

## **J Program Hosting Department Agreement for Visiting International Scholars**

### Overview

University of Northern Colorado welcomes international scholars and students through special exchange programs with international partner institutions and on general programs involving research and teaching activities.

When determining visa requirements, it's crucial to consider the nature of the activities in the U.S., not just the visit's duration or visitor preference. Proposed visitors should not choose their visa category simply because it seems "easier" to enter as a Business Visitor/Tourist rather than applying for a more suitable visa type. Office of Global Engagement (OGE) and/or the Office of Human Resources reserves the authority to determine if a proposed visa category is appropriate for a proposed visiting scholar. This approach ensures compliance with U.S. immigration regulations.

Scholars may come for a range of time periods and through a variety of visa statuses, however in most cases, scholars come to UNC as part of the J-1 Exchange Program for which UNC maintains an active U.S. Department of State designation. As the J-1 Exchange Program is sponsored by the Department of State (DOS) for the purpose of cultural and professional exchange, it is not appropriate for tenure track positions, it may not be used for the sole purpose of employment in the United States. This agreement pertains primarily to scholars coming in the J visa category but contains important considerations for Host Departments that apply to all categories.

### J-1 Eligibility

J-1 status is quite flexible and is designed to meet the needs of scholars participating in the academic and cultural exchange activities in the U.S. J-1 exchange visitors at the University of Northern Colorado range from an exchange or dual degree student, professor or researcher, a scientific collaborator, a guest lecturer, or participant in a special academic and cultural short-term program. J-1 exchange visitors may be paid by UNC when such activities are part of his/her program. There are a few basic requirements that all J-1 Exchange Visitors must meet to be qualified for the program:

- Intent to pursue appropriate activity (such as research, teaching, or training),
- Intent to return to home country (as determined by consular officer),
- Sufficient funding for the duration of the program,
- Appropriate background for program activity (example, Research Scholars must have at least a master's degree *or* bachelor's degree with equivalent experience),
- Proof of adequate English language proficiency, and
- Clear and adequate outline of intended program activities, appropriate to the EV category.

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## Timing

Please **allow a minimum of 90 days**, exclusive of campus closures, between OGE's receipt of the completed application from the scholar (including the application fee and financial documentation) and your exchange visitor's program start date. While the OGE processes usually takes about 10 business days to issue the DS-2019s, exchange visitors need time to schedule their visa interviews and for the U.S. Consulate abroad to issue the visa stamp.

Scholar Name: \_\_\_\_\_ Home Country: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Anticipated visitation dates. From: \_\_\_\_\_ To: \_\_\_\_\_

Hosting Department: \_\_\_\_\_

UNC Host Sponsor Name: \_\_\_\_\_ Host Phone: \_\_\_\_\_

To the best of your knowledge, has this Visiting Scholar been at UNC previously? ☐ Yes ☐ No. If YES, when (inclusive of all known dates)?

\_\_\_\_\_ Bear Number (if available) \_\_\_\_\_

**Category:** Please indicate which category best fits the scholar's purpose and length of stay. Refer to Appendix.

- ☐ UNC Sponsored Short-Term (less than 6 months)
- ☐ UNC Sponsored Research (3 months to 5 years)
- ☐ UNC Sponsored Professor (3 months to 5 years)
- ☐ Non-UNC Agency Sponsored J-1 program (IREX, Fulbright, etc.)

**English Proficiency:** Please indicate how the scholars English will be assessed. Refer to appendix for requirements and means of showing proficiency.

- ☐ Native English Speaker (UNC reserves the right require testing)
- ☐ English Exam Scores
- ☐ Recent degree in English
- ☐ Sponsoring agency will determine English requirement (Fulbright, etc.)

**Proposed objectives and title of research project (if any).** *Please attach a summary of outcomes the scholar intends to achieve while they are at UNC. This should include academic and cultural-related objectives as well as a timeline to accomplish them. As required by US Immigration law, scholars and hosting departments will be evaluated periodically to determine how the scholar is meeting these outcomes and objectives. Please provide specifics if the scholar will engage in any paid activities for UNC, including but not limited to teaching in an adjunct capacity. Scholars sponsored by other Agencies must obtain authorization for all activities, including incidental employment.*

**Appropriate Classification of Instructional Programs (CIP) Code for Proposed Activities:**

See National Center for Education Statistics <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> for current codes.

