Employee, including a faculty member or researcher, and programs sponsored, funded, directed, or controlled by a foreign government, foreign agency, or foreign institution are prohibited unless properly and timely disclosed.

_____ I certify that all information I have provided on this form is true and correct to the best of my knowledge.

Exchange Visitor: _____ Signature: _____

Part III. Exchange Visitor's Program Information

TO BE COMPLETED BY UT TYLER INVITING DEPARTMENT

UT Tyler Department: _____

Projected dates of program participation: Start Date: _____ End Date: _____ (5 year maximum)

Choose J-1 visa category: Research Scholar Professor Short-Term Scholar Student Specialist

Title of J-1 Position at UT Tyler for the Exchange Visitor: _____

Disciplinary field of instruction/research/study: _____

Brief description and field of activity the Exchange Visitor will engage in under this program:

Location of employment: Building: _____ Room No./Lab: _____

Total financial arrangements as per federal regulations must cover the entire requested period of stay indicated above. (The minimum amount of funding must total \$1500/month for the J-1, plus additional \$500/month for J-2 spouse and child/ren.

Total UT Tyler funding amount: \$ _____

If UT Tyler funded, will the Exchange Visitor be paid from or work on any grant-funded projects? _____

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

Supporting financial documents must be attached to this request for all UT Tyler and non-UT Tyler 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-UT Tyler funded:

Total non-UT Tyler funding: Amount: \$ _____ Organization: _____

Total non-UT Tyler funding: Amount: \$ _____ Organization: _____

Total non-UT Tyler funding: Amount: \$ _____ Organization: _____

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

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

Supervisor Name: _____ Office Phone No: _____ Email: _____

Administrative Assistant: _____ Office Phone No: _____

Part III. Researcher Questionnaire/Exchange Visitor Plan

TO BE COMPLETED BY UT TYLER INVITING DEPARTMENT SUPERVISOR OR FACULTY MEMBER. FOR QUESTIONS, PLEASE CONTACT THE ASSOCIATE VICE PRESIDENT FOR RESEARCH AND RESEARCH COMPLIANCE OFFICE.

_____ Will any special equipment or items (e.g. chemicals, lasers, laboratory animals, biological agents, human subjects) be needed for the research? If yes, explain in greater detail below and note if Host does not control the special equipment or items:

_____ Is the research related to a Sponsored Program at UT Tyler or elsewhere? If yes, provide Project Title, Name of Sponsor, Name of Principal Investigator, and role visitor has or would have on project:

_____ Does the research/scholarship include or involve the use of any existing UT Tyler intellectual property or proprietary or confidential information/data of UT Tyler? If yes, list the intellectual property or proprietary or confidential information/data below and who at UT Tyler uses/controls it:

_____ 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, publication, final report, etc.):

This project is not supported by any NIH or other Federal grant and is not intended for development into a Federal-oriented grant. Funding for the Exchange Visitor work during his stay will derive from the hiring department funding from the *State of Texas* account. If this project is developed for NIH or other Federal grant application during the study, prior approval from the Department Chair, Dean and Associate VP for Research Compliance will be obtained. In addition, such activity will be declared according to NIH / Federal policy and UT Tyler requirements in a timely manner. The Exchange Visitor acknowledges that no individual, entity, institution, agency, or government other than the University and the supervisor has a right or binding commitment to receive research results.

Funding for this Exchange Visitor's work during their stay will derive from the department funding from the *State of Texas* account. If this project is developed for NIH or other Federal grant application during the study, prior approval from the Department Chair, Dean and Associate VP for Research Compliance will be obtained. In addition, such activity will be declared according to NIH / Federal policy and UT Tyler requirements in a timely manner. The Exchange Visitor acknowledges that no individual, entity, institution, agency, or government other than the University and their supervisor has a right or binding commitment to receive research results.

As the faculty member responsible for the Exchange Visitor's program, their supervisor will ensure that the status, performance, and reporting of the Exchange Visitor's research comply with NIH / Federal policy and UT Tyler requirements.

Exchange Visitor: _____ Signature: _____

Faculty/Staff/PI: _____ Signature: _____

Department Chair/Supervisor: _____ Signature: _____

Dean: _____ Signature: _____

Associate VP for Research/Research Compliance Officer: _____ Signature: _____

Part IV. Proof of English Proficiency

TO BE COMPLETED BY UT TYLER INVITING DEPARTMENT

All J-1 applicants MUST submit the "Objective measurements of English language proficiency" according to the U.S. Federal Regulations. In order to meet this Federal requirement, the J-1 Applicant MUST submit **one** of the following proofs of English language proficiency.

