

University of North Florida

Exchange Visitor Program for Research Scholars, Professors, and Short-Term Scholars

Cover Sheet

Accompanying this cover sheet please find the following materials related to the Exchange Visitor Program for Research Scholars, Professors, and Short-Term Scholars at the University of North Florida.

- U DS-2019 Request Form (3 pages)
- U J-1 Insurance Notification Form (2 pages)
- U Sickness and Accident Insurance Verification form (1 page)
- U J-1 Faculty and Scholar Registration Form (1 page)

Please direct all questions to Dr. Timothy H. Robinson, UNF Responsible Officer, regarding these materials and the UNF Exchange Visitor Program

NOTE: Responsibilities of the Department/College Sponsor:

- ◆ Assist Exchange Scholar in filling out *DS-2019 Request Form* and *Insurance Verification Form* (if applicable).
 - ◆ Make necessary arrangements to assist scholar in fulfilling the health insurance requirement.
 - ◆ Schedule registration appointment with the International Center for the Exchange Visitor during his/her first day on campus.
 - ◆ Supervise Exchange Visitor's program objectives.
 - ◆ Notify the International Center when the scholar leaves UNF.
-

Dr. Timothy H. Robinson
Director, International Center
Building 10, Room 2470
University of North Florida
Jacksonville, FL 32224

Telephone: 904-620-2657
Fax: 904-620-3925
E-mail: trobinso@unf.edu