**Benefit to UNC and Host Unit or Department:** *Please provide an explanation of the benefits to UNC, the Hosting Department or Unit, and the impact on the workload of the Host Faculty or Staff member. Additional pages may be attached, if needed.*

**Site(s) of Activity (including physical addresses):**

Where will the exchange visitor be conducting their teaching, research or other activities? (Host Department address, lab? Other areas?). Additional pages may be attached if intended research and activities will take place at multiple sites. Each site must be documented for immigration, so Host Faculty/Staff agree to update OGE if additional sites of activity are added at a later date.

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**Financial Support:**

Will the host Department be paying the Scholar's application fee (currently \$250) and/or maintenance fees (\$250/semester)? ☐ Application Fee paid by Department ☐ Maintenance fees paid by department.

Will this visiting scholar ANY receive funding from UNC? Funding is not limited to, but may include housing, meals, reimbursement of travel costs, or honoraria. ☐ Yes ☐ No

If YES, total funding amount for the duration of the program \_\$\_\_\_\_\_

Other non-cash funding (housing costs, travel, etc. Please note that travel funding may be subject to Travel Authorization process and State fiscal rules, as well as taxation):

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If the scholar is being offered funding, is the scholar being hired by a Department via standard H.R. processes? ☐ Yes ☐ No

If YES, is the offer of funding included in the Invitation Letter? ☐ Yes ☐ No

If funding is being offered but is not delineated in the Invitation, please include a copy of the funding offer with appropriate signature authority.

## Office of Global Engagement Responsibilities

The Office of Global Engagement will provide the following support:

- **Process Applications:** collect, evaluate, and process Scholar Application and required supporting documentation in Slate. In partnership with the hosting academic department, screen and verify that participants have the education and credentials necessary to carry out the activity for which they are entering the USA to include sufficient English language proficiency to function in an English-speaking environment, where required by regulation.
- **Immigration:** For Scholars receiving immigration support documents from UNC ("Sponsored by UNC"), create and issue appropriate immigration documents for J- status scholars. Assist with visa application process information. Ensure the scholar understands their responsibilities in maintaining their immigration status. Maintain the J- immigration record for the scholar and dependents and follow legal compliance requirements. For scholars with external J-1 Program Sponsors, coordinate with Sponsoring agency to meet these requirements.
- **UNC access support:** Visiting scholars are admitted to the university as the equivalent of non-degree seeking graduate students. This will automatically create a Bear Number, allow access to many university systems, and create a Bear Mail account. Additional access must be requested and/or activated by the hosting department, depending on the Scholars' needs and Department policy.
- **Notify auxiliary departments:** OGE will notify the UNC Card Office, Campus Recreation Center, UNC Library, Housing & Residential Education, and the Insurance Office where needed of a visiting international scholar coming in order to speed up the process should the scholar have need for campus wide access to these areas. The costs of any requested auxiliary services may be borne by the Scholar or Host Department. OGE will also notify the Accounting Office for assessment of tax implications and potential withholding requirements.
- **Check in and scholar orientation:** conduct immigration check-in for J status scholars within 30 days of the exchange visitor's arrival to the US, provide information about UNC resources, advise the exchange visitor on the roles of campus offices and responsibilities of their status.
- **UNC ID card:** OGE will assist the scholar to obtain a UNC ID card, where needed.
- **In concert with the Host Department, monitor the J status visitor's stay** in the United States, ensure that they are progressing in the work being performed or the research being conducted.
- **Oversee mandatory insurance enrollment for J Scholar and dependents** as required by regulations for J status exchange visitors.

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- **Provide access to cultural enrichment opportunities** on campus and in the greater Greeley community and ensure that they are invited to cross-cultural programs where they can learn about the United States and its people, as part of the J-1 program cultural requirement.
- **Authorize appropriate off-campus activities.** In conjunction with the Hosting Department, UNC Sponsored J-1 visiting scholars to conduct category appropriate off campus activities, including invited talks elsewhere.
- **Assist J-1 Scholar with obtaining Social Security Number (or ITIN), if appropriate.** If a UNC Sponsored scholar's approved program will include paid activities, OGE will assist with the SSN process. OGE will also provide guidance and information for externally sponsored J scholars.
- **Provide access to tax compliance software** for the scholar and dependents for the tax reporting period or periods they are participating in the Scholar program. Scholars may also be required to provide profile information to the Accounting office (through Sprintax Calculus or its successor system).
- **Collect mid-program and final academic progress report** from the academic host department.
- **Conduct a program completion survey** to assess the quality of the exchange visitor experience and share with the hosting department.

