



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 \$1500/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 proof of a degree from an English language institution, or be evaluated by the UA Host department or third party organization for 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
- 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

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.

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 \$1500 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 certificate/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)	\$800 - \$1000	\$9600 - \$12,000
Utilities (Electricity, Water, Sewer, Garbage)	\$150 - \$250	\$1800 - \$3000
Phone/Cell Phone	\$30 - \$100	\$360 - \$1200
Groceries	\$300 - \$400	\$3600 - \$4800
Health Insurance	\$100 - \$200	\$1200 - \$2400
Personal Expenses (Bus, Clothing, etc.)	\$120 - \$200	\$1440 - \$2400
TOTAL	\$1500 - \$2150	\$18,000 - \$25,800

* 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*

SEVIS FEE: The U.S. Department of Homeland Security charges all new J-1 Scholars and Professors a \$220 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 will provide prospective J-1 visitors with instructions on how to pay the SEVIS fee when sending the DS-2019 form.

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: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.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: <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.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

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 person per accident or illness;
2. **repatriation of remains** coverage of **at least \$25,000**;
3. **medical evacuation** coverage of **at least \$50,000**;
4. **deductible** that is **\$500 or less** per accident or illness;
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 – SECTIONS 1-3

The J-1 Applicant should complete Sections 1 - 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 :

- **Copy of CV/Resume** – Include a copy of the J-1 Applicant's most recent CV or Resume.
- **Passport copy** - 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).
- **Proof of Funding** - If the Scholar will be supported by personal funding or by funding from an institute or organization other than UA, the Scholar must include proof of financial support (award letter, bank statement, salary letter, etc.) and indicate the sources of funding in Section 2. The amount should be at least \$1500/month for the J-1 Applicant and \$500/month for each dependent J-2 spouse or child(ren).
- **Proof of English Proficiency (see below)**

English Proficiency Requirement

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)].

These requirements mean that J-1 Scholars should have sufficient abilities in English to perform their jobs or otherwise benefit from their program; read and comprehend program materials; navigate daily life in the U.S.; understand fully their responsibilities, rights, and protections; and be able to obtain assistance in an emergency.

To satisfy the requirement 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 Department and UA International Student & Scholar Services.

Recommended Minimum Proficiency Level - J-1 Scholars must show that they meet a level of English proficiency to be able to function in the U.S. UA ISSS recommends that the minimum level of proficiency meet the **Common European Framework of Reference (CEFR) level of B1 Intermediate Independent User** also known as "threshold" proficiency level: <https://www.coe.int/en/web/language-policy/home>.

Proof of proficiency can be shown by any of the following means:

1. Evidence of a **recognized English language test** (for a list of scores comparison to the CEFR B1 - https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages#Language-specific_scales), such as:
 - a. **TOEFL iBT** – Suggested Minimum Score 60
 - b. **IELTS** – Suggested Minimum Score 5.5
 - c. **Duolingo Test of English** – Suggested Minimum Score 40
 - d. **PTE** – Suggested Minimum Score 43
 - e. **Cambridge English Test** – Suggested B1 Certificate, Speaking Score of 140
 - f. **TOEIC** – Suggested Minimum Score 275 and Minimum Speaking Score of 120
2. 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. and in an academic work environment, such as:
 - a. Letter from a certified English language school/program, or
 - b. Documentation of having completed a post-secondary degree at a recognized institution or a program where English was the primary language of instruction.
3. Evaluation of English, conducted via phone/video either by the UA host department or through independent evaluation by the UA English Language Institute <http://eli.ua.edu/>, J-Check <https://www.jchecktest.com/university-of-alabama/> or English3 <https://english3.com/j1-applicants.php>.

If a J-1 Scholar's proficiency results fall below the recommended CEFR B1 proficiency level, UA ISSS strongly recommends that they enroll in English language classes through UA's English Language Institute. This enrollment should begin as soon as is practical given the scholar's dates of travel and should continue either for the duration

of the scholar's academic program or until the scholar has successfully completed Level 3 in Reading/Writing and Speaking/Listening in the Intensive English Program <http://international.ua.edu/eli/program-design/>.

Step 2: Instructions for the UA Host Department

a. Complete Sections 4-7 of This Packet (pages

After receiving all documents from the J-1 Applicant, the department should complete Sections 4 - 7 and submit the entire Application for J-1 Visiting Scholar/Professor (Sections 1 - 7) along with an invitation/appointment letter and accompanying proof of English proficiency, financial documentation, and passport copies to International Student & Scholar Services.

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.

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.

b. Submit Forms for OAA Approval and Access Setup – CWID, Email, etc.

Prior to Arrival: If the scholar will not be employed, departments must complete the [Visiting Scholar/Visiting Student Form \(DocuSign\)](#) and [Access to Campus Privileges Setup Form \(DocuSign\)](#) for Academic Affairs and HR approval for hosting a Visiting Scholar or Student, to generate a CWID Number and Action Card as well as access to UA Libraries for the dates of the visit.

