



## OVERVIEW OF J-1 PROGRAM

The Department of State's J-1 Exchange Visitor (EV) Program allows UAB to offer foreign nationals temporary opportunities to participate in educational and cultural programs in the US and to return to their home country to share their experiences. The J-1 visa is not an "employment visa," although employment is allowed pursuant to the visitor's temporary research opportunities and objectives in the US.

**ISSS Role** – ISSS is responsible for issuing the Certificate of Eligibility for J Status, known as Form DS-2019. This document is required to apply for a J-1 visa stamp at a US embassy/consulate to be able to enter the US. **ISSS does NOT issue visas.** The EV is responsible for requesting a visa appointment abroad at a US embassy or consulate in their home country.

**Length of Stay** – EVs can remain in the US for a minimum of 3 weeks to up to a maximum of 5 years, depending on funding and research objectives. ISSS will issue a Form DS-2019 reflecting a length of stay evidence in the OPE Postdoc offer letter. Form DS-2019 can be extended as needed for up to 5 years.

**Cost** – There are several expenses associated with the J-1 process, including English proficiency test (\$75) if needed, SEVIS fee (\$220), and visa application fee (\$160). **There is no fee for ISSS to issue a Form DS-2019.** Federal immigration regulations do not require the inviting department to pay any of these fees—all can be assessed to the incoming exchange visitor (EV).

**Timing** – **Both the department chair and faculty member responsible for inviting the EV to UAB. Please review the process on [our website](#) and upload this form with supporting documents to BOX as early as possible, at a MINIMUM two (2) months before the EV's scheduled arrival date, to minimize delays the visitor's arrival on campus. If a Department of State Consular Officer selects the EV for administrative processing during the visa interview, based on the sensitive nature of the research field, particular skills, country of origin, or other subjective factors, expect an additional 6-8 weeks of delay while the Department of State conducts its background check.**

**Special considerations for transfer** – If the EV you wish to appoint is currently *already in the US* in J-1 status at another institution, please notify ISSS so that we can coordinate transfer of the SEVIS record to UAB in a timely manner.

### Additional Considerations

- **Dependents** – J-2 dependents of J-1 EVs are **NOT** allowed to "volunteer" with UAB to perform any duties for which a US worker would otherwise be paid. "Work" means any activity for which an individual would normally be paid, and any activity from which UAB benefits. J-2 dependents are eligible to apply for their own work authorization from USCIS and can be hired **after** receiving an EAD card in the mail.
- **Foreign Medical Graduates** – **UAB's J-1 Exchange Visitor Program is not intended for visitors wishing to pursue medical training.** The Educational Commission for Foreign Medical Graduates (ECFMG) is the only sponsoring agency that can issue a Form DS-2019 to a foreign medical graduate who wants to pursue medical training (residency or fellowship) in the US.

Under no circumstances should an EV whose objective is to pursue medical training enter the US on a DS-2019 issued by UAB. **Please see the [ECFMG Alien Physicians](#) page for more information** about the immigration process for residency and/or fellowship training.



Please complete and **upload** this document to the applicant folder **in BOX** (link or invitation sent by **ISSS**) along with scanned copies of **ALL** the documents requested on page 5.

**SECTION 1: APPOINTMENT DETAILS**

Exchange visitor's (EV) name \_\_\_\_\_  
Last/Family Names First/Given Names

Start date of appointment \_\_\_\_\_ End date \_\_\_\_\_  
MM DD YYYY MM DD YYYY

**This form must be completed a **minimum of 2 months** before the listed start date. The date listed should be the actual start date at UAB. Please encourage the EV to arrive in the US **before** the listed start date (arrival is authorized up to 30 days before) to complete HR paperwork, sort out housing, and accomplish personal/bureaucratic tasks to start the research on the effective date.**

HR Assignment Category and job title (please check the appropriate box):

- 20 Postdoctoral Scholar Trainee
- 21 Postdoctoral Scholar Employee

**Physical location** where EV will conduct research at UAB:

Street address Suite/Room # Building code

PI/faculty/other individual responsible for supervising EV: \_\_\_\_\_

Nature of EV's appointment at UAB (please tick all applicable):

- Teach  Conduct research
- Participate in observations  Engage in clinical work/patient contact
- Other (specify)  \_\_\_\_\_

Provide the **subject of the research** (**not the duties**) in which the EV will engage. If there is a website describing the work, please include it for our reference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SECTION 2: FINANCIAL SUPPORT**

Many federal agencies are increasingly scrutinizing the source of research funding, and UAB is committed to transparency with this information.

Please indicate the annual salary amount \_\_\_\_\_

Please indicate the EXACT SOURCE of the funding (e.g., state funds, NIH grant, private grant, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3: CULTURAL EXCHANGE CONSIDERATIONS**

Despite passing the English Language Proficiency Test, if the EV’s English proficiency is found to be lacking during ISSS orientation, will the department ensure English enrichment opportunities through the Learning Resource Center and/or free Community English Classes offered through the UAB School of Education?