## Host Department Responsibilities

Departments and designated faculty or staff sponsor/host work in close collaboration with OGE to provide a mutually enriching professional and cultural experience for the exchange visitor, university and regional community. Departmental responsibilities are as follows:

- **Obtain all appropriate Dean, Chair and/or Director approvals.**
- **Provide official Letter of Invitation** signed by the College Dean to the scholar and OGE outlining:
  - Name of college and academic department host,
  - Name of key departmental personnel responsible (Host Coordinator) for the academic oversight of the scholar's program,
  - Dates and purpose of visit, and
  - Academic department's expectations of the scholar, including proposed schedule for duration of scholar's visit.
- **Ensure any appropriate background checks, required security clearances, and any necessary export control licenses** for the visitor's proposed activities are obtained.
- **Provide immediate notification to OGE of any serious problem or controversy** which could be expected to bring the Department of State or the UNC's EV program into notoriety or disrepute [22 CFR 62.13(b)].
- **Assign one departmental representative to act as Sponsor/Host to oversee the scholar's program.** The Host Coordinator serves as the single point of contact during the proposal process and is responsible for liaising with others in their department or area to whom they may have delegated responsibility. **The Sponsor/Host, in coordination with the Department, agrees to:**

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- **Serve as the point-person** for the international visitor on both personal and professional engagement while at UNC.
- **Notify OGE of the scholar's arrival** no later than 9 days from the appointment and Form DS-2019 start date.
- **Introduces the scholar** to the department faculty and staff.
- **Ensure Scholar completes internal University forms and requirements** as necessary, including forms related to tax and withholding.
- **Hold regular meetings** with the scholar, faculty members, administrators and OGE contact.
- **Help organize the scholar's schedule** for professional, cultural, and community activities, and to provide mid-program and final reports (additional reports as needed on longer programs).
- **Ensure that the scholar is engaged** in the proposed purpose of the visit.
- **Provide necessary training** regarding department facilities and access.
- **Provide professional and academic opportunities** for the international visitor such as: involving the international visitor in department meetings and events, creating opportunities to present research on campus (including final presentation of research/activities at UNC) etc.
- **Ensure completion** of mid-program and final program report by scholar and provide to OGE.
- **Provide a workspace or additional accommodations** to conduct scholarly activities as needed. The Department must verify that appropriate accommodations are available prior to accepting the Scholar.
- **Notify OGE in advance of any changes** in the terms and conditions of this J-1 Exchange Visitor's exchange program and/or UNC affiliation, including employment or payment not listed on this document, or changes in location of activities, or early completion of the program.
- **Assist the Scholar** with arrangements for:
  - **Housing:** Assist the scholar in locating and arranging adequate housing. It is recommended that scholars live on or very near the UNC campus, as they will rarely have access to private transportation. Hosts should consider the most appropriate options for length of stay and the need for furniture, home goods, linens, and other day-to-day necessities for the duration of the planned stay. Housing arrangements may require check-in and check-out support. Should the stay be paid for by the Hosting Department, the Department with coordinate cost and payment directly with Campus Housing or other vendors.
  - **Arranging transportation:** It is strongly recommended that a UNC representative meet the Scholar (and any accompanying dependents) at Denver airport. Scholars will have limited access to transportation in Greeley and assistance may be needed during their stay, especially at the beginning as they become established.
  - **Dependents:** Scholars who choose to bring dependents (spouse and/or children) may have additional needs. Those with school-aged dependents may wish to enroll them in local schools (depending on the length of program, minors may be required by law to enroll in school). While children cannot be enrolled until they arrive in the

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US, scholars often have questions about schools in the area. The faculty sponsor/host agrees to provide guidance in enrolling dependents in local schools. OGE will assist to the best of their ability, subject to staff availability.

- **Notification to and requests for access from campus auxiliary services**, as appropriate.
- **Human Resources**, and hiring paperwork, as necessary.



## Hosting Department Agreement

By signing below, the faculty host/sponsor acknowledge that they have read, understand, and agree to the terms of hosting an international visiting scholar as stated above, and that:

- The individual's program of research/teaching is consistent with their professional background and experience.
- The visiting scholar's plans for research at UNC, if applicable, have been discussed with the visiting scholar.
- The visiting scholar will engage in activities only at UNC, unless explicitly included in the proposed activities.
- The visiting scholar will only be authorized to engage in the activities described on this form, in the department indicated, and for the length of time indicated, unless an amended form is submitted.
- The Host Department and Faculty/Staff are responsible for ensuring the visiting scholar's activities at UNC are consistent with the objectives listed here, and on their DS-2019.