Upon the Scholar's arrival: you will need to submit additional forms (see below) for access to UA Email, computer systems, and for building access:

- [Email Account Request](#)
- [VPN Request](#)
- [Research Computing Portal Request](#) (to be completed by Host Supervisor)
- [Building/Lab Access Request](#) (to be completed by the Building Representative)

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 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 UPS or FOAP account # to cover the expenses of shipping).

Processing Time - Plan 3 Months in Advance:

Allow **at least 4 weeks for ISSS to issue the J-1 DS-2019**. Due to the time it takes to obtain Export Control Clearance from the [Office of Research Security and Export Control](#), which can take 3 weeks or longer, processing of J-1 documents will take time.

Additionally, the processing **time for the scholar to obtain a J-1 visa** from the Embassy and arrive in the US is a **minimum of at least 8 weeks** (more if there are delays due to [Administrative Processing](#) at the Embassy).

Overall, please **plan for 3 months** between initiating sponsorship with ISSS and the J-1 Scholar arrival. Proposed start dates should be adjusted accordingly.

SECTION 2: FINANCIAL INFORMATION

If self-funded or externally-funded, the minimum funding requirement for a visiting scholar, professor, or specialist is \$1500 per month (\$18,000 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, 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)
COMPLETE ONLY FOR FAMILY MEMBERS WHO WILL TRAVEL TO U.S. WITH YOU**

FAMILY FINANCIAL SUPPORT: A J-1 Scholar or Professor must show financial support of \$6000 per year (\$500/ month) above the minimum of \$18,000 per year (\$1500/ month) for each J-2 dependent coming 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. 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; width: 80%; margin: 0 auto;"> Family/Last Name (Surname) Given Name </div>
	Place of Birth (required): _____ : _____ : _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City Province/ Territory Country </div>
	Citizenship & Residence (required): _____ : _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> 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 <input type="checkbox"/> other
	Spouse's E-Mail Address: _____
Child's Info	Full Name (required): _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Family/Last Name (Surname) Given Name </div>
	Place of Birth (required): _____ : _____ : _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City Province/ Territory Country </div>
	Citizenship & Residence (required): _____ : _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> 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 <input type="checkbox"/> other

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 of CV/Resume
 - 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, documentation from an institution/program regarding proficiency, proof of degree from English language institution).
- IF CURRENTLY IN THE UNITED STATES, ALSO INCLUDE THE FOLLOWING:**
- Copy/Scan of current/ most recent Visa Stamp, I-94 Record, current/previous DS-2019s, I-20s, I-797 Approval Notices

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: _____



**SECTION 4: SPONSORSHIP AND ACTIVITY PLAN
TO BE COMPLETED BY UA HOST DEPARTMENT**

Name of Prospective Scholar: _____

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

UA Academic Department: _____

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

Administrative Contact/ Office Manager: _____

Administrative Contact Phone Number: _____ Email: _____

Scholar's Position at UA:

- Unpaid Visiting Scholar
- Postdoctoral Researcher
- Instructor
- Other: _____

Site of Activity (Building and Room Number):

Description of Duties: _____

Goals and Objectives for Exchange Visit (e.g. publication, etc.):

Scholar's weekly schedule and expected duties:

How will scholar's skills and competencies be measured? (e.g. monthly reports):



SECTION 5: ENGLISH PROFICIENCY

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)].

- Non-native English speakers or those who are not resident/citizen of a country where English is official language must submit:
- Evidence of a recognized English language test, or
 - 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. and in an academic work environment, or
 - Evaluation of English, conducted by phone or video either by department or through independent evaluation by the UA English Language Institute, J-Check, or English3.

J-1 Scholar's Name: _____

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

- Scholar is exempt** due to the following reason:
- Native English speaker;
 - Resident/citizen of a country where English is an official language.

If not exempt, please indicate Proof of English Proficiency (Check one) :

- Official Test of English Language (please include copy/scan of test score/results)
- ▶ Which test: TOEFL; IELTS; Duolingo; PTE; Cambridge English; TOEIC; CEF; Other _____
 - ▶ Date of the exam: _____ Official Score/Results: _____

- Documentation from an academic institution verifying English proficiency (please include documentation):
- Signed documentation from an approved, certified English language school/program verifying that the scholar has sufficient language skills to function on a day-to-day basis in the U.S. and in the academic work environment.
 - Documentation of having completed a post-secondary degree at a recognized institution or a program where English was the primary language of instruction (e.g. copy of diploma and/or transcripts).

Independent evaluation conducted either by UA English Language Institute <http://eli.ua.edu/> or J-Check <https://www.jchecktest.com/university-of-alabama/> or English3 <https://english3.com/j1-applicants.php> (please include results).

