



J-1 REQUEST FORM

Type of J-1 request:

- Initial J-1 (new employee is outside the U.S. and will enter in J-1 status)
- Change of Status (person is in U.S. and will change to J-1 from a different visa status)
- J-1 Transfer (person is currently in J-1 status and will change from another J-1 program to RCUH)
- Extension

Part I: Biographical & Immigration Information

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|---|
| 1. Name on Passport (Last Name, First Name, Middle): |
| 2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| 3. Date of Birth (mm/dd/yyyy) |
| 4. Nationality |
| City of Birth: |
| Country of Birth: |
| Country of Citizenship: |
| Country of Legal Permanent Residence: |
| 5. Foreign Home Address |
| Street Address: |
| City: |
| Country: |
| Province/Territory: |
| Postal Code: |
| 6. Foreign Mailing Address (if different from Home Address) |
| Street Address: |
| City: |
| Country: |
| Province/Territory: |
| Postal Code: |
| 7. Telephone #: |
| 8. Email: |
| 9. Emergency Contact in Home Country |
| Name: |
| Relationship: |
| Address: |
| Phone #: |
| 10. Position in Home Country (i.e., Job Title): |
| 11. If already in the United States, please provide the following information. |
| a. Last Date of Arrival: |
| b. I-94# (attach copy): |
| c. Current Nonimmigrant Status: |
| d. Expiration Date: |
| e. Residential address in the US: |
| f. If there are future travel plans for travel outside of the U.S., please list the destination and dates of departure & return*: |

**Note: Individuals filing for a change of status to J-1 should not leave the U.S. once the RCUH files the petition with the service center if the approval is not received.*

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| 12. If this person is already in the United States, does this person have immediate family members which require change in their current Nonimmigrant status? If yes, complete the J-2 Dependent Information Form. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Is this person currently in removal (deportation) proceedings? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Has this person previously held J-1 or J-2 status? If yes, please provide dates of J-1 status and copies of previous Form(s) DS-2019. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. Is this person subject to the two-year home country residence requirement? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Street Address in U.S. (or expected/temporary address): | |
| 17. Has this person previously been in the U.S.? If yes, provide history of dates and visa status. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part II: Position Information

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| 18. Position Title: |
| 19. Intended J-1 period: |
| 20. Address of the Primary Site of Activity |
| Street Address: |
| City: |
| State: |
| Zip Code: |
| 21. Address(es) of any Additional Sites of Activity |
| Street Address: |
| City: |
| State: |
| Zip Code: |
| 22. Name of Principal Investigator: |
| Phone #: |
| Email: |
| 23. Name of Supervisor: |
| Phone #: |
| Email: |
| 24. Estimated amount of financial support which will be provided for the entire appointment period |
| a. Salary/Wages: \$ |
| b. Housing: \$ |
| c. Other (explain in comments section): \$ |
| TOTAL: \$ |
| 25. Other financial Support: |
| a. U.S. Government Agency(ies): \$ |
| b. International Organization(s): \$ |
| c. The Binational Commission of the Exchange Visitor's Country: \$ |
| d. The Exchange Visitor's Government: \$ |
| e. Other organization(s) providing support (explain in comments section): \$ |
| f. Personal Funds: \$ |

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| 26. Has your project received funding for international exchange from one or more U.S. Government agency(ies) to support this exchange visitor? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, provide name of agency(ies): |
| 27. Check the appropriate J-1 category: (Check one) <input type="checkbox"/> Research Scholar: Duration 3 weeks up to 5 years. <input type="checkbox"/> Short-term Scholar: Duration 1 day up to 6 months. <input type="checkbox"/> Specialist: Duration 3 weeks up to 1 year. |
| 28. Project FedEx account #: |
| 29. Comments: |

Part III: Instructions

The J-1 Request Form & the Pre-Arrival and Orientation Information for J-1 Exchange Visitors – Certificate of Awareness & Understanding must be submitted to RCUH Human Resources at least six (6) weeks prior to the requested effective date.

The following documents must also be submitted:

30. Copy of valid passport and I-94 card.
31. Proof of required medical, evacuation, and repatriation insurance. (Refer to Pre-Arrival and Orientation Information for Exchange Visitors for options.)
32. Signed offer letter from the Principal Investigator & EV which includes:
 - a. Program activities
 - b. Cultural goals and components of the program
 - c. Employment of information and terms and conditions of employment, including:
 - i. Employer name and address
 - ii. Position duration
 - iii. Job duties (provide a copy of job description)
 - iv. Number of work hours
 - v. Wages
 - vi. Other compensation and benefits (refer to RCUH New Hire Reference Guide)
 - vii. Deductions from wages, including those taken for housing and transportation (refer to RCUH Pre-Arrival and Orientation Information for J-1 Exchange Visitor)
 - d. Description of the temporary nature of the position
 - e. Confirmation that intent of the person is to return to home country when the J-1 program ends.
33. Resume.
34. Copies of academic degree(s).
35. Proficiency in English language: Participants must possess sufficient proficiency in the English language, as determined by an objective measurement of English Proficiency, successfully to participate in their programs and to function on a day-to-day basis [22 CFR 62] Projects are required to use one of the following “objective measurements of English language proficiency” to determine an applicant’s language proficiency:
 - a. a recognized English language test;
 - b. signed documentation from an academic institution or English language school; or
 - c. a documentation interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option
36. Copies of previous Forms I-797, DS-2019, I-20 (if applicable).

Part IV: Acknowledgement of Exchange Visitor

I have read the RCUH Pre-Arrival and Orientation Information and RCUH New Hire Reference Guide for J-1 Exchange Visitors. I understand and will abide by all requirements of the RCUH J-1 Exchange Visitor Program. I attest that I meet all of the stated requirements for the RCUH J-1 Exchange Visitor Program. I attest that the information provided to you is accurate to the best of my knowledge. I further understand that falsification of information and failure to abide by the RCUH J-1 Exchange Visitor Program rules may result in the termination of my visa, program, and employment with RCUH. I understand that my participation in the RCUH J-1 Exchange Visitor Program is not an employment contract or any other type of contract between myself and RCUH. I further understand that my program can be modified or cancelled at any time, if deemed appropriate by the RCUH.

Exchange Visitor (Signature)

Date

Exchange Visitor (Print Name)

Part V: Principal Investigator Certification

I certify that I have sufficient funding to support this action and related costs.

Principal Investigator (Signature)

Date

Principal Investigator (Print Name)

Project person responsible for the coordination of this action:

Name: _____

Phone #: _____ Email: _____

Part VI: RCUH Human Resources Visa Request Approval

Director of RCUH HR or Designee

Date