Host Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Chair Approval

*By signing below, the Chair of the Host Department (or equivalent for non-academic units) acknowledge that they have read the Host Department agreement and indicates the Department's support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to UNC, the college's faculty and/or students, and that the Department confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined above.*

Chair Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please retain a copy of this form for your records and return an electronic copy to OGE  
[international.advising@unco.edu](mailto:international.advising@unco.edu)

## Dean Approval

*By signing below, the Dean of the Hosting College (or equivalent for non-academic units) acknowledge that they have read the Host Department agreement and indicates the College's support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to UNC, the college's faculty and/or students, and that the College confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined above.*

Dean Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please retain a copy of this form for your records and return an electronic copy to OGE  
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## Appendix

### Visas and the Exchange Visitor Program

#### The J-1 Exchange Visitor Program

Under [CFR § 62.1 \(b\)](#), the purpose of the J-1 Exchange Program is to provide exchange visitors with *"opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries."*

Per the US Department of State, "To be eligible for designation as a program sponsor, an organization must demonstrate its ability to comply and remain in continual compliance with all provisions of the Exchange Visitor Program regulations (22 CFR Part 62) and meet its financial obligations and responsibilities attendant to successful sponsorship of its exchange program; see 22 CFR 62.3(b) and 22 CFR 62.5(b) of the regulations," including following established regulations, rules, guidance directives and advisory letters from relevant agencies.

Failure to responsibly and appropriately administer a program may result in sanctions ranging from reprimands, probation, corrective action plans, and program reductions, up to and including revocation of Sponsor designation or denial of a redesignation application, or removal of Alternate/Responsible Officers.

#### Category and Duration

The US Department of State has approved UNC to provide J-1 programs in the following categories: [Professor, Research Scholar, Short-Term Scholar, and Student](#). Each category has requirements that a scholar must meet in order to be classified within the category. The maximum period of time authorized for an exchange visitor depends upon the category into which their program is classified. Where the scholar is Sponsored by UNC, OGE will make the final determination of J-1 program category. In all J categories, the scholar (and host department, where applicable) must provide proof of funding for the entire duration of the program prior to immigration support documents being issued. Where the scholar is Sponsored by an external Program Sponsor such as Fulbright, the Sponsoring agency will make the final determination. UNC is authorized for the following J-1 categories:

##### [Short Term Scholar \(22 CFR § 62.21\):](#)

**Purpose of Visit:** Lecture, Observe, Consult, Training, Demonstrate special skill(s) Position in Home Country: Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc.).

**Visitor Eligibility:** A short-term U.S. visit to lecture, observe, consult, train, or to demonstrate special skills at Research institutions, museums, libraries, post-secondary educational institutions.

**Duration of U.S. Visit:** 1 day - 6 months.

**Repeat Participation:** Yes. No waiting period.

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**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Duration of program not to exceed 6 months, no extensions permitted for the category. Subsequent visits must have a different objective.

**Research Scholar (22 CFR § 62.20):**

**Purpose of Visit:** Research, Observe, or Consult in connection with a research project.

**Position in Home Country:** Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc.).

**Visitor Eligibility:** Temporary, non-tenure track appointments. Minimum qualifications: bachelors' degree with appropriate experience in the field in which research is to be conducted. Not physically in U.S. for all or part of 12-months preceding start date, unless excluded according to 22 CFR 62.20(d)(2)(i-iii).

**Duration of U.S. Visit:** 3 weeks - 5 years.

**Repeat Participation:** Permitted only after 24 months residency outside U.S.

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date.

**Professor (22 CFR § 62.20):**

**Purpose of Visit:** Teach or Lecture at university, Observe or Consult.

**Position in Home Country:** Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc.).

**Visitor Eligibility:** Temporary, non-tenure track appointments. Minimum qualifications: bachelors' degree with appropriate experience in the field. Not physically in U.S. for all or part of 12-months preceding start date, unless excluded according to 22 CFR 62.20(d)(2)(i-iii).

**Duration of U.S. Visit:** 3 weeks - 5 years.

**Repeat Participation:** Permitted only after 24 months residency outside U.S.

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date. A professor may also conduct research, unless disallowed by the sponsoring organization. Graduate level English proficiency is required.

**College and University Student (22 CFR § 62.23):**

**Purpose of Visit:** Participate in a degree or non-degree program at an accredited post-secondary academic institution.

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**Position in Home Country:** College or University degree or non-degree applicant. For internships that satisfy degree requirements EVPs must be enrolled in a university or college outside of the U.S.

