GENERAL/GENERIC MOU (ALREADY APPROVED BY LEGAL)

- THE AGREEMENT IS SENT TO THE INTERNATIONAL INSTITUTION FOR SIGNATURES
- IT IS RETURNED TO KUMC THROUGH OIP FOR THE REMAINING SIGNATURES (CHANCELLOR, EVC)
- AFTER THE AGREEMENT HAS THE REQUIRED SIGNATURES, THE ORIGINAL IS MAINTAINED BY OIP FOR CATALOGING AND TRACKING PURPOSES
- A COPY IS KEPT BY THE “OWNER” (USUALLY A FACULTY MEMBER OR DEPARTMENT)
- A COPY IS KEPT BY LEGAL
- IT IS LISTED ON OUR WEBSITE FOR GENERAL KNOWLEDGE AND INFORMATIONAL PURPOSES ALONG WITH THE EFFECTIVE DATES AND THE MAIN CONTACT
INBOUND AND OUTBOUND: INTERNATIONAL AGREEMENTS

- Specific agreements relative to research, money etc. (individualized agreement that must go through legal for drafting and approval)
  - The agreement is drafted and approved through legal
  - It is sent to the international institution for signatures
  - It is returned to KUMC for a second review by legal and for the remaining signatures
  - After the agreement has the required signatures, the original is maintained by OIP for cataloging and tracking purposes
  - A copy is kept by the “owner” (usually a faculty member or department)
  - A copy is kept by legal
  - It is listed on our website for general knowledge and informational purposes along with the effective dates and the main contact
INBOUND AND OUTBOUND: DEEMED EXPORT

- **Completion of a Deemed Export Questionnaire Will Be Required for All Incoming Internationals and KUMC Employees/Students Traveling Internationally.**

- **What Are Export Controls?**
  - U.S. laws that regulate the distribution to foreign persons and foreign countries of strategically important technology, services and information for reasons of foreign policy and national security.
  - If a KUMC research project involves controlled material or technologies, the researcher may be required to obtain a government license before:
    - Equipment, chemicals or technologies subject to EAR or ITAR may be sent or taken outside the U.S.
    - Foreign researchers or students – even if located in the U.S. on KUMC’s campus – may participate in research involving equipment, chemicals or technologies subject to EAR or ITAR (known as a “deemed export”)
OUTBOUND: REGISTRATION OF ALL INTERNATIONAL MOBILITY

- REQUIRED TO REGISTER ALL STUDENTS, RESIDENTS, FACULTY OR ADMINISTRATOR INTERNATIONAL EDUCATIONAL AND PROFESSIONAL EXPERIENCES AS WELL AS INTERNATIONAL PERSONAL TRAVEL

- REGISTRATION CAN BE DONE ONLINE AT http://www.kumc.edu/international-programs.html BY CLICKING ON THE REGISTER INTERNATIONAL TRAVEL HERE BUTTON.
INTERNATIONAL TRAVEL/EDUCATION ABROAD POLICY STATEMENT

Because of the complexities of international travel and the need to be aware of Department of State and CDC Travel Warnings and other pertinent safety information, it is required that all student international educational experiences be registered with and approved by the Office of International Programs. Owing to the desire to give logistical and safety support for all members of the KUMC community, it is also mandated that any faculty, resident or staff member participating in an international professional experience as a representative of KUMC, register with the Office of International Programs in advance of travel.

It is required that everyone who plans to travel for an international professional experience to register with the Office of International Programs.

International professional experiences are defined as travel to a conference, meeting, seminar, exhibition or any other opportunity or gathering in which the individual is representing the University of Kansas Medical Center.

It is recommended to register with the Office of International Programs at least 2-4 months prior to departure.

