



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

## DEPARTMENT QUESTIONNAIRE

### J-1 EXCHANGE VISITOR (NEW OR TRANSFER-IN) (FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY  
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.  
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance  
Immigration Compliance & Services  
3601 4th Street, STOP 8165  
Lubbock, TX 79430  
Ph: (806) 743-3949  
Email: [ICS@ttuhsc.edu](mailto:ICS@ttuhsc.edu)

**DEPARTMENT REQUEST FOR J-1 SCHOLAR SPONSORSHIP**

NAME OF DEPARTMENT/SCHOOL: \_\_\_\_\_

NAME OF EXCHANGE VISITOR: \_\_\_\_\_

DEPARTMENT FOAP FOR FEDEX BILLING: \_\_\_\_\_

**REQUEST FOR J-1**

\_\_\_ Foreign National is outside USA

\_\_\_ Foreign National is in USA in J-1 status and will transfer from another J-1 program

    ❖ Name of current J-1 institution: \_\_\_\_\_

\_\_\_ Foreign National is in USA and will need to change visa status to J-1 status

\_\_\_ Foreign National is already at TTUHSC in J-1 visa status and needs to extend the J-1 program

**PROOF OF ENGLISH LANGUAGE ABILITY**

Federal regulations require that a J-1 exchange visitor must have, "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in his or her program and to function on a day to day basis." At TTUHSC, all J-1 Exchange Visitors must show proof of English language ability through one (1) of the four (4) options below:

- A. Documentation that the prospective J-1 exchange visitor is a Native English speaker from an English-speaking country (examples: Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, United Kingdom (England, Scotland, Wales & Northern Ireland), Republic of Ireland, New Zealand, Nigeria, Singapore, South Africa or Zimbabwe. This not an exclusive list.
  
- B. English Language Proficiency Test: The test must have been taken within the last two (2) years. One of the following tests, with the minimum score indicated, is acceptable:
  - 1. IELTS: 6.5 minimum score
  - 2. TOEFL:
    - a. Paper-based test (PBT): minimum score of 550
    - b. Computer-based test (CBT): minimum score of 213
    - c. Internet-based (IBT): minimum score of 79
  
- C. Transcripts showing a degree earned from a U.S. college or university. Cannot be bilingual program and degree must have been obtained within the last five (5) years.
  
- D. Interview in English conducted by the TTUHSC sponsoring professor. Interview can be in-person, by video-conferencing or by telephone.

## J-1 EXCHANGE VISITOR CATEGORIES

**PROFESSOR:** Individuals who are involved primarily in teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor. The maximum duration of participation for this category shall not exceed 60 months (or five years). There is a 24-month bar from repeat participation after the Professor completes a J-1 program even if all 60 months are not completed.

**RESEARCH SCHOLAR:** Individuals who primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary accredited academic institutions, or similar types of institutions. The research scholar may also teach and lecture where authorized by the sponsor. The maximum duration of participation for this category shall not exceed 60 months (or five years). There is a 24-month bar from repeat participation after the Research Scholar completes a J-1 program even if all 60 months are not completed.

**SHORT-TERM SCHOLAR:** Individuals may be a professor, research scholar, or person with similar education or accomplishments coming to the United States on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of organizations. The maximum duration of participation for this category shall not exceed six (6) months. No extensions will be permitted.

**SPECIALIST:** Individuals who are experts in their field and will exhibit specialized knowledge or skills while in the United States. These foreign nationals enter the United States for the purpose of observing, consulting, or demonstrating special knowledge or skills. The maximum duration of participation for this program shall not exceed one (1) year. Extensions are possible but require the direct permission of the US Department of State.

**STUDENT INTERN:** Individuals who are students enrolled in and pursuing a degree at a post-secondary accredited academic institution outside the United States and participating in a student internship program in the United States that will fulfill the educational objectives for his/her current degree program at his/her home institution. Students who have graduated from a foreign institution no more than 12 months prior to the start date of the US student internship program also permitted to be J-1 Student Interns. The maximum duration of participation for all student interns shall not exceed 12 months (or one year). No extensions will be permitted. Participants in this category must meet the following five criteria:

- 1) the student intern must have sufficient English language skills to function on a day-to-day basis in the internship environment;
- 2) the student intern is primarily in the United States to engage in a student internship program;
- 3) the student intern has been accepted into a student internship program at TTU/HSC (and TTU/HSC is listed as sponsor on the DS-2019);
- 4) the student intern is in good academic standing with the post-academic institution outside the United States from which he or she is enrolled in and pursuing a degree; and
- 5) the student intern will return to the academic program and fulfill and obtain a degree from such academic institution after completion of the student internship program.