**Visitor Eligibility:** Admitted into a course of study in the U.S. The student must not be funded primarily by personal or family funds.

**Duration of U.S. Visit:** Duration of course of study. Or 24 Months for non-degree students.

**Repeat Participation:** Yes. No waiting period.

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Accepted students may be permitted to enroll in IEP courses as part of their course of study in the United States.

**B-1/2 or ESTA Visa Waiver (9 days or less if offering an honorarium):**

Entering the U.S. in B-1 (or the WB waiver category equivalent) or B-2 (or WT waiver equivalent to B-2) status does not permit *employment* of any kind, but visitors in B-2 and WT status who meet the "9/5/6 rule" may receive academic honoraria and associated incidental expenses pursuant to the criteria set forth in INA § 212(q):

- The visitor is performing an academic activity for the benefit of UNC,
- The activity or activities being compensated are performed within 9 days, and
- The individual has not accepted honorarium payment or reimbursement for qualifying activities from more than five institutions in the previous 6-month period.

It is worth noting if the honorarium is offered and arrangements are being made in advance, the visitor intending to use the Visa Waiver Program should seek the Business classification. There's also a 30% withholding required on honorarium payments and incidental expenses (unless the visitor claims a tax treaty benefit, which requires having an SSN or ITIN in the U.S. or applying for one while here).

Payments for independent contractors go through [Accounts Payable](#), and visitors who meet the criteria defined by the Accounting Office may be required to complete a Sprintax Calculus (or successor system) profile in order to facilitate withholding and correct payments.

*Section 431 of the American Competitiveness and Workforce Improvement Act - ACWIA amended the Immigration and Nationality act 8 USC 1182(q) as follows: "(q) Any alien admitted under section 101(a)(15)(B) [B visa or equivalent visa waiver] may accept an honorarium payment and associated incidental expenses for a usual academic activity or activities (lasting not longer than 9 days at any single institution), if such payment is offered by an institution or organization described in subsection (p)(1) and is made for services conducted for the benefit of that institution or entity, and if the alien has not accepted such payment or expenses from more than 5 institutions or organizations in the previous 6-month period."*

B or Waiver status individuals may also have reasonable expenses covered by UNC without regard to the "9/5/6 rule" if they meet the requirements under the accountable plan.

## English Language Proficiency:

U.S. Department of State requires that all prospective J-1 Exchange Visitor scholars have an "Objective Measurement" of their English language proficiency because they found that "too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary." [79 FR 60294, 60301]". While the academic English needs of Exchange Visitors may vary considerably, UNC has determined at a minimum, visiting scholars should be proficient in English at the same level we require of undergraduate students. Below are the acceptable means to show evidence of English proficiency (UNC reserves the right to verify proficiency for any scholar candidate):

- **Native English Speaker:** J-1 exchange visitor is from a country whose official language is English.
- **Recognized English test:** The following are test scores recognized by UNC and may be used to document English proficiency if taken within the last two years. Additional Tests may be considered with appropriate documentation of validity, and in consultation with the Director of the Intensive English program.

### **Short-Term & Research Scholars (requirement equivalent to UNC's requirement for undergraduate admission)**

- TOEFL iBT: 72 with cut scores no lower than: Listening (16), Reading (16), Speaking (18) and Writing (18)
- IELTS: 6.0 with sub scores no lower than 5.5 in each of the following proficiency areas: Listening, Reading, Writing and Speaking
- English3 Proficiency Test: 60 E3PT with a minimum of 15 in each of the following: Speaking, Reading, Listening and Writing/ GATEWAY English Test: Overall score of 425 with all sections 350 or above.
- UNC IEP: Level 6 completion

### **Professors (requirement equivalent to UNC's requirement for graduate admission)**

- TOEFL iBT: 80 with cut scores no lower than: Listening (16), Reading (16), Speaking (20) and Writing (22)
- IELTS: 6.5 with sub scores no lower than 6 in each of the following proficiency areas: Listening, Reading, Writing and Speaking.
- English3 Proficiency Test: 67 E3PT with a minimum of 16.5 in each of the following: Speaking, Reading, Listening and Writing/ GATEWAY English Test: Overall score of 475 with all sections 405 or above.
- UNC IEP: Level 7

- **Documentation from an academic institution:** Transcripts or diploma certifying completion of a degree, within the previous two years, at an institution where the sole language of instruction is English.

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- Depending on the length and intent of the Scholar's intended activities, small deficiencies in English language skills may be acceptable, provided the Scholar enrolls in and attends Intensive English Program courses at their own (or Hosting Department) expense.