NOVEMBER 2015
MONTHLY VISA PRESENTATION

DISCUSSION ABOUT PROPOSED J-1 PROCESS AND
POLICY UPDATES
## UPDATED J-1 REQUEST PROCESS

### REQUEST PROCESS

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sponsoring department submits the following to the OIP:</td>
</tr>
<tr>
<td></td>
<td>□ Completed DS-2019 request form</td>
</tr>
<tr>
<td></td>
<td>□ Deemed Export Questionnaire</td>
</tr>
<tr>
<td></td>
<td>□ OIP Fee</td>
</tr>
<tr>
<td>1.</td>
<td>OIP contacts prospective EV and provides exchange visitor questionnaire</td>
</tr>
<tr>
<td>1.</td>
<td>Prospective EV submits the following to OIP:</td>
</tr>
<tr>
<td></td>
<td>□ EV questionnaire</td>
</tr>
<tr>
<td></td>
<td>□ Supporting documents (i.e. degree certificates, passport copies, immunizations, proof of English proficiency)</td>
</tr>
</tbody>
</table>

**OIP receives department request documents**

**OIP provides EV with questionnaire**

**EV submits requested documents to OIP**

** Upon receipt of DS-2019, EV pays SEVIS fee and schedules a visa appointment with U.S. Embassy or files for a change of status**

**Sponsoring department mails (via courier service) original DS-2019 to EV**

**Upon receipt of documents OIP issues DS-2019 (5-business day turnaround)**
POSTDOCTORAL FELLOW POSITIONS MUST COMPLY WITH THE FOLLOWING POLICIES:

- **Term Limits:** Postdoctoral Fellow positions are considered unclassified employees and are subject to the appointment regulations of the State of Kansas, the Board of Regents, and the University of Kansas. Appointments should be a minimum of one year with the possibility of reappointment or extension for an additional four years, for a total not to exceed five years unless granted exemption by the Vice Chancellor for Academic Affairs.

- **Individual Development Plan:** All Postdoctoral Fellows must participate in Individual Development Plans (IDP). The IDP allow Postdoctoral Fellows to work with their PIs or mentors to develop goals, explore career possibilities, examine skills and interests, and track accomplishments and growth.

- **Full-time Equivalent (FTE)/Hours Worked:** All Postdoctoral Fellows at the University of Kansas Medical Center must be employed at a full-time basis or 1.0 FTE.
POSTDOCTORAL FELLOW POSITIONS: $32,000 per year ($2667 per month)
• It is strongly encouraged to follow the NIH/NRSA salary guidelines when appointing Postdoctoral Fellows.
• To sponsor an individual as a Postdoctoral Fellow on the J-1 Research Scholar visa category, the prospective J-1 must be a KUMC paid employee only. An exception can be made by the Office of International Programs when the prospective Postdoctoral Fellow on a J-1 visa receives a fellowship or scholarship award from a recognized organization or government agency which is eligible for renewal for the duration of the Postdoctoral Fellowship opportunity. Minimum funding must meet the salary guidelines listed above.

ALL OTHER POSITIONS UNDER J-1 PROGRAM: $23,000 per year ($1917 per month)
+ An additional $3180 for each accompanying J-2 dependent

PLEASE INDICATE THE SOURCE OF FUNDING:

- KUMC PAID (means funding will be paid by the University of Kansas Medical Center although the original source may be from a grant)
- NON KUMC PAID (means funding is provided by an outside source such as a scholarship, grant, personal funds, etc.)
NO PATIENT CARE OR CLINICAL ACTIVITY CLAUSE

The U.S. Department of State designated the University of Kansas Medical Center to sponsor foreign nationals for the purpose of engaging in scholarly activity including research, teaching, consultation, and observation. The U.S. Department of State regulations strictly prohibits KUMC from sponsoring individuals who will be participating in patient care or clinical activity.

Sponsoring departments and supervisors affirm by completing this request form that the prospective Exchange Visitor will not be involved in any patient care event if said individual holds credentials that would otherwise permit such activity.

In some cases, a prospective exchange visitor who is an “alien physician” or foreign trained physician participating in “a program of observation, consultation, teaching or research may need to have limited patient contact in order to carry out those objectives. If the patient contact is incidental to those objectives, a physician participating in a non-clinical exchange program can engage in incidental patient contact.” However, Incidental Patient Contact must be approved by the Office of International Programs Responsible Officer, Sponsoring Supervisor, Sponsoring Department Chair, Vice Chancellor for Academic Affairs, and Executive Dean of School of Medicine. If there is reason to believe that incidental patient contact may occur with a prospective exchange visitor physician, please contact the Office of International Programs directly.