CERTIFICATION OF EXCHANGE VISITOR'S ENGLISH LANGUAGE PROFICIENCY

As the Department Sponsor for the J-1 Exchange Visitor named below, I certify that I established that the Exchange Visitor had proficiency in the English language by one of the following methods:

\_\_\_ The Exchange Visitor is from a country where the primary language is English.

Country of Origin: \_\_\_\_\_

\_\_\_ The Exchange Visitor took one of the following test, as indicated, within the last 24 months and received at least the minimum exam score noted below:

\_\_\_ IELTS: 6.5 minimum score

\_\_\_ TOEFL:

\_\_\_ Paper-based test (PBT): minimum score of 550

\_\_\_ Computer-based test (CBT): minimum score of 213

\_\_\_ Internet-based test (IBT): minimum score of 79

\_\_\_ The Exchange Visitor earned a degree from a US college or university within the past five (5) years. (May not be a bilingual program of study). Transcripts are attached.

\_\_\_ As sponsoring professor, I conducted an interview in the English language, with the Exchange Visitor on this date \_\_\_\_\_. I attest that Exchange Visitor had the required English language proficiency for successful participation in the J-1 program and to function on a day-to-day basis.

Interview Method:

\_\_\_ In person

\_\_\_ Video conferencing (*including Skype, Facetime*)

\_\_\_ Telephone

I HEREBY AUTHORIZED AND FULLY SUPPORT THE ABOVE REFERENCED REQUEST FOR J-1 SPONSORSHIP ON BEHALF OF \_\_\_\_\_, A FOREIGN NATIONAL.

\_\_\_\_\_  
Department Sponsor Printed Name

\_\_\_\_\_  
Department Sponsor Signature

\_\_\_\_\_  
Date

DEPARTMENT GENERAL QUESTIONNAIRE

Department Name:	
Department Address (and STOP #):	
Department Administrator Contact:	Name: _____ Phone: _____ Email: _____
Supervising Professor:	Name: _____ Phone: _____ Email: _____
Exchange Visitor Intended Job Title:	
J-1 Category Requested:	<div><input type="checkbox"/> Professor</div> <div><input type="checkbox"/> Research Scholar</div> <div><input type="checkbox"/> Short-Term Scholar (maximum 6 months)</div> <div><input type="checkbox"/> Specialist</div> <div><input type="checkbox"/> Student Intern</div>
Exchange Visitor Name:	Last Name: _____ First Name: _____ Middle Name: _____
Exchange Visitor Email Address:	
Brief Description of Research Focus and Job Duties:	
Full-Time/Part-Time:	<div><input type="checkbox"/> Full-time</div> <div><input type="checkbox"/> Part-time:   Hours/week: _____</div>
Is Exchange Visitor Eligible for TTUHSC Benefits	Yes                      No
J-1 Program (Employment) Start & End Date:	
Exchange Visitor Highest Academic Degree:	
Exchange Visitor's Current Job Title	

Document List for ALL new J-1 filings, INCLUDING persons already in J-1 status transferring to TTUHSC:

- ☐ Employee Questionnaire with all questions answered
- ☐ Curriculum Vitae (CV)
- ☐ Highest Academic diploma received and transcripts
- ☐ Certified English translation of diploma and transcripts
- ☐ Current passport biographical data page
- ☐ Current US non-immigrant visa (if physically present in the USA)
- ☐ Current [I-94](#) document
- ☐ If you have ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
- ☐ If you have ever held J-1 or J-2 status in the past, and were subject to 212(e) the two-year home residency requirement,
  - ☐ provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter
- ☐ Proof of Insurance for the duration of the J-1 program (this must be given upon arrival in the USA)
- ☐ Proof of Funding IF self-funded or receiving non-TTUHSC grant or scholarship funding (see below)

