



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

DEPARTMENT QUESTIONNAIRE J-1 EXCHANGE VISITOR

(FY 201**8**)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@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
 - o 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 of the four 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 is 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 test (IBT): minimum score of 79
- C. Transcripts showing a degree earned from a U.S. college or university. Cannot be a 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.

NOTE: TTUHSC is seeking permission to add the J-1 Student Intern category. We cannot sponsor J-1 Student Interns at this time and the information above is provided for informational purposes only to assist departments in the creation of student intern programs where foreign students will be admitted. This note will be removed when permission has been granted by the US Department of State.

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 past 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 AUTHORIZE 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: | ___ PROFESSOR ___ RESEARCH SCHOLAR ___ SHORT-TERM SCHOLAR (MAXIMUM 6 MONTHS) ___ SPECIALIST ___ STUDENT INTERN (not yet active at TTUHSC) |
| Exchange Visitor Name: | |
| Last Name: First Name: Middle Name: | |
| Exchange Visitor E-Mail Address: | |
| Brief, Description of Research Focus and Job Duties: | |
| Full-Time/Part-Time: | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours/week: |
| Is Exchange Visitor Eligible for TTUHSC Benefits? | Yes No |
| J-1 Program (Employment) Start & End Dates: | to |
| Exchange Visitor Highest Academic Degree: | |
| Exchange Visitor's Current Job Title: | |

SOURCE OF FUNDING FOR EXCHANGE VISITOR

TTUHSC MINIMUM MONTHLY FUNDING REQUIREMENTS: \$1450 – J-1; \$450 J-2 Spouse; \$250 J-2 Child

____ 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?

____ Exchange Visitor Program?

____ Exchange Visitor (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.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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 for the Exchange Visitor, Dr. _____.

TTUHSC further attests that:

1. The program in which Dr. _____ will participate is predominantly 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.

Exchange Visitor Supervisor

Department Chair or Institutional Dean or Authorized Person