

**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 Student Researcher**. 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):**

\_\_\_ A completed Non-Degree Exchange Visitor Student Researcher DS-2019 REQUEST FORM

\_\_\_ A letter from the student's academic advisor in the home country that describes the student's academic program, confirms what Florida International University professor will supervise his/her work, and states a beginning and projected end date of the activity at Florida International University.

\_\_\_ A letter from the sponsoring Florida International University professor regarding the nature of his/her involvement with the student's project with the beginning and projected end date of the activity at Florida International University.

\_\_\_ A memo from the school's dean corroborating the arrangement.

\_\_\_ Financial documentation which verifies in U.S. dollars how she/he will be supported while here at Florida International University.

\_\_\_ English Language Proficiency Form

\_\_\_ Export Questionnaire. Complete this form and you will be notified when approved. Include approval email with your submission to ISSS. DS-2019 process cannot be started without this approval.

\_\_\_ RECEIPT FOR HEALTH INSURANCE PAYMENT

\_\_\_ This acknowledgement form duly initialed

**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).

\_\_\_ 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 \_\_\_\_\_ E-mail \_\_\_\_\_ College/School \_\_\_\_\_

Department \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_ 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!**