Please select the following:

NO PATIENT CARE OR CLINICAL ACTIVITY WILL OCCUR ON J-1 PROGRAM
INCIDENTAL PATIENT CONTACT MAY OCCUR ON J-1 PROGRAM
By signing this document, I affirm that I had permission to prepare this form and I attest that all information included in this request document is true and correct.

Preparer's Signature: ___________________________ Date: ____________

Name: ___________________________ Title: ___________________________
# DEPARTMENT AND EXCHANGE VISITOR PROGRAM OVERVIEW

This form should be filled out by the sponsoring department and it will be included by the Office of International Programs to the DS-2019 document. Please complete as much of the information below as possible.

<table>
<thead>
<tr>
<th>SPONSORING INSTITUTION:</th>
<th>SPONSORING DEPARTMENT:</th>
<th>SITE OF ACTIVITY ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPONSORING SUPERVISOR NAME:</th>
<th>SPONSORING SUPERVISOR PHONE NUMBER:</th>
<th>SPONSORING SUPERVISOR EMAIL ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPONSORING DEPARTMENT CONTACT NAME:</th>
<th>SPONSORING DEPARTMENT CONTACT PHONE NUMBER:</th>
<th>SPONSORING DEPARTMENT CONTACT EMAIL ADDRESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>FUNDING AMOUNT:</th>
<th>SOURCE OF FUNDING:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOURS EV WILL WORK PER WEEK:</th>
<th>EV’S SCHEDULE OR TYPICAL WORKDAY HOURS:</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>BRIEF DESCRIPTION OF DUTIES:</th>
<th>LIST TYPES OF EQUIPMENT THAT WILL BE USED TO PERFORM ACTIVITY OR DUTIES:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COMPLETED BY:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

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**OFFICE OF INTERNATIONAL PROGRAMS CONTACT INFORMATION:**

Office of International Programs  
University of Kansas Medical Center  
3901 Rainbow Blvd, Mail Stop 3033  
KU 1011 Warren  
Kansas City, KS 66160  
Phone: 913-588-1450  
Fax: 913-588-1452

Alexandria Martinez  
International Student and Exchange Visitor Advisor  
Alternating Responsible Officer (ARO)  
Designated School Official (DSO)  
Email: alexm129@kuans.edu  
Phone: 913-588-1450

Irina Aris  
Assistant Director of Inbound Programs, Responsible Official (RPO)  
Designated School Official (DSO)  
Email: irina.iris@kuans.edu  
Phone: 913-588-1450
DEPARTMENT AND EXCHANGE VISITOR STATEMENT OF RESPONSIBILITY

Previously listed requirements:

- We attest that there will be no patient care involved. If there is potential incidental patient contact and if the prospective exchange visitor and activity qualifies, the department agrees to append the “Certification to Supplement Form DS-2019”.
- We understand that if check-in does not occur within 30 days before or after the program start date indicated on the DS-2019, the exchange visitor’s record will become invalid. Individuals in invalid status must depart the United States. We will contact the Office of International Programs if we know that the exchange visitor is experiencing delays and will not be able to arrive within the program start date timeframe.
- We will ensure that the exchange visitor will report to the Office of International Programs to attend Orientation and Check-in Appointment no later than 3 days after arrival in Kansas City.
- We will ensure that the exchange visitor will provide the following documents and information at Orientation and Check-in:
  - Passport
  - DS-2019
  - U.S. Visa Stamp
  - I-94
  - Physical Address in the United States
  - Contact Information
  - Emergency Contact Information
  - Proof of Health Insurance in the United States
- We will ensure the compliance with the U.S. Department of State health insurance requirements as specified at 22 C.F.R. § 62.14.
  - (1) medical benefits of at least $100,000 per accident or illness;
  - (2) repatriation of remains in the amount of $25,000;
  - (3) expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of $50,000; and
  - (4) a deductible not to exceed $500 per accident or illness.
- We agree to provide accurate program, funding, and other related information throughout the duration of the exchange visitor’s program at KUMC. Specifically, there will notify the Office of International Programs of the following changes:
  - Cancellation of EV’s program
  - Intent to transfer to another KUMC department or sponsor
  - Termination or early completion of program
  - Significant changes in position/project
  - Changes in funding sources and amounts
  - Plans to change status
  - Attend classes
Previously listed requirements:

