



## J-1 Host Faculty Attestation

The U.S. Department of State administers the J-1 program and outlines specific requirements that must be followed when hosting J-1 Exchange Visitors. The responsibilities below are based on federal regulations and must be followed by the hosting faculty and departments to ensure that the campus is in compliance.

J-1 Exchange Visitor (scholar) Name: \_\_\_\_\_

### Pre-Arrival Responsibilities:

#### J-1 Exchange Visitor's Credentials

The host department has determined that the J-1 Exchange Visitor's program objectives are consistent with their educational and professional experience.

#### English Proficiency

The host department has verified and documented that the international scholar has "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" [CFR 22 62.10(a)(2)].

#### Providing J-1 Exchange Visitor with Terms & Conditions of Employment Prior to Arrival

At the pre-arrival stage, the host department will provide the J-1 Exchange Visitor with clear information and materials on the terms and conditions of employment (including employer name and address, position duration, job duties, number of work hours, wages, other compensation and benefits, and deductions from wages).

#### Late Arrival

The host department will notify Berkeley International Office (BIO) of any arrival delays past the appointment and Form DS-2019 start date.

### Ongoing Responsibilities:

#### Scholar Advising Support- Monitoring and Welfare

The host faculty will arrange an intake appointment with the scholar upon their arrival and will develop an agreed upon plan for the frequency of meetings to monitor progress of the J-1 Exchange Visitor. The host faculty will monitor the physical location (site of activity), and the progress and welfare of exchange visitor including ensuring that they obtain sufficient advice and assistance to facilitate the successful completion of their exchange visitor program.

#### Changes in Program

The host department will notify BIO in advance of any changes in the terms and conditions of this J-1 Exchange Visitor's exchange program and UC Berkeley affiliation, including employment or payment not listed on the J-1 Exchange Visitor's DS-2019, and changes to the appointment title or program activities; the host department will monitor the location(s) of the research activity of the exchange visitor and ensure that BIO is notified in advance of any changes to the site(s) of activity and of any extended absences; the host department will ensure that the program activities are predominantly in person.

#### Early Program Completion

The host department will notify BIO if a J-1 Exchange Visitor ends their program more than 15 days before the original program end date.

#### Incident Reporting

The host department will notify BIO of any incident for which a report to the Department of State may be warranted, e.g. hospitalizations, deaths, interactions with law enforcement [CFR 22 62.10(d)(2)].

#### Health Insurance

The host department will ensure that the scholar and his/her family maintain sufficient health insurance as defined by the University and U.S. federal guidelines for the entire duration of the scholar's visit.

\_\_\_\_\_  
*I, the undersigned, agree to comply with the above requirements identified by federal regulations governing the J-1 Exchange Visitor Program. I will email the Berkeley International Office (BIO) at [jscholar@berkeley.edu](mailto:jscholar@berkeley.edu) if there are any changes to the program.*

\_\_\_\_\_  
 Host Faculty Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Extension of Program/Transfer of Program Health Insurance Attestation

### Required for J-1 Extension and J-1 Transfer requests only:

The J-1 Exchange Visitor must read and sign the following statement. *"I agree to maintain health insurance that meets the University and the U.S. Dept. of State requirements for myself and my dependents for the full length of our stay in the U.S. I understand that failure to do so may result in the termination of my J-1 program."* See requirements here: <https://internationaloffice.berkeley.edu/families/j-insurance>

\_\_\_\_\_  
 J-1 Exchange Visitor Name

\_\_\_\_\_  
 J-1 Exchange Visitor Signature

\_\_\_\_\_  
 Date