HOST DEPARTMENT INITIAL REQUEST for J-1 SCHOLAR
Research Scholar, Short-Term Scholar, Professor or Specialist Category

The J-1 Exchange Visitor Program was created as part of the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall goal of the act, and of the Exchange Visitor Program, is to "increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges" [22 CFR § 62.1(a)]. Visitors to CSU in J-1 status are typically engaged in research, teaching, consulting, observing, or demonstrating special skills. Visitors to CSU will also be provided opportunities to engage with the broader Fort Collins community.

In order to initiate the J-1 visa process, CSU's Office of International Student and Scholar Services (ISSS) must receive the request forms included within this packet along with supporting documentation. ISSS must also receive an initial intake form and supporting documents from the prospective visitor. After all the required documentation is received, ISSS can then create Form DS-2019 to establish the visitor's eligibility for a J-1 visa. Form DS-2019 will be emailed to the visitor. Visitors must then apply and be approved for a J-1 visa at the U.S. Embassy or Consulate in their country of residence prior to traveling to the United States.

ISSS will not issue a DS-2019 less than eight weeks prior to the program start date.

THE FOLLOWING ITEMS MUST ACCOMPANY THE FORMS IN THIS PACKET:

1) Copy of the visitor's offer letter (if applicable)
2) Copy of the visitor's position description (if applicable)
3) The Host Department Request Form (within this packet)

NOTE ABOUT HOUSING

Please note that on-campus housing for scholars is limited and temporary (one year maximum). This includes CSU-managed apartment units which are full most of the year. Therefore, ISSS strongly encourages host departments to assist prospective visitors with housing prior to arrival. Unfortunately, ISSS does not have staff dedicated to assisting visitors find housing.

NOTE ABOUT HEALTH INSURANCE

Please note the U.S. Department of State requires all J-1 exchange visitors and their J-2 dependents to have health insurance that covers them from the day they arrive in the U.S. through the day they leave. All prospective J-1 visitors will be expected to provide documentation of adequate health insurance prior to arrival. Please visit our website for more information.

Last updated 02/16/2024

Exchange Visitor Category: Please indicate the following:

As far as you are aware, is there any chance the visitor's program will extend beyond 6 months?   Yes   No

As far as you are aware, is there any chance the visitor will return for another J-1 scholar program shortly after this one?
        Yes   No

As far as you are aware, is there any chance the visitor will switch to a different visa type during their program?
        Yes   No

Based on your answers above, ISSS will select the most appropriate category for the visitor. Contact ISSS with any questions. See a category comparison chart here.

Exchange Visitor's Name:

Dates of appointment/program at CSU (must match invitation and available funding dates. Do not include dates of travel. The requested start date must be a minimum of two months into the future. Please note that ISSS will not issue a DS-2019 with a program start date that is less than eight weeks into the future in order to give the prospective visitor time to secure a visa, make housing arrangements, acquire J-1 compliant health insurance, book a flight, etc.

From (month/day/year):   **To (month/day/year):**

Sponsoring departments have the responsibility to ensure that program activities are suitable for the exchange visitor's background, needs, and experience. Provide a very brief and concise description of proposed activities for the visitor's program below.

Please select the most accurate CIP Code from this list: https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56

Site of Activity (physical location(s) where exchange visitor will be conducting their program)

Street Address:

Department/Location Name:

City: State: Zip Code:

Please provide a CSU ID Number for your visitor:

Please note that a CSU ID Number is required for all J-1 visitors. The host department can generate this by entering the visitor's biographical information into Oracle as an employee or affiliate.

The CSU ID number is essential for visitors to be issued a Net ID, apply for University housing, obtain a Ram Card, and otherwise access essential resources such as library services and local bus transportation. The number is also required in order for International Programs to maintain an electronic immigration record for the prospective visitor in University systems. If the visitor's program start date is well into the future, it is often helpful to set up an unpaid affiliate appointment prior to the actual program start date so the visitor will be able to apply for housing (which is most often advantageous to do months in advance).