- A recognized English language test: TOEFL, IELTS, PTE; OR
 - The test must have been taken in the past 2 years:
 - IELTS overall band score of 6.5 or higher
 - TOEFL test score 79 (internet based iBT)
 - PTE score of 53
- Signed documentation from an academic institution or English language school, OR
 - Verifies the exchange visitor possesses English language proficiency high enough to function daily within the UT Tyler position and within the local U.S. community.
 - Issued on letterhead in English, within the past 6- months. Must include signature from school official.
- A documented interview conducted by the UT Tyler sponsor either in-person or by videoconference, or by telephone if videoconferencing is not a viable option.

Assessment (if applicable)
Comprehension
_____ Fully understands the question. _____ Understand the question after repeating/rephrasing. _____ Seems unable to understand the question.
Communication
_____ Answers questions clearly. _____ Answers questions, but with difficulty articulating in English. _____ English responses cannot be understood.
Recommended Questions
<ul style="list-style-type: none">• Why have you chosen to pursue an exchange visit at UT Tyler?• What knowledge or skills do you expect to acquire during your time in the U.S.?• How do you think the time you spend at UT Tyler will benefit you personally and professionally?• What do you seek to learn about the culture and society of the U.S., and how will you share that knowledge when you return to your home country?

Based on the interview, the prospective visitor is sufficiently proficient in the English Language to function successfully in the proposed J program and on a day-to-day basis in the U.S.

Supervisor Name: _____ Signature: _____

Department Sponsor must sign Incident Reporting Acknowledgment Form

[U.S. Department of State regulation 22 CFR 62.13 \(d\)](#)

UT Tyler inviting department must notify the Office of International Programs of any incident or allegations of misconduct involving a J-1 Exchange Visitor currently participating in the research program.

Nature of Incident or Allegation	
<ul style="list-style-type: none"> • Exchange Visitor Death • Exchange Visitor Missing, Absconder, or Overstay (i.e., whereabouts unknown or intentionally left the program without notifying sponsor) • Serious Behavioral Problems (e.g., substance abuse, bullying, or harassment) • Serious Medical Issues (e.g., cancer diagnosis, surgery, or any condition requiring hospitalization of 48 hours or more) • Serious Mental Health Concerns (e.g., suicidal ideation or attempt, eating disorder, self-harm, psychiatric hold and/or hospitalization, or early program end due to mental health) • Sexually-Related Incident or Abuse (e.g., incident or allegation involving sexual exploitation, harassment, assault, or misconduct) • Incident Involving the Criminal Justice System (e.g., arrest, charges, incarceration, detention, or other law enforcement involvement) • Incidents Involving Child Protective Services • Fraud (e.g., visa, immigration, or financial fraud or scam) • Theft of Intellectual Property or Violations of Import/Export Controls 	<ul style="list-style-type: none"> • Lost or Stolen Immigration Documents (e.g., lost or stolen passport/visa or stolen Form DS-2019) • Unsuitable Host/Work Conditions (e.g., incident or allegation involving workplace bullying, harassment, discrimination, hostile work environment, or work hours and/or wage-related issues) • Actual or Potential Negative Press (i.e., incident expected to bring DOS, the sponsor, or the Exchange Visitor Program into notoriety or disrepute) • Foreign Government Involvement (including Foreign Embassy or Consulate Involvement) • Litigation (Lawsuits) or Other Legal Actions (related to the Exchange Visitor Program, in which a sponsor, site of activity, or an exchange visitor may be a named party) • Public Security Incident or Natural Disasters Directly Involving Exchange Visitor Safety (e.g., bombing, shooting, other acts of violence, civil unrest, fire, tornado, flood, or hurricane) • Port of Entry Issues (e.g., applicant found inadmissible resulting in withdrawal of application for admission, expedited removal, or Notice to Appear)

I understand the above requirement and agree to call the Office of International Programs at 903-565-5960 and email cynthiamartinez@uttyler.edu and jchandarlis@uttyler.edu during regular office hours or outside office hours call UT Tyler Police at 903-566-7300 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: _____ Signature: _____

UT Tyler Faculty: _____ Signature: _____

UT Tyler Dean/Supervisor: _____ Signature: _____