- We understand that the exchange visitor is required to participate in cultural exchange activities and I/we will ensure compliance with this requirement while on program at KUMC. This includes the following:
  - Exchange visitor is required to attend the **first four Culture Hour events** upon arrival and start of the program.
  - Exchange visitor is required to attend **at least one cultural exchange event every month** after fulfilling the requirement specified above.
DEPARTMENT AND EXCHANGE VISITOR STATEMENT OF RESPONSIBILITY

- Newly listed requirements:

  - We acknowledge that KUMC policies for employees will apply to all exchange visitors regardless of the exchange visitor's employee status with the university (i.e. KUMC paid or non-KUMC paid). This includes, but is not limited to the following:
    - Attendance and Overtime
      - Exchange visitors should be aware of typical hours of operation within their department and/or lab.
      - Full-time employment is generally considered working 90 to 100 hours per pay period (every two weeks).
        - Hours worked should not exceed more than 50 hours per week.
      - Non-KUMC paid exchange visitors should track hours worked in a timesheet that is signed off by the sponsoring supervisor per pay period.
      - Office of International Programs should be notified of exchange visitor’s absenteeism.

  - If there has been no contact with the exchange visitor for at least 24 hours, the Office of International Programs should be notified immediately.
  - If there has been contact with the exchange visitor, but he or she has been absent for five days with no valid reason, the Office of International Programs should be contacted.
NEWLY LISTED REQUIREMENTS:

- Vacation/Other Type of Leave:
  - Exchange visitors should be aware of vacation and other types of leave available such as vacation, sick leave, family or medical leave, and funeral or death leave.
  - Exchange visitors accrue leave hours in accordance with HR policies. Refer to chart below for rate of accruals.

<table>
<thead>
<tr>
<th>Hours in Pay Status Per Pay Period</th>
<th>Hours of Accumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE: 0-24% (less than 20 hours per pay period)</td>
<td>2 hours/pay period</td>
</tr>
<tr>
<td>FTE: 25-49% (20-39 hours per pay period)</td>
<td>4 hours/pay period</td>
</tr>
<tr>
<td>FTE: 50-74% (40-59 hours per pay period)</td>
<td>6 hours/pay period</td>
</tr>
<tr>
<td>FTE: 75-100% (50-100 hours per pay period)</td>
<td>8 hours/pay period</td>
</tr>
</tbody>
</table>

- Non KUMC paid exchange visitors should track leave hours in a timesheet that is signed off by the sponsoring supervisor per pay period.
DEPARTMENT AND EXCHANGE VISITOR STATEMENT OF RESPONSIBILITY

- Newly listed requirements:
  - Workplace Space & Facilities
    - Exchange visitors have a right to safe and clean working conditions.
    - Exchange visitors should be aware and receive proper safety training to function in designated lab or work space.
  - Workplace Conduct
    - Exchange visitors have the right to be treated fairly at work and should not be discriminated against based on gender, race, national origin, color, religion, or disability.
    - KUMC policies on Harassment apply
    - KUMC policies on Sexual Harassment apply
    - Departments and supervisors should include exchange visitors in department meetings, seminars, etc.
    - Retaliation or threat of retaliation will not be tolerated and any reports will result in further investigation.
  - KUMC Access
    - Exchange visitors are entitled to have a KUMC badge while on program.
    - Exchange visitors should have access to a KUMC issued email address and their own network login.
Newly listed requirements:

- We understand that exchange visitors can be accompanied by dependents. Dependents are defined as the spouse and/or child/children of the exchange visitor. Exchange visitors must have sufficient funds to support each dependent.
- We agree to update the deemed export questionnaire if any changes occur to the exchange visitor’s program that may affect export compliance.
At check-in/orientation, the statement of responsibility is reviewed with the sponsoring supervisor, J-1 exchange visitor, and OIP adviser.

By signing this document, I acknowledge and agree to comply with the policies and stipulations listed above.

<table>
<thead>
<tr>
<th>Sponsoring Supervisor Name:</th>
<th>Sponsoring Supervisor Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair Name:</td>
<td>Department Chair Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>J-1 Exchange Visitor’s Name:</td>
<td>J-1 Exchange Visitor’s Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Responsible Officer Name:</td>
<td>Responsible Officer Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>