<u>Administrative Fee Payment</u>

Please indicate how the administrative fee will be paid and provide an account number if it will be paid by the department:

    The department will pay the administrative fee (preferred). CSU account number to charge:

    The visitor will pay for the administrative fee.

<u>ISSS Administrative Fee Amounts</u>

Research Scholar/Professor/Specialist Category: $400
Short-Term Scholar Category for Period of 4 Weeks or Longer: $400
Short-Term Scholar Category for Period of Less than 4 Weeks: $100

<u>CSU Host Department Attestations</u>

The department and faculty sponsor assume responsibility for ensuring that (please check all):

    The department will provide the exchange visitor with office space, cultural programming, and support for the duration of the program;

    The proposed J-1 program will require at least 60% in person participation;

    The exchange visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfill the objectives of the proposed J-1 program;

    The proposed J-1 program is not for a tenure-track or tenured faculty appointment;

    The proposed J-1 program does not involve any direct patient care (human or animal);

    The department will contact International Student and Scholar Services with any concerns about the exchange visitor's welfare or any updates to the exchange visitor's program;

    The department will uphold all J-1 immigration regulations;

    The department understands that the exchange visitor's program could be terminated if the visitor fails to maintain adequate health insurance, arrives without adequate funding or English proficiency, or otherwise fails to maintain status.

Name of Host Supervisor:

Department:

Signature:

Email: **Phone:**

EXPORT COMPLIANCE QUESTIONNAIRE

The following colleges must complete this form as part of CSU's export review process before a J-1 Exchange Visitor's DS-2019 application can be processed: **College of Engineering, College of Veterinary Medicine and Biomedical Sciences, and College of Natural Sciences.**

If you have any questions, or need assistance in the completion of this form, please contact the Export Control Administrator, vpr_export_control@colostate.edu.

Information about proposed Exchange Visitor:

Full Name: Country of Citizenship:

CSU Department (where EV will be working):

EV's CSU Supervisor:

Departmental Contact if other than Supervisor:

Please answer each question completely to the best of your knowledge at this point in time:

1. Most recent university or institution outside the U.S.:

2. The EV will participate in:

   Sponsored research
     Sponsor(s) name:

   Non-funded research (includes internal funding from CSU)

   Research related activities (data analysis, lab assistant, technician, etc)

   No exposure to research, the transfer of technical data or technology, or laboratory related duties

3. Describe the duties or research the EV will perform:

4. Is the EV a citizen of, or ever been a citizen of Burma, China, Cuba, Eritrea, Iran, Nicaragua, North Korea, Pakistan, Russia, Saudia Arabia, Sudan, Syria, Tajikistan, Turkmenistan?

   No   Yes

5. For those applicants not only participating in "fundamental research in science and engineering where the results are or will be published broadly among the scientific community" please check all items below, if any, that apply (keyword definitions below):

   Research under an existing Technology Control Plan (TCP)*

   Publication preapproval or publication restrictions by sponsor

   Restrictions and/or pre-approval of foreign national participation by sponsor

   Access to and/or creation of encryption items*, software or encryption technology

   Access to and/or creation of ITAR* export-controlled items, technical data*, software, or technology

   Access to and/or creation of potential defense articles* or defense services*

   Access to and/or creation of EAR* export-controlled items, technical data*, software, or technology

   Export* of any physical item, or transmission of technical data, to a foreign country or person

6. Additional Information or Comments:

To the best of my knowledge the information provided is true and accurate.

Supervisor Signature: Date:

Email: Phone:

Person completing form if other than supervisor (name, title, and email):

Please return this completed form to International Student and Scholar Services.

EXPORT COMPLIANCE QUESTIONNAIRE INSTRUCTIONS AND DEFINITIONS

Form should only be completed by applicant's direct supervisor, or a person with intimate knowledge of the work that will be performed by the applicant. Signature indicates responsible party of applicant's work.

Please do not leave any blanks. If a question does not apply, indicate "N/A." If a question will apply in the future, but the details are unknown at the present time, indicate "TBD."

