

Thank you for this submission. This form ensures that ALL required documents are submitted and ALL information is known and understood by all parties involved in hosting this Exchange Visiting Scholar. Please follow instructions and submit this form together with all other documents required.

Name of Prospective Scholar \_\_\_\_\_ College/Department \_\_\_\_\_

**TO BE INITIALED BY STAFF/FACULTY PREPARING THIS PACKET:**

**Document Checklist for Requesting an Initial DS-2019:**

- |   |  |
|---|--|
| <input type="checkbox"/> DS-2019 Application Form                               | <input type="checkbox"/> Proof of English Language Proficiency                                 |
| <input type="checkbox"/> FIU Offer Letter                                       | <input type="checkbox"/> Previously issued DS-2019s (if applicable)                            |
| <input type="checkbox"/> Proof of payment for medical insurance                 | <input type="checkbox"/> Export Control Clearance Confirmation Email                           |
| <input type="checkbox"/> Proof of funding and financial support documents       | <input type="checkbox"/> List of accompanying dependents (if applicable)                       |
| <input type="checkbox"/> For J-1 Scholar: \$1500/month                          | <input type="checkbox"/> Biographical page of passport (and dependent passports if applicable) |
| <input type="checkbox"/> Spouse: + \$600/month<br>Child: +\$400/month per child | <input type="checkbox"/> Proof of medical insurance (Payment Receipt or FIU Information)       |
| <input type="checkbox"/> Biographical page of passport                          | <input type="checkbox"/> This acknowledgement form initialed                                   |
| <input type="checkbox"/> Resume/CV  |  |

**Acknowledgements of Responsibilities/Roles**

*To be initialed by the STAFF MEMBER preparing this submission (HR Liaison)*

Name \_\_\_\_\_ E-mail \_\_\_\_\_

College/School \_\_\_\_\_ Department \_\_\_\_\_

- Arrange for an FIU email account and an FIU ID Number (Panther ID).
- Provide appropriate office space, computer and library access
- Assist the scholar in obtaining an FIU OneCard
- Provide a tour of campus or encourage the scholar to take advantage of the tours offered through FIU.
- Assist or provide guidance on the related HR processes that the scholar will have to complete, including the processing of their Social Security Card, to start their appointment and payment cycle. **It is the hosting department's/college's responsibility** to assist the scholar with this process as their employer. HR processes MUST be overseen by the hosting college/department in order to provide a smooth and rapid transition for the scholar.
- Ensure scholar and dependents are covered by **FIU approved Health Insurance** for the duration of their stay (Lack of coverage can result in immigration issues for the scholar and family)

\*\*\*\*\*

*To be initialed by the HOST FACULTY/SUPERVISOR that will be working directly with the scholar.*

Name \_\_\_\_\_ Position \_\_\_\_\_

College/School \_\_\_\_\_ Department \_\_\_\_\_

- Introduce the visiting scholar to all members of the hosting department and/or college, including a personal introduction to the college administration (dean/associate dean).
- Encourage the scholar to attend events around campus offered by ISSS or the many other groups and/or offices.
- Introduce the scholar to department staff and colleagues and discuss an appropriate work schedule
- Maintain frequent contact with the scholar throughout the duration of his/her stay on campus
- Ensure the scholar has a base/office/workspace/assigned classroom **ON CAMPUS** to perform his/her activities **IN PERSON** as the US Department of State's J-1 Exchange Visiting Scholar Program requires. **J-1 scholars cannot be designated as fully remote.**

Please include this form with all the corresponding initials with the DS-2019 Request submission. Thank you!