Document List for ALL J-2 Dependents, INCLUDING persons already in J-2 status transferring to TTUHSC:

- ☐ Marriage certificate, with certified English translation if not in English
- ☐ Birth certificates of children, with certified English translation if not in English
- ☐ Current passport biographical data page
- ☐ Current US non-immigrant visa (if physically present in the USA)
- ☐ Current [I-94](#) document
- ☐ If you have ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents

NOTE: If you are requesting a change of status while in the USA, you cannot leave the US while the J-1 application is pending. If you leave the USA before the J-1 application is approved; you must obtain a J-1 visa status from a US consulate. If you are outside of the USA, you will obtain a J-1 visa from a US consulate before entering the USA in J-1 visa status.

SOURCE OF FUNDING FOR EXCHANGE VISITOR

J-1 exchange visitors who are being paid by TTUHSC must be paid a wage that is similar to what we pay employees in the same job title or in a position requiring the same degree and job duties. For example, laboratory researchers are expected to be paid as Medical Research Technicians or Postdoctoral Research Associates.

FUNDING GUIDELINES	
Undergraduate Student:	Medical Research Technician II or Student Worker
Undergraduate Degree:	Medical Research Technician III or HSC Research Aide
Master's Student:	Medical Research Technician III, HSC Research Aide or Graduate Student Worker
Master's Degree:	Medical Research Technician IV or HSC Research Associate
PhD Candidate:	Medical Research Technician III or HSC Research Associate
PhD Degree:	Postdoctoral Research Associate or HSC Research Scientist

TTUHSC Funding

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

US Government Agency (Name: \_\_\_\_\_)

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

International Organization (Name: \_\_\_\_\_)

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

Exchange Visitor's Government

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

Exchange Visitor's Personal Funds

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

Other Funding Source

Amount: \$\_\_\_\_\_ per \_\_\_\_\_

Explain Other Funding Source: \_\_\_\_\_

\_\_\_\_\_

If funding is coming from an EXTERNAL source (i.e. not TTUHSC Funding), please answer the following questions:

Was the external funding provided specifically for:

- International Education?
- our Exchange Visitor Program?
- the Exchange Visitor (i.e. was Exchange Visitor named in funding application or approval)?

PLEASE PROVIDE INDEPENDENT EVIDENCE OF THE FUNDING SOURCE AND FUNDING AMOUNT ESPECIALLY IF EXTERNAL FUNDING IS BEING RECEIVED.

RE: J-1 EXCHANGE VISITOR (EV) PROGRAM SPONSORING MEDICAL DOCTOR

EV NAME: \_\_\_\_\_

EV CATEGORY: \_\_\_\_\_

DATE: \_\_\_\_\_

**“FIVE POINT” STATEMENT FOR J-1 EXCHANGE VISITORS WITH A MEDICAL DEGREE**

Texas Tech University Health Sciences Center (TTUHSC) affirms that the J-1 Exchange Visitor mentioned above is entering the USA to conduct non-clinical research in the J-1 program noted on Form DS-2019. TTUHSC Department of \_\_\_\_\_ will serve as host of the Exchange Visitor, Dr. \_\_\_\_\_.

TTUHSC further attests that:

1. The program in which Dr. \_\_\_\_\_ will participate is predominately one of research, observation, teaching or consultation.
2. Any incidental patient contact involving Dr. \_\_\_\_\_ will be under the direct supervision of a physician who is a US citizen or resident and duly licensed to practice medicine in the State of Texas.
3. Dr. \_\_\_\_\_ will not be given final responsibility for the diagnosis and treatment of patients.
4. Any activities of Dr. \_\_\_\_\_ will conform to State of Texas licensing requirements and regulations for medical and health care professionals.
5. Any experience gained in this program will not be creditable toward any clinical requirements for medical specialty board certification.

\_\_\_\_ I confirm that the information given in this form is true, complete, and accurate.

\_\_\_\_\_  
Exchange Visitor Supervisor

\_\_\_\_\_  
Department Chair or Institutional Dean or Authorized Person