Question #2: If you expect the applicant to work on a sponsored project now or in the future, but the sponsor is unknown at the present time, write TBD on the sponsor line.
Question #3: Please describe the topic and purpose of the research and the associate duties of the applicant.
Question #4: If citizenship is unknown, contact the Office of International Programs for assistance.
Question #5: Definitions of key terms used are below.
Question #6: If needed, provide further explanation about any answer that you gave, or additional information that may be helpful in the review process.

Key Terms Definitions:

ITAR: International Traffic in Arms Regulations control items, services, and technical data that have a *military* or *space-related* application.

EAR: Export Administration Regulations control dual-use items and technology. Dual-use items are non-military in purpose, but could be modified or utilized for military purposes. While this term is used informally to describe items that are subject to the EAR, purely commercial items are also subject to the EAR.

Export: Under the ITAR *Export* means:
1 Sending or taking a defense article out of the United States in any manner, except by mere travel outside of the United States by a person whose personal knowledge includes technical data; or
2 Transferring registration, control or ownership to a foreign person of any aircraft, vessel, or satellite technology covered by the U.S. Munitions List, whether in the United States or abroad; or
3 Disclosing (including oral or visual disclosure) or transferring in the United States any defense article to any agency or subdivision of a foreign government; or
4 Disclosing (including oral or visual disclosure) or transferring technical data to a foreign person, whether in the United States or abroad; or
5 Performing a defense service on behalf of, or for the benefit of, a foreign person, whether in the United States or abroad.

Under the EAR *Export* means:
1 An actual shipment or transmission of items out of the United States.
2 Furnishing technical data allowing an individual to develop or produce controlled technology.
3 Furnishing technical data which allows an individual to do **all** of the following: operate, install, maintain, repair, overhaul, and refurbish a controlled piece of equipment.

Defense Article: (ITAR): Any item or technical data recorded or stored in any physical form, models, mock-ups or other items that reveal technical data directly relating to any item on the United States Munitions List (USML) ITAR Part 121.

Defense Service (ITAR):
1. The furnishing of assistance (including training) to foreign persons, whether in the United States or abroad in the design, development, engineering, manufacturing, production, assembly, testing, repair, maintenance, modification, operation, destruction, *or* processing of defense articles.
2. The furnishing to foreign persons of any ITAR-controlled technical data, whether in the United States or abroad.
3. Military training of foreign units and forces, regular and irregular, including formal or informal instruction of foreign persons in the United States or abroad, or by correspondence courses, technical, educational, or information publications and media of all kinds, training aids, orientation, training exercise, and military advice.

Encryption Items (EAR): The phrase encryption items include all encryption commodities, software, and technology that contain encryption features and are subject to the EAR. This does not include encryption items specifically designed, configured, adapted or modified for military applications (including command, control and intelligence applications), which are controlled by the Department of State on the U.S. Munitions List, under the ITAR.

Technical Assistance (EAR): May take forms such as instruction, skills training, working knowledge, consulting services. "Technical assistance" may involve transfer of "technical data."

Technical Data:
As defined in the ITAR:
1. Information other than software, which is required for the design, development, engineering, manufacturing, production, assembly, testing, repair, maintenance, modification, operation, destruction, or processing of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation.
2. Information covered by an invention secrecy order.
3. Classified information relating to defense articles.
4. Software directly related to defense articles.
5. This definition does not include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges, and universities.

As defined in the EAR:
Blueprints, plans, diagrams, models, formulate, tables engineering designs and specifications, manuals and instructions written or recorded on other media or devices such as disk, tape, read-only memories.

Technology (EAR): Specific information necessary for the development, production, or use of a product.

Technology Control Plan (TCP): A Technology Control Plan (TCP) is a compliance document developed between the Principal Investigator and the Export Control Administrator. The TCP states the type of export-controlled information associated with a research project, and the measures and safeguards to be taken by the PI to ensure access to the export-controlled information is managed.

A TCP is required when:
A research project involves the receipt of export-controlled information from an outside party, such as via a nondisclosure agreement or sponsored research agreement. Such a research project is not considered fundamental research and the research results may contain export-controlled information. A project that is unpublished, restricted, proprietary, or classified is not fundamental research.