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.

TO BE INITIALED BY STAFF/FACULTY PREPARING THIS PACKET:

Document Checklist for Requesting an Initial DS-2019:

_____DS-2019 Application Form
_____FIU Offer Letter
_____Proof of payment for medical insurance
_____Proof of funding and financial support documents
_____For J-1 Scholar: $1500/month
_____Spouse: + $600/month
   Child: +$400/month per child
_____Biographical page of passport
_____Resume/CV
_____Proof of English Language Proficiency
_____Previously issued DS-2019s (if applicable)
_____Export Control Clearance Confirmation Email
_____List of accompanying dependents (if applicable)
_____Biographical page of passport (and dependent passports if applicable)
_____Proof of medical insurance (Payment Receipt or FIU Information)
_____This acknowledgement form initialed

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)

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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!