J-1 REQUEST APPROVAL FORM

This form is required for all J-1 requests. Complete this form prior to creating an "Invitation" in ISS Online System. The Hosting Department must upload the completed form with appropriate signatures at the time of the visa request.

APPOINTMENT/INVITATION INTENT:

We are recommending [   ] for appointment / reappointment as [   ]
in the [   ] for a period of [   ] from [   ].

Use correct sentence below. Deleting the incorrect sentence.
This is a "without salary" appointment and the scholar/student is responsible for all associated expenses, such as health insurance, airfare, accommodation and living allowance which will be fully covered by either by the scholar or by
[   ].

Or

The intended salary is [   ]. This appointment includes UCR's health and welfare benefits.

During this time, s/he will be involved in [   ]. S/he will be supervised by [   ]
who will oversee scholar/student's research, provide office space, the necessary log-in credentials (e.g. NetID) for the use of a computer, and access to the university library.

This preliminary [   ] is contingent upon a final review and approval process.
Once approved, an official letter will be provided to the scholar and International Students and Scholars office.

ENGLISH LANGUAGE PROFICIENCY:

The Department of State requires Exchange Visitors (Scholar/Student) to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function   on a day-to-day basis." [22 CFR 62.11(a)(2)].

Check One:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.	
☐	**J-1 Extension**	**English Language Proficiency Certification previously completed in initial J-1 visa request.** • If this box is checked, the English certification is not required. • Skip to the "Hosting Faculty Confirmation" section.
☐	**Certification by a recognized English language test** *(IELTS or TOEFL only)*	**A Copy of the test score is provided** • The test must have been taken within the past 5 years • IELTS overall band score of 6 or higher • TOEFL test score must be 500 paper based), 173 (computer based) or 61 (internet based iBT)
☐	**Certification by an**	**A copy of the letter is attached**

Check One:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.	
	academic institution or English language school	• Verifies the exchange visitor possesses English language proficiency high enough to function daily within the UCR position and within the local community. • Issued on letterhead in English. • Includes signature from school official.
☐	**Scholar is a native English speaker**	Per regulation 22CFR 62.11(a)(2) … applicants whose first language is English and a citizen of a country in which English is the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, United Kingdom) is exempt from this requirement.
☐		**Print Host Faculty Name:** _____ **Date of Interview:** _____ **Duration of Interview:** _____ (minutes) **The Interview Was Conducted:** ☐ In person ☐ By Videoconference ☐ By Phone **Suggested Interview Topics:** The purpose of the interview is to ascertain whether an international scholar is sufficiently conversant in English to function in day-to-day life, both at the University and in the community. Therefore, this can be a casual conversation regarding the research topic, the University, the city of Riverside, expectations in the lab, questions about housing or health insurance etc. The faculty host should be able to determine if the international scholar will be able to communicate on campus and in the community at a level that will allow for basic daily interactions. *I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the J-1 scholar's English language proficiency is sufficient to function daily in their research/teaching appointment at UCR and within the local U.S. community.*

HOSTING FACULTY CONFIRMATIONS:

Please read the following statements carefully. By signing below, you agree as the Host Department, to sponsor the J-1 scholar or J-1 Student to participate in The University of California, Riverside J-1 Exchange Program. You also attest to the following statements and agree to abide by such regulations as set forth for the J-1 Exchange Program:

- I confirm that the purpose of the scholar/student's program at UCR meets the intent of the requested J-1 program category, and the scholar/student will engage only in program activities that are consistent with such category.

- I have completed the "Certification of English Proficiency" section of this form and have provided appropriate supporting documentation, as required.

- I understand that the scholar/student must conduct his/her program activity at the location(s) listed on the Form DS-2019.

- I understand that if the scholar/student does not maintain the federally mandated level of health insurance coverage s/he will be out of status and his/her program will be terminated.

- I agree to complete the J-1 Scholar Evaluation Form, Progress Evaluation and DS 7002 Form (T/IPP), whichever is applicable within 30 days of arrival of the J-1 Scholar or J-1 Student.

- I understand that the purpose of the Exchange Visitor Program (EVP) is to promote educational and cultural exchanges through study, research, lecturing, observing, consulting, and participating in cross-cultural activities.

- **I understand that all Visiting International Scholars are strongly encouraged to present their research while at UCR as part of the International Affairs Annual Research Exposition.**

AUTHORIZING SIGNATURES:

Both the Hosting Faculty and Department Chair signatures are needed prior to submitting the J-1 Visa Request.
UCR Hosting Department: _____
Name of Host Faculty Member (Print Name): _____
Signature: _____   Date: _____
Name of Department Chair (print name): _____
Signature: _____   Date: _____

*The term "student" refers to undergraduate students currently enrolled and pursuing a degree at a postsecondary institution outside the United States. Such students fall under the J-1 Student Intern or Student Non-Degree Categories. These "J-1 Student" categories are structured and guided work-based learning programs. Contact internationalscholars@ucr.edu for more details.

All others with a bachelor's degree or higher fall within the J-1 Research Scholar and Short-Term categories.