Yes  No

Will the EV be included in departmental activities such as happy hours, field trips, athletic events, lunch meetings, or other opportunities to participate in American research culture?

Yes  No

**SECTION 4: LEVEL OF PATIENT CONTACT**

A “foreign medical graduate” (FMG) is defined as “an alien who has graduated from a medical school in a foreign state or who has qualified to practice medicine in a foreign state” (22 C.F.R. § 514). **If (and only if) your EV is an FMG, please indicate the level of patient contact involved during the research at UAB:**

Will the EV attend or give lectures, go into patient areas as an observer or consultant, or work on research tissue and specimens that have no direct bearing on patient care?

Yes  No

Will the EV need to have limited patient contact in order to carry out those objectives, such as doing a diagnostic examination in the presence of a senior physician, being present during therapies and treatment with opportunities for hands-on experience in ways that do not compromise the care of the patient, or being present in the operating room and having limited patient contact but not performing procedures?

Yes  No



**SECTION 5: AUTHORIZATION AND ATTESTATION**

I accept responsibility for the accuracy of the information on this form, for sponsoring the EV at UAB, and for reporting the EV's departure and/or termination from UAB to ISSS. **I am responsible for informing ISSS when the EV's physical lab location, source or level of financial support, or research objective change.** Finally, I understand that the primary purpose of the J-1 visa is for educational and cultural exchange, and I will abide by all Department of Labor regulations and UAB HR policies governing hours worked and wages earned pursuant to the EV's research opportunity.

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Department Chair Name (printed/typed)

\_\_\_\_\_  
Faculty Sponsor Name (printed/typed)

Date \_\_\_\_\_

Date \_\_\_\_\_

Sponsoring school: \_\_\_\_\_

Sponsoring department/division: \_\_\_\_\_

**SECTION 6: SUPPORTING DOCUMENTS**

ISSS cannot issue the Form DS-2019 for your EV to apply for a J-1 visa before receiving **ALL** necessary documents. **Please upload ALL the documents to the applicant folder in BOX (link/invitation sent by ISSS)** to maximize efficiency.

ISSS is responsible for maintaining all documentation in the event of a Department of State site visit. We need:

- Background Information Form from the applicant, with applicable supporting documents – *separate form*
- Postdoc offer letter from UAB – including dates of appointment, subject of research, and salary
- Information Needed for Export Control Screening (**see next page**)



**OVERVIEW OF EXPORT CONTROL**

Under federal Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), US employers should seek and receive a license before releasing controlled technology or technical data to certain international visitors. Even if such information is released to the visitor within the US, the regulations consider the release a “deemed export” as if the information had actually been sent to the Exchange Visitor’s (EV) home country.

In essence, the [EAR](#) pertains to the production, development, or use of “dual use” items found on the [Commerce Control List](#), while the [ITAR](#) pertains to technical data directly related to defense articles found on the [US Munitions List](#).

For additional background and help determining whether export control regulations will apply to your international EV, please refer to the University Compliance Office’s [Export Control Decision Tree](#).

**SECTION 1: APPOINTMENT DETAILS**

Job Title/Position Offered \_\_\_\_\_

Exchange Visitor family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

1. To what research technology and academic facilities, including computer servers and laboratories, will the EV have access? [*Include information about access to potentially controlled and sensitive equipment, software, personnel, etc.*]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will the EV be involved with any projects that (select **all** that apply):

Are proprietary or involve proprietary information? Yes  No

Require the EV to obtain a certain security clearance? Yes  No

Involve research overseen by the Office of Sponsored Programs? Yes  No

If yes, have any of the projects been issued a Technology Control Plan (TCP)? Yes  No

**If yes, please attach a copy of the TCP to this form.**



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

Have publication or access and dissemination restrictions imposed by the sponsor, including but not limited to confidential disclosure, proprietary information agreements, and/or material transfer agreements? Yes [ ] No [ ]

Are departmentally funded? Yes [ ] No [ ]

Require foreign national approval by the sponsor? Yes [ ] No [ ]

If you answered "yes" to any of the above, please explain. List and describe all projects. [Use additional space as needed.]

Three horizontal lines for providing an explanation.

SECTION 2: ATTESTATION AND SIGNATURE

With respect to technology or technical data UAB will release or otherwise provide to the international EV, I certify that I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and, to the best of my knowledge, have determined that at the time of creating the DS-2019, a license is not required from either the US Department of Commerce or the US Department of State to release such technology or technical data to the international EV. I agree to direct any questions or concerns I may have about deemed export, EAR, and/or ITAR issues to Marilyn Thomas, UAB's Director for Export Control and International Compliance (mcthomas@uab.edu).

Supervisor/PI Name: \_\_\_\_\_ Supervisor/PI Signature: \_\_\_\_\_

Supervisor/PI Title: \_\_\_\_\_ Date: \_\_\_\_\_