



OVERVIEW OF J-1 VISA

The J-1 category is for persons who are coming to the U.S. for a short-term program in a variety of areas: such as study, long-term research, short-term research, teaching, or training. The University of Alabama authorizes documents only for professors, research scholars, specialists, student interns, and students. The Student and Exchange Visitor Information System (SEVIS) DS-2019 is the document issued by International Student & Scholar Services to any person approved by The University of Alabama for a J-1 program. This Application for J-1 Visiting Scholar/ Professor is for applicants in all J-1 categories other than student or student intern. There is a separate application form to host J-1 Student Interns.

The J Exchange Visitor program is a temporary program, and J-Visa holders should have no immigrant intent. This visa category should not be used by departments or internationals for permanent employment positions or to seek Permanent Residency in the United States.

The J Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification 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.” The Department of State issues J-Visas and establishes and administers the federal regulations and policies governing the J Exchange Visitor Program.

ELIGIBILITY REQUIREMENTS FOR ALL J-1 EXCHANGE VISITORS

There are a few basic requirements for all J-1 Exchange Visitors:

- 1) Intent to pursue appropriate activity (such as research or teaching)
- 2) Intent to return to home country (as determined by consular officer)
- 3) Sufficient funding for program – minimum \$1200/month for independently-funded scholars
- 4) Appropriate background for program activity (i.e. the J-1 Visitor meets appropriate degree requirements)
- 5) Adequate English proficiency (as determined by the host department or by The University of Alabama; applicants who are non-native English speakers or who are not residents/citizens of a country where English is an official language must submit either exam results from a recognized English exam, submit signed documentation from an academic institution confirming proficiency, or be evaluated by the UA Host department for their English language proficiency)

LIMITATIONS – DURATION OF STAY AND EMPLOYMENT

J-1 Research Scholar/Professor

- Limited to a maximum stay of 5 years to engage in research and/or teaching
- Independently-funded scholars are limited to 1 year of sponsorship with eligibility for annual extensions
- J-1 Research Scholars/Professors may **NOT** hold or be candidates for tenure
- Must have a specific objective sponsored by UA, such as to conduct research, teach, or consult
- 12/24-month bars may prevent J-1 Research Scholar/Professor sponsorship of those who have previously held J visa

J-1 Short-Term Scholar

- Limited to 6 months; Short-Term Scholars may not extend stay beyond 6 months
- 12/24-month bars do not apply to J-1 Short-Term Scholars who wish to return in J-1 Professor/Research Scholar category

J-1 Specialist

- Limited to a maximum stay of 12 months
- J-1 Specialist may not fill a permanent or long-term position of employment in the U.S.
- 12-month bar applies to J-1 Specialists who wish to return in J-1 Professor/Research Scholar category

REQUIRED FINANCIAL SUPPORT

Host departments must verify that the J-1 Scholar or Professor and any accompanying dependents will have sufficient funding for the entire length of stay. The minimum amount of financial support for a scholar is \$1200 per month, plus \$500 per month for each accompanying J-2 dependent spouse or child. J-1 Scholars and Professors may be paid by The University of Alabama or have independent financial support. If the department will pay the J-1 Scholar or Professor a salary, then the amount of financial support should be noted in the appointment letter. If the J-1 Scholar or Professor will not be paid by the department, then the scholar must submit evidence of financial support in the form of a bank statement or a sponsor letter.

Estimated Costs of Living Expenses (Based on Living Expenses for one person)*		
Expense	MONTHLY	ANNUAL TOTAL
Housing (1 or 2 bedroom apartment)	\$600 - \$800	\$7200 - \$9600
Utilities (Electricity, Water, Sewer, Garbage)	\$115 - \$250	\$1380 - \$3000
Phone/Cell Phone	\$30 - \$60	\$360 - \$720
Groceries	\$300 - \$400	\$3600 - \$4800
Health Insurance	\$60 - \$106	\$720 - \$1272
Personal Expenses (Bus, Clothing, Entertainment, etc.)	\$95 - \$150	\$1140 - \$1800
TOTAL	\$1200 - \$1766	\$14,400 - \$21,192

* The estimated costs of living increase with each added dependent. Estimated cost for each J-2 Dependent is \$500 per month, equaling \$6000 per year in additional costs per dependent (spouse or children).

