

Internal University Review/Approval Process for J-1 Exchange Visitors (Short-Term Scholars, Professors, Research Scholars, Interns)

STEP 1 – Initial/ exploratory inquiry regarding sponsoring an Exchange Visitor (EV) to campus.

- Contact Ruth Lopez, AVP for International & Diversity, at least 5 months before the EV's anticipated start date to review request (rlopez@unf.edu * 620-1097 * 58E/2309)

STEP 2 – Submit the following items through the department/college chain for review/signatures. The items should then go to Academic Affairs for review/approval.

- EV Program Request Form can be found on the International Center webpage: <file:///O:/J-1/scholars/1-A-new%20packet/EVP-3-request.pdf>
- EV Program Signature Sheet
- Deemed Export Review Form (from Compliance Office) - Needs to be completed and signed by the UNF faculty sponsor
https://www.unf.edu/uploadedFiles/aa/acadaffairs/budget_hr/Deemed%20Export%20Review%20Form%20-%20Visiting%20Foreign%20National.pdf
- Invitation Letter - Needs to be written by the UNF department sponsoring the visitor, to include information on duration of stay, purpose of the visit, and/or any compensation provided
- CV or Resume – should be included in packet provided to Academic Affairs for EV request approval

STEP 3 - Either before or during the processing of the “academic” paperwork of Step 2 and after the UNF faculty sponsor notifies Ruth Lopez of the planned incoming visitor. Ruth Lopez, will then obtain from the prospective visitor the following items:

- Exchange Visitor Profile form
- a copy of the visitor's passport (and dependents if applicable)
- an affidavit of financial support (proving funding for the time in the U.S.)
- confirmation of dates in the U.S.
- CV or Resume
- Proof of English Language Proficiency

NB 1: If any UNF funding is being provided to the visitor by UNF, the department will need to submit documentation on the amount to be paid.

NB 2: All J-1 EV's and dependents are required to have insurance coverage during the period that they participate in the Exchange Visitor Program. This will be communicated to them by the International Center and Ruth Lopez.

STEP 4 - Once the paperwork in Step 2 has been reviewed and approved by AA, and the items in Step 3 have been received, the International Center (IC) will issue and mail the visitor the DS-2019 immigration packet. The IC will oversee all immigration aspects of the visitor while he/she is in the U.S.

STEP 5 - The UNF faculty (department) sponsor will assist that EV to gain access to the UNF system if applicable to their department:

- **Network Access Form (HR) – to issue an N#**
- **Osprey One I.D. Card**
- O Drive/Scan folders
- Key Request Forms
- Property Inventory Check-out
- Added to Department/Unit email list-serves