



# J-1 Host Faculty Agreement

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

## Providing Employees 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, deductions from wages, including those taken for housing and transportation), insurance costs, and other conditions and restrictions of the exchange visit.

## Arrival Date

The host department will notify BIO of the scholar's arrival no later than 9 days from the appointment and Form DS-2019 start date;

## Late Arrival

The host department will notify BIO of any arrival delays more than 9 days past the appointment and Form DS-2019 start date;

## Change of Address, Telephone Number and/or Email Address

The host department will notify BIO of any change of address, email address, or phone number for UC Berkeley J-1 Exchange Visitors and J-2 dependents within 10 days of the change;

## Financial Support Verification

The host department has verified that the financial support listed is available to the scholar, and that these resources are adequate to complete his/her program and to support any accompanying dependents.

## 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;

## J-1 Exchange Visitor's Credentials

The host department has determined that the J-1 Exchange Visitor's program objective are consistent with his/her 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)];

## 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 Berkeley International Office is notified in advance of any changes to the site(s) of activity;

## 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.

## Scholar Advising Support

As the UC Berkeley faculty host, I will "monitor the physical location (site of activity), and the progress and welfare of exchange visitors to the extent appropriate for the category," including ensuring that he/she obtains sufficient advice and assistance to facilitate the successful completion of his/her exchange visitor program. The host department will notify BIO of changes to the J-1 Exchange Visitor program as noted above, and of any personal incident for which a report to the Department of State may be warranted, e.g. hospitalizations, deaths, interactions with law enforcement [CFR22 62.10(d)(2)]. Please see second page for additional guidelines on successfully hosting J-1 Exchange Visitors.

\_\_\_\_\_  
*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 Agreement

**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."*

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

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

\_\_\_\_\_  
 Date

Please see second page for additional guidelines on successfully hosting J-1 Exchange Visitors.



## Guidelines for Advising Support to J-1 Exchange Visitors

The guidelines below detail the ongoing scholar advising support to be provided to J-1 Exchange Visitors by the host faculty member and host department to support a successful J-1 Exchange Visitor program:

1. Ensure that all J-1 Exchange Visitors attend the mandatory orientation program (Scholar Information Meeting) hosted by the Berkeley International Office. This orientation will provide a basic overview of immigration regulations pertaining to Exchange Visitors in addition to resources for families and other practical information including cultural adjustment.
2. Ensure that the J-1 Exchange Visitor receives an on-boarding appointment where departmental processes and expectations are covered, and the exchange visitor's insurance is verified.
3. Encourage Visiting Scholars, Visiting Student Researchers, and Postdoctoral Scholars to attend the VSPA orientation program.
4. Arrange an intake appointment with the host faculty. This can serve as an introductory meeting where the research objectives of the scholar are discussed.
5. Develop an agreed upon plan on frequency of meetings to monitor progress of the J-1 Exchange Visitor and to provide the necessary advice and assistance to facilitate the successful completion of the program objectives. Notify Berkeley International Office of any changes to the program.