SEVIS FEE & VISA FEES

Prospective J-1 Scholars and Professors are required to pay certain fees, described below, in order to obtain their J-1 visas* and enter the United States. Either the scholar or the department may pay these fees.

SEVIS Fee: The U.S. Department of Homeland Security charges all new J-1 Scholars and Professors a \$180 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. International Student & Scholar Services, when sending the DS-2019 form, will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee.

Visa Fees: In addition to the SEVIS fee, the prospective J-1 Scholar or Professor must pay certain visa fees. Please see the Department of State web site for more information on fee amounts: http://travel.state.gov/visa/temp/types/types_1263.html. In addition, if the visa is issued, the scholar may have to pay a further visa issuance reciprocity fee, if applicable. Prospective J-1 Scholars and Professors can consult the following web site to determine if they must pay a visa issuance reciprocity fee and the fee amount: http://travel.state.gov/visa/fees/fees_3272.html. J-1 Scholars and Professors should consult the web site of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

HEALTH/MEDICAL INSURANCE REQUIREMENT

Based on new federal regulations that went into effect in May 2015, J-1 Scholars and Professors must maintain the following minimum level of health insurance for themselves and any J-2 dependents for the duration of their stay in the United States:

1. Medical benefits of at least \$100,000 per accident or illness;
2. Repatriation of remains in the amount of \$25,000;
3. Coverage for medical evacuation of the exchange visitor to his/her home country in the amount of \$50,000;
4. A deductible which does not exceed \$500 per accident or illness; and
5. Exchange visitors may also be subject to the requirements of the Affordable Care Act.

J-1 Scholars and Professors must provide proof of health insurance for themselves and any family members when they first arrive and report to International Student & Scholar Services, and again if they later apply for an extension of their J-1 status. J-1 Scholars and Professors may purchase any plan that provides the minimum level of coverage listed above.

* Please note: Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

APPLICATION STEPS TO HOST A J-1 SCHOLAR/PROFESSOR

Step 1: Instructions for the J-1 Applicant

The J-1 Applicant should complete Sections 1, 2, and 3 of the Application for J-1 Visiting Scholar/ Professor and sign the statement at the end of Section 3.

In addition, the J-1 Applicant should submit the following materials to his/her host department:

- A copy/scan of the J-1 Applicant's main passport information page (and the main passport page for each J-2 dependent family member who will accompany the J-1 to the US).
- If the Scholar will be supported by personal funding or by funding from an institute or organization other than The University of Alabama, the Scholar must include any necessary financial documentation (award letter, bank statement, salary letter, etc.) and indicate the sources of funding in Section 2. The amount should be at least \$1200/month for the J-1 Applicant and \$500/month for each dependent J-2 spouse or child(ren).
- Non-native English speakers and those who are not residents/citizens of countries where English is an official language must provide proof of English Language Proficiency, to be reviewed and approved by UA Host Department. Proof of proficiency is a requirement of the US Department of State, and can be shown by any of the following means:
 - Evidence of a recognized English language test, such as the TOEFL, IELTS, PTE, Cambridge English Test, TOEIC or CEF.
 - Signed documentation from an academic institution, verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment.
 - A documented evaluation by the UA Host Department to be conducted by video teleconference or phone using the form on page 7 of this packet.

Step 2: Instructions for the UA Host Department

After receiving all documents from the J-1 Applicant, the department should complete Sections 4 and 5 and submit the entire Application for J-1 Visiting Scholar/Professor (Sections 1, 2, 3, 4, and 5) along with accompanying proof of English proficiency, financial documentation, and passport copies to International Student & Scholar Services.

Departments must also include a copy of an appointment letter for any incoming J-1 Scholar or Professor. The appointment letter is required for both paid and unpaid visiting scholars and professors.

