

Immigration Services Office

J-1 INTAKE FORM – PART I

To be completed by the sponsoring UMMS department

Attach the following and return to the department's designated Immigration Specialist:

1. J-1 Intake Form – Part 2 (to be completed and signed by exchange visitor)
2. Family Data Sheet (if applicable)
3. Copies of passport(s) and immigration documents (for exchange visitor and any dependents)
4. Applicant's CV & copy of highest earned diploma (with certified English translation if needed)
5. MD Statement or Bachelors degree equivalency (if applicable)
6. Verification of any non-UMMS funding (if applicable)
7. Original Signed PI Visa Support Letter - Must be on department letterhead and contain an original PI signature.
8. For faculty appointments, submit letter from the Office of Faculty Affairs

Information about the Appointment

Appointee's Name: _____
as it appears in passport: FAMILY NAME, Given name (s)

Sponsoring UMMS Department: _____

UMMS Position Title: _____

Name / Title of Supervisor: _____

Is this a Faculty Position? Yes No Will the appointee be eligible for tenure in this position? Yes No
(If eligible for tenure, please contact ISO before proceeding with this appointment)

HR Talent Associate: _____ Has a requisition been created for this appointment? Yes No

Proposed dates of UMMS appointment: From: _____ to: _____ (Start date should be at least 45 days from the date that these forms are returned to ISO to allow sufficient time for visa processing. The max appointment length is 5 years.)

Is there a possibility that the appointment may be extended beyond the dates above? Yes No Not Sure

Address where appointee will be located: UMMS Worcester Campus
Other UMMS location(s) (specify street address):

Will there be any non UMMS sites of activity?: Yes No
If yes, where?: _____

Non-technical description of job (i.e.: research in biochemistry): _____

Briefly describe the proposed duties of the prospective appointee: _____

Minimum qualifications for position: _____
(Appointee must hold the minimum degree and qualifications required for the position before ISO is able to issue the Form DS-2019.)

Highest Academic Degree Awarded (attach copy of degree and official English translation if needed): Doctorate
MD (attach MD statement) Masters Bachelors* Other (specify) _____

* Include an official equivalency evaluation if the Bachelors degree was obtained outside of the U.S. Note that the prospective exchange visitor must hold at minimum a degree equivalent to a 4-year U.S. Bachelor's degree to be eligible for UMMS sponsorship as a J1 Research Scholar or Short-Term Scholar.

Financial Support

The Immigration Services Office must verify financial support for the duration of proposed UMMS appointment prior to issuing the Form DS-2019 to the prospective exchange visitor. All UMMS positions have set minimum salary/funding requirements which must be met for a department to sponsor an exchange visitor. The exchange visitor may not use personal or family funds to meet these funding requirements but may supplement any UMMS funding with outside sources such as funding from a current employer, scholarships, government funding, etc. Personal funding can be used in addition to minimum funding requirements to support living expenses of dependents (if any). If an exchange visitor is being joined by 2 or more dependents, please check with ISO to determine if additional personal funding is needed. Funding requirements for contingent workers will be based on the proposed activities of the contingent worker.

Verification for non-UMMS funding sources must be submitted with the intake forms (ie. award letter, letter verifying continuation of salary while at UMMS, etc.). If not in English, a certified English translation must be attached.

<i>Source of Support - Full Name (no acronyms)</i>	<i>Amount in U.S. \$</i>	<i>Period (year /appointment length)</i>
University of Massachusetts (grants included)	\$ _____	per _____
Exchange Visitors Government _____	\$ _____	per _____
Other Organization (specify) _____	\$ _____	per _____
Personal Funds (can only be used for dependent expenses)	\$ _____	per _____

Health Insurance Requirements

U.S Federal Regulations require that each exchange visitor and any accompanying dependents maintain medical coverage and evacuation and repatriation coverage for the full duration of the J program. Since UMMS benefited positions are not eligible for benefits for at least 2 months from the date of hire, it is the responsibility of the J-1 exchange visitor to obtain coverage for the 60+ day period before UMMS benefits begin. Please review the *Statement of Compliance with Exchange Visitor Health Insurance Requirements* on the J Intake Form, Part 2.

Will the applicant be eligible for UMMS benefits**? Yes No

** Please contact Compensation if there are questions about UMMS benefits eligibility. We recommend that interim coverage or full coverage (if not UMMS benefits eligible) be arranged BEFORE arrival in the U.S.

Department Contact Information / Mailing Instructions

ISO will mail all visa documents by UPS unless otherwise specified by the department. It is the department's responsibility to collect visa documents from ISO and make alternate arrangements should another courier be preferred. ISO is not responsible for lost or undelivered documents once they have been collected by UPS or by the department. Please indicate the mailing preference below:

Please mail the document via UPS.

We prefer to mail this via a different courier, please contact the department administrator designated below when the documents are ready for pick-up at the ISO.

UMMS Department Contact for ISO purposes: _____

_____ Signature of Departmental Designate	_____ e-mail	_____ Telephone number	_____ Today's date
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NOTE ON SUBMITTING DOCUMENTS TO ISO:

Please note that intercampus mail can take up to 2 business days to deliver documents to our office. If you have documents that must urgently be delivered same-day, you may either hand deliver them to our office on South Street or bring them to your department's designated Immigration Specialist during their on-campus office hours. Office hours for and locations are posted on the ISO website:

http://www.umassmed.edu/hr/immigration_services/Contact-Us/

Certification of English Language Proficiency

Attach this form with the appropriate supporting documentation

Scholar's Name: _____

The Department of State requires scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to 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.	
<input type="checkbox"/>	<p>Certification by a language test recognized by UMMS's graduate admissions</p>	<p>➤ A copy of the test score is provided</p> <ul style="list-style-type: none"> The test must have been taken within the past 2 years TOEFL test score must be 600 (paper based), 250 (computer based) or 100 (internet based iBT) <p>http://www.umassmed.edu/bbs/admissions/requirements/</p>
<input type="checkbox"/>	<p>Certification by an academic institution or English language school (including institutions where English is the primary language of instruction)</p>	<p>➤ A copy of the letter or diploma is attached</p> <ul style="list-style-type: none"> Verifies the exchange visitor possesses English language proficiency high enough to function daily within the UMMS position and within the local U.S. community. Issued on letterhead in English Includes signature from school official.
<input type="checkbox"/>	<p>Certification by the Sponsoring Professor (signature required in right column)</p>	<p>➤ PI Name: _____</p> <p>➤ Date of Interview: _____</p> <p>➤ Duration of Interview: _____ minutes</p> <p>➤ The Interview Was Conducted:</p> <p style="text-align: center;"> <input type="checkbox"/> In person <input type="checkbox"/> By Videoconference <input type="checkbox"/> By Phone </p> <p>➤ Interview Notes/Assessment of English (required):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I declare under penalty of perjury that I have interviewed, collaborated with or had detailed interactions with the prospective exchange visitor, and I have verified that the scholar's English language proficiency is sufficient to function daily within their UMMS position and within the local U.S. community.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>PI Signature</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div>