

J-1 DS-2019 REQUEST CHECKLIST AND ACKNOWLEDGEMENT FORM

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 _____

Document Checklist for Requesting an Initial DS-2019 (ALL documents must be submitted at once-This must be initialed by staff/faculty member preparing the document packet):

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

Acknowledgements of Responsibilities/Roles

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

Name _____ E-mail _____ College/School _____
 Department _____ Signature _____ Date _____

I acknowledge that these are my roles as my department/school/college hosts this Exchange Visiting Scholar:

- Arrange for an FIU email account and an FIU ID Number (Panther ID).
- Assist the scholar in obtaining an FIU OneCard/library access
- Encourage the scholar to take advantage of the campus tours offered through FIU.
- Provide guidance on the related HR processes that the scholar will have to complete, including the obtaining 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 _____ E-mail _____ College/School _____
 Department _____ Signature _____ Date _____

I acknowledge that these are my roles as my department/school/college hosts this Exchange Visiting Scholar

- Ensure ALL required HR processes (Background check, Social Security Number, On Boarding) are COMPLETE to allow scholar to start working and getting paid.
- 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 work remotely.**

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