Please submit all of the requested information. International Student & Scholar Services must have these materials in order to process your request for your prospective J-1 Applicant's immigration documents.

Please note that besides this request to host a scholar, departments must complete the Visiting Scholar Form and submit to Carolyn Boshell, cmboshel@aalan.ua.edu, in Academic Affairs for Approval: <http://international.ua.edu/files/2017/01/Visiting-Scholar-Form.pdf>. Additionally, in order to give the Visiting Scholar access to UA Libraries and other campus facilities, departments must complete a "New Faculty/Staff Setup" Form – http://payroll.ua.edu/forms_guides.html#newsetup and submit it to Human Resources for processing into the Banner system.

Note to Applicants and Departments: The University of Alabama will not provide J-1 sponsorship longer than one year at a time for independently-funded scholars; independently-funded J-1 scholars must seek an annual extension of their J-1 sponsorship for continuance of their program.

Step 3: International Student & Scholar Services

After receiving all documents from the J-1 Applicant and Department as well as the proof of finances, International Student & Scholar Services will process the DS-2019 Forms for the J-1 Scholar or Professor and for all J-2 Dependents in the US Citizenship and Immigration Services SEVIS Database (Student and Exchange Visitor Information System).

Along with the DS-2019(s), International Student & Scholar Services will prepare a packet for the J-1 Applicant which will include an invitation letter and information about: the J-1 Exchange Visitor Program, paying the SEVIS fee, obtaining the J-1 Visa, travel to the United States, and general information about The University of Alabama and Tuscaloosa, Alabama. The department will be asked to send this information along with the department's appointment letter to the J-1 Applicant (likewise, International Student & Scholar Services can ship items if provided with an express mail account).

Processing Time: Allow at least 1 week for International Student & Scholar Services to process and prepare all supporting documents. Overall processing time for the scholar to obtain a J-1 visa and arrive in the US is a minimum of at least 8 weeks (more if there are delays due to Technology Alert List or background checks).

SECTION 2: FINANCIAL INFORMATION

If self-funded or externally-funded, the minimum funding requirement for a visiting scholar, professor, or specialist is \$1200 per month (\$14,400 per year) and \$500 per month (\$6000 per year) for each accompanying dependent. Funding must be arranged prior to issuance of a DS-2019 form. No additional funding from The University of Alabama should be expected after arrival. Additionally, The University of Alabama will not provide J-1 sponsorship longer than one year at a time for independently-funded scholars; independently-funded scholars must seek an annual extension of their J-1 sponsorship for continuance of their program.

If funds are from an organization, grant, or government support, please attach a signed copy of any letters of award or sponsorship. If on personal funds, please attach a bank statement not more than 6 months old. **Proof of funding must accompany this form.**

SOURCES OF FUNDS	NAME OF SOURCE OF FUNDING	ASSURED SUPPORT (IN \$USD)
1. The University of Alabama		\$
2. International Organization		\$
3. Home Government		\$
4. Personal Funds		\$
5. Other Source		\$

SECTION 3: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S J-2 DS-2019)

FAMILY FINANCIAL SUPPORT: A J-1 Scholar or Professor must show financial support of \$6000 per year (\$500/ month) above the minimum of \$14,400 per year (\$1200/ month) for each J-2 dependent he/she wishes to bring to the U.S. - spouse and child(ren).

IMPORTANT NOTE: DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.

Spouse's Info	Full Name (required): _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div>
	Place of Birth (required): _____ : _____ : _____ <div style="display: flex; justify-content: space-between; font-size: small;"> City Province/ Territory Country </div>
	Citizenship & Residence (required): _____ : _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Country of Citizenship Country of Permanent Residence </div>
	Date of Birth: (month/day/year): _____ Spouse's Gender : <input type="checkbox"/> male <input type="checkbox"/> female
	Spouse's E-Mail Address: _____
Child's Info	Full Name (required): _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Family/Last Name (Surname) Given Name (First) Middle Name (if any) </div>
	Place of Birth (required): _____ : _____ : _____ <div style="display: flex; justify-content: space-between; font-size: small;"> City Province/ Territory Country </div>
	Citizenship & Residence (required): _____ : _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Country of Citizenship Country of Permanent Residence </div>
	Date of Birth: (month/day/year): _____ Child's Gender : <input type="checkbox"/> male <input type="checkbox"/> female

NOTE: For additional children, please copy this section and submit as a separate page with the above requested information.