- Evaluation by the host UA Academic Department
- ▶ How was the evaluation conducted: teleconference (e.g. Skype); telephone; other _____
 - ▶ Date of the evaluation: _____

1. Applicant's spoken language: Elementary Intermediate Upper Intermediate Advanced Proficient
Comments: _____

2. 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: _____



OVERVIEW OF EXPORT CONTROL REQUIREMENT

In support of your request for visa sponsorship, International Student & Scholar Services asks the department to complete the following questionnaire. ISSS will send this documentation to the [Office of Research Security and Export Control \(orsec@ua.edu\)](mailto:orsec@ua.edu), who will review the form and if necessary will confer with the sponsored-individual and appropriate supervisor or administrator to determine whether a license under EAR or ITAR would be required. The license acquisition process would be initiated in parallel to visa sponsorship. Any future changes or extensions of the visa sponsorship/employment must also be reviewed for compliance. For more information about Export Control: <https://research.ua.edu/resources/export-controls/>.

SECTION 1: EMPLOYEE/SCHOLAR AND DEPARTMENT DETAILS

Employee/Scholar's Name: _____
 Employee/Scholar's Country of Citizenship: _____ Employee/Scholar's Country of Birth: _____
 PI/Supervisor's Name: _____
 School/Division: _____ Department: _____

SECTION 2: EXPORT CONTROL QUESTIONS

1. Will the applicant's work involve research or activities in a scientific, engineering, technology, or medical field?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the nature of the applicant's work confidential/proprietary (i.e., the results of the work/research projects are not intended for teaching, publication, or to be otherwise shared broadly with the interested public and within the scientific community?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Will the applicant work on sponsored awards which include publication restrictions or personnel participation restrictions?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Do you anticipate that the applicant will have access to:	
a. any UA-owned technical data or technology that is considered proprietary or confidential to UA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. any third party-owned technical data or technology that is considered proprietary or confidential to the third-party owner? (This includes U.S. government furnished technical data with dissemination controls or other restrictive markings, ITAR-controlled software, and information restricted under an NDA or a sponsored award that restricts publication of results.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. items or software specifically designed or developed for military or space applications? (see ITAR U.S. Munitions List under 22 CFR § 121).	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. items or software listed in the EAR Commerce Control List ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
e. software with encryption features?	<input type="checkbox"/> YES <input type="checkbox"/> NO
f. software source code which is not publicly available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
g. items or information that support design, production, or use of nuclear, chemical, or biological weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO

REQUIRED SIGNATURES

We attest that the information being provided at this time is true. If it is determined that at this time no export license is require, but during the course of their employment at UA there are any changes to the Employee/Scholar's work that would require a license, we will contact the Office of Research Security and Export Control and International Student & Scholar Services.

PI/Supervisor: _____ Date: _____
 Chair/Director or Dean: _____ Date: _____

A license for Export Control **is not** required for this employee/scholar.
 A license for Export Control **is** required for this employee/scholar, and that process has been initiated.
 Office of Research Security & Export Control: _____ Date: _____



**SECTION 7: DEPARTMENTAL APPROVAL FOR J-1 SPONSORSHIP
TO BE COMPLETED BY UA HOST DEPARTMENT**

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 within the first week of their 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: _____

SPECIAL INSTRUCTIONS

- For unpaid scholars, departments must also complete Academic Affairs' **Visiting Scholar/Visiting Student Form (DocuSign)**.
- To give an unpaid Visiting Scholar access to UA Libraries and other campus facilities, departments must complete **Access to Campus Privileges Setup Form (DocuSign)** for HR processing into the Banner system.
- Upon the Scholar's arrival:** if scholar will need access to UA Email, computer systems, and/or building access, you will need to submit additional forms (see below):
 - **Email Account Request**
 - **VPN Request**
 - **Research Computing Portal Request** (to be completed by Host Supervisor)
 - **Building/Lab Access Request** (to be completed by the Building Representative)
- For all scholars (paid and unpaid), departments must complete Section 5: English Evaluation on page 8 of this packet.

**TEMPLATE FOR INVITATION/APPOINTMENT LETTER
FOR INDEPENDENTLY-FUNDED SCHOLARS**

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]



ADMINISTRATIVE PROCESSING & VISA DELAYS DUE TO TECHNOLOGY ALERT LIST

Scholars who will conduct research or teach in STEM fields, especially those that are related to the fields on the Technology Alert List (TAL) can expect lengthy delays for their visa issuance due to background checks known as Administrative Processing. While the current version of the TAL is not available to the public, an older version of the TAL 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 Administrative Processing 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 clearance prior to issuance of a visa. It is important that departments in STEM 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 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 STEM FIELDS

[PLEASE PRINT ON DEPARTMENTAL LETTERHEAD]

[PROVIDE SCHOLAR WITH YOUR CV AND PUBLICATIONS LIST]