For more information please visit OIP’s website at: http://www.kumc.edu/international-programs/international-travel-information.html.
**INBOUND: OIP FEES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H-1B PROCESSING FEE</strong></td>
<td>$800</td>
</tr>
<tr>
<td>(EFFECTIVE FOR H-1B START DATES AFTER JANUARY 1, 2015)</td>
<td></td>
</tr>
<tr>
<td><strong>H-1B PREMIUM PROCESSING REQUEST FEE</strong></td>
<td>$250</td>
</tr>
<tr>
<td>• Applies to H-1B requests submitted to OIP 45 days or less from the prospective H-1B employee’s start date (REQUIRED)</td>
<td></td>
</tr>
<tr>
<td>• Guarantees H-1B petition processing by OIP and submission to USCIS within 30 days of request receipt (OPTIONAL)</td>
<td></td>
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<tr>
<td><strong>J-1 EXCHANGE VISITOR</strong></td>
<td>$75</td>
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<tr>
<td>• Applies to the following J-1 categories:</td>
<td></td>
</tr>
<tr>
<td>• Research Scholar</td>
<td></td>
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<tr>
<td>• Short-Term Research Scholar</td>
<td></td>
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<tr>
<td>• Intern</td>
<td></td>
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<tr>
<td>• Professor</td>
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<tr>
<td>• Applies to only the initial DS-2019 request processing (not for extensions, amendments, or adding dependents)</td>
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</tr>
<tr>
<td>(EFFECTIVE FOR PROGRAM START DATES AFTER JANUARY 1, 2015)</td>
<td></td>
</tr>
<tr>
<td><strong>F-1/J-1 INTERNATIONAL STUDENT</strong></td>
<td>$50 per semester</td>
</tr>
<tr>
<td>• Paid by the international student</td>
<td></td>
</tr>
<tr>
<td>• Applies to degree seeking students</td>
<td></td>
</tr>
<tr>
<td>(EFFECTIVE FOR ALL F-1/J-1 STUDENTS FALL 2015)</td>
<td></td>
</tr>
<tr>
<td><strong>INTERNATIONAL OBSERVERSHIP FEE</strong></td>
<td>$250 per week</td>
</tr>
<tr>
<td>• Paid by the international observer</td>
<td></td>
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<tr>
<td>(EFFECTIVE SEPTEMBER 1, 2015)</td>
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</tbody>
</table>
INBOUND: INTERNATIONAL OBSERVERSHIPS

- Observerships are limited opportunities that require a strong endorsement from the sponsoring department and should be reserved for individuals coming from international institutions who have a formal agreement with KUMC or individuals who have established relationships with KUMC.

- International observers are generally non-U.S. citizens or non-U.S. permanent residents. Observers can be defined as visiting residents, physicians, or medical school graduates. (Current medical students cannot do Observerships. They must apply through the Clinical Elective Program).

- International Observerships are limited to a 6-month visit. During this time, international observers will strictly observe patient treatment or clinical work while accompanied at all times by sponsoring supervisor or designated attending physician. International observers are not permitted to engage in any patient care or be left alone with patients.

- An Observership is not the same as a clinical elective rotation which is reserved for medical students. Also, an Observership is not designed to secure a spot in a residency program.

- Effective September 1, 2015, $250.00 USD per week OIP administrative fee (Benchmarked against other institutions)

- Departmental fees?
INBOUND: J-1 EXCHANGE VISITOR PROGRAM UPDATES

- **ENGLISH PROFICIENCY REQUIREMENT**
  - MUST BE EITHER:
    - A RECOGNIZED ENGLISH LANGUAGE TEST
    - SIGNED DOCUMENTATION FROM AN ACADEMIC INSTITUTION OR ENGLISH LANGUAGE SCHOOL
    - A DOCUMENTED INTERVIEW CONDUCTED EITHER IN PERSON OR SKYPE BY SPONSORING DEPARTMENT AND DIRECTOR OF INTERNATIONAL PROGRAMS

- **IMMUNIZATIONS**
- **CULTURAL EXCHANGE**
- **FOLLOW UP APPOINTMENTS**
- **MINIMUM FUNDING INCREASE TO $23,000/YEAR**
INBOUND: UNIVERSITY APPROVED ATTORNEY FOR LPR

- LPR (LEGAL PERMANENT RESIDENCY)/EMPLOYMENT BASED PERMANENT RESIDENCY/GREEN CARD

- ANY PERMANENT RESIDENCY PETITIONS REQUIRING UNIVERSITY SIGNATURE CAN ONLY BE FILED BY A UNIVERSITY APPROVED ATTORNEY
  - UNIVERSITY APPROVED ATTORNEY:
    - BORDEAU IMMIGRATION LAW: JUDY BORDEAU, MANAGING ATTORNEY

- LPR REQUEST PROCESS:
  1. PROCESS STARTS WITH OIP
  2. CONSULTATION WITH BORDEAU IMMIGRATION LAW
  3. SUBMIT LPR REQUEST FORM + LETTER OF SUPPORT + CANDIDATE’S CV TO OIP
  4. DR. KLEIN REVIEWS REQUEST AND MAKES A DECISION
  5. IF