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM

- Copy/Scan of Passport Identification Pages (For yourself and any accompanying dependents)
 - Copy/Scan of Appointment Letter, Proof of Financial Support, or Bank Statement
 - Copy/Scan of Proof of English Proficiency for non-native English speakers (copy of an official English Test or letter from English language instructor); if applicant has no proof of proficiency, host department must conduct an evaluation using form on page 7.
- IF CURRENTLY IN THE UNITED STATES, ALSO INCLUDE THE FOLLOWING:**
- Copy/Scan of current/ most recent Visa Stamp, I-94 Card/Record and any current/previous DS-2019s, I-20s, I-797 Approval Notices (For yourself and any accompanying dependents)

I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information or research/teaching plans.

Scholar's Signature: _____ Date: _____



Capstone International Center
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

J-1 Packet
**SECTION 4:
DEPARTMENT
APPROVAL**

**SECTION 4: DEPARTMENTAL APPROVAL FOR J-1 SPONSORSHIP
TO BE COMPLETED BY THE UNIVERSITY OF ALABAMA HOST DEPARTMENT**

Name of Prospective Scholar: _____

Dates of Intended J-1 Sponsorship: _____ through _____
month/day/year month/day/year

Title of Scholar's Position at The University of Alabama: _____

Brief Description of Duties: _____

UA Academic Department: _____

Host Professor/Supervisor's Name: _____ Email: _____

Administrative Contact/ Office Manager: _____

Administrative Contact Phone Number: _____ Email: _____

By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 Scholar:

- 1) The department and college agree to host the scholar included on this form as a J-1 Exchange Visitor.
- 2) The department will have the J-1 Exchange Visitor **make an appointment to check in with International Student & Scholar Services by the first day of his/her program start date** so that ISSS can fulfill U.S. government reporting requirements.
- 3) If an extension of program is necessary, the department will provide an updated appointment letter and proof of any additional funding **at least two weeks prior to the current program end date**.
- 4) If the exchange visitor does not come to The University of Alabama as expected or will be delayed in arriving, the department will inform International Student & Scholar Services as soon as possible so that his or her documents can be updated.
- 5) If the exchange visitor ends his or her participation in the program more than 30 days earlier than the expected program end date, the department will inform International Student & Scholar Services so that his or her immigration record can be updated as required by law.
- 6) Upon completion or termination of appointment, the department will inform International Student & Scholar Services of the exchange visitor's departure date by either email or formal letter.
- 7) The department understands that International Student & Scholar Services does not provide housing arrangements.

Required Signatures:

Host Professor/Supervisor Signature: _____ Date: _____

Dept. Chair/ Dean Signature: _____ Date: _____

SHIPPING PREFERENCES

- Department picks up and sends the J-1 DS-2019 form and appointment/invitation letter.
- ISSS sends the J-1 DS-2019 form (please provide UPS account number or FOAP: _____)

SPECIAL INSTRUCTIONS:

- For unpaid scholars, departments must also complete the Provost's Visiting Scholar Form and submit it to Academic Affairs for Approval: <http://international.ua.edu/files/2017/01/Visiting-Scholar-Form.pdf>.
- To give an unpaid Visiting Scholar access to UA Libraries and other campus facilities, departments must complete a "New Faculty/Staff Setup" Form – http://payroll.ua.edu/forms_guides.html#newsetup and submit it to Human Resources for processing into the Banner system.
- For all scholars (paid and unpaid), departments must complete Section 5: English Evaluation on page 7 of this packet.



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J-1 Packet
**SECTION 5:
ENGLISH
EVALUATION**

In accordance with US Department of State Regulations, each J-1 Scholar applicant must provide evidence of “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.10(a)(2)].

J-1 Scholar Applicants who are non-native English speakers or are not resident/citizen of a country where English is an official language must submit either:

- Evidence of a recognized English language test, such as the TOEFL, IELTS, PTE, Cambridge English Test, TOEIC or CEF, **or**
- Signed documentation from an academic institution, verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment, **or**
- A documented evaluation by the UA Host Department to be conducted by video teleconference or phone.

Instructions: The UA host department professor/supervisor must complete this documentation of English Proficiency, indicating if the scholar is exempt from testing due to native English ability or residence/citizenship in a country where English is an official language or indicating the method of evaluation used to determine adequate English proficiency.

SECTION 5: ENGLISH EVALUATION TO BE COMPLETED BY THE HOST PROFESSOR/SUPERVISOR

J-1 Scholar’s Name: _____

Host Professor/Supervisor’s Name: _____

Professor/Supervisor’s Title: _____ Academic Department: _____

What is the Proof of English Proficiency (Check one) :

- Scholar is **exempt** because he/she is a native English speaker or is a resident/citizen of a country where English is an official language.
- Official Test of English Language (please include copy/scan of test score/results)
- ▶ Which test: TOEFL; IELTS; PTE; Cambridge English Test; TOEIC; CEF; Other _____
 - ▶ Date of the exam: _____
 - ▶ Official Score/Results: _____
 - ▶ Does your department consider this score to be sufficient for the Scholar’s function on a day-to-day basis?: Yes No
- Signed documentation from an academic institution, verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. academic work environment (please include copy).
- Evaluation by the host UA Academic Department (If the scholar applicant does not have documentation of English proficiency, the department must conduct an evaluation using the format below)

▶ How was the evaluation conducted: teleconference (e.g. Skype); telephone; other _____

▶ Date of the evaluation: _____

1. Evaluate scholar applicant’s spoken language: Elementary Intermediate Upper Intermediate Advanced Proficient

Comments: _____

2. Evaluate scholar applicant’s listening skills: Elementary Intermediate Upper Intermediate Advanced Proficient

Comments: _____

Does your department consider this Scholar’s English to be sufficient to function on a day-to-day basis?: Yes No

Professor/Supervisor’s Signature: _____ Date: _____

TEMPLATE FOR INVITATION/APPOINTMENT LETTER
FOR INDEPENDENTLY-FUNDED SCHOLARS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

J-1 SCHOLAR'S NAME

J-1 SCHOLAR'S ADDRESS

DATE

Dear J-1 SCHOLAR'S NAME:

I am pleased to invite you to participate in a research exchange with the DEPARTMENT NAME in the SCHOOL/COLLEGE NAME at The University of Alabama.

Under the terms of our agreement to host you during your period of research, you will be sponsored to conduct research as a J-1 RESEARCH SCHOLAR/PROFESOR/SHORT-TERM SCHOLAR for the duration of LENGTH OF SERVICE, from START DATE until END DATE.

During your period of research, your faculty sponsor and contact at The University of Alabama will be SUPERVISOR'S NAME AND TITLE.

As part of our commitment to host you, the DEPARTMENT NAME will give you office space and a computer to carry out your research, a University of Alabama computer account, access to the university library and its research databases, and access to all standard administrative services. You will be responsible for all your personal expenses during your stay at The University of Alabama, including for transportation, housing, meals, and medical insurance.

We look forward to your arrival. Please keep us informed as you make your plans to arrive at The University of Alabama, and feel free to contact me if you have any further questions.

Sincerely,

HOST PROFESSOR/ DEPARTMENT CHAIR



TECHNOLOGY ALERT LIST & VISA PROCESSING DELAYS

TECHNOLOGY ALERT LISTS & VISA DELAYS

Scholars who will conduct research or teach in fields (primarily sciences, engineering, and technology) that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance. While the current version of the Technology Alert List is not available to the public, an older version of the Technology Alert List gives a list of 15 categories that are subject to clearance, which provides helpful guidance in preparation.

It is important to note that a scholar does not have to be conducting research in a field that is on this list to be subject to TAL clearance. If the Consular Officer feels that the field of research or teaching is possibly related to one of the 15 fields below, the scholar will have to provide additional information to obtain TAL clearance prior to issuance of a visa. It is important that departments in the science, engineering, and technology fields help their scholars by providing an additional support letter to clarify what the scholar's research or teaching area is and whether or not it relates to any of the fields on the TAL list below. A sample TAL support letter is provided.

TECHNOLOGY ALERT LIST FIELDS (FROM DOS cable 2002 State 147566 - October 18, 2002)

- A. Conventional Munitions** – including weaponry, countermeasures systems, and detection
- B. Nuclear Technology** – including peaceful and military applications and theoretical usage
- C. Rocket Systems** – including ballistic missile systems, space launch vehicles, and sounding rockets
- D. Rocket System and Unmanned Air Vehicle (UAV) Subsystems** – propulsion technologies, aerospace thermal and high-performance structures, superalloys
- E. Navigation, Avionics and Flight Control Useable In Rocket Systems and Unmanned Air Vehicles (UAV)** – internal navigation systems, tracking and homing devices, accelerometers, gyroscopes, flight control systems, GPS
- F. Chemical, Biotechnology and Biomedical Engineering** – including many dual-use technology in areas such as: aerobiology, biochemistry, pharmacology, immunology, virology, bacteriology, mycology, microbiology, pathology, toxicology, genetic engineering, pathogenecity research, organo-phosphate chemistry, neurochemistry, chemical engineering, neurology, immunology, etc.
- G. Remote Sensing, Imaging and Reconnaissance** – including work with satellite and aircraft remote sensing equipment that can be used for civilian imagery projects or for military/intelligence reconnaissance activities
- H. Advanced Computer/Microelectronic Technology** – including supercomputing, data fusion, acoustic wave devices, hybrid computing, superconductivity, etc.
- I. Materials Technology** – work with metallic, ceramic, composite, and synthetic materials
- J. Information Security** – technology related to cryptography and cryptographic systems
- K. Laser and Directed Energy Systems Technology** – lasers, optical tracking, directed and kinetic energy technology
- L. Sensors and Sensor Technology** – marine acoustics, optical sensors, magnetometers, image intensification devices
- M. Marine Technology** – tech associated with submarines, propulsion systems, navigation, and quieting systems
- N. Robotics** – tech associated with AI, automation, computer-controlled machine tools, pattern recognition tech
- O. Urban Planning** – architecture, civil engineering, community development, environmental planning, geography, housing, landscape architecture, land use and comprehensive planning, urban design

TECHNOLOGY ALERT LIST LETTER

FOR SCHOLARS IN SCIENCE, ENGINEERING OR TECH FIELDS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

Dear Consular Officer:

I write on behalf of The University of Alabama regarding **SCHOLAR'S NAME**, who has been invited by the **DEPARTMENT'S NAME** to **CONDUCT RESEARCH/TEACH**. I am a **TITLE** of the **DEPARTMENT NAME**, having been employed at The University of Alabama for years.

SCHOLAR'S NAME is scheduled to begin research in our department on **DATE**. **HIS/HER** research/teaching duties will include **LIST RESEARCH FOCUS/TITLES OF COURSES TO BE TAUGHT**.

SCHOLAR'S NAME's expertise is in **FIELD OF EXPERTISE**, and HE/SHE will conduct research related to that expertise in addition to HIS/HER teaching duties.

Neither **SCHOLAR'S NAME's** research, which is intended for eventual publication, nor **HIS/HER** field of expertise are found on the Critical Fields List of the Technology Alert List and **HIS/HER** work will not involve matters of national security. As the State Department has recognized, information in the public domain (*e.g.*, widely available to the public), and information presented in an academic course or intended for publication generally is not controlled for U.S. technology transfer control purposes.

We respectfully request that **SCHOLAR'S NAME's** visa application be reviewed as expeditiously as possible and that a J-1 visa be granted.

Please contact me at **EMAIL ADDRESS AND/OR PHONE NUMBER** should you have any questions or require additional information.

Sincerely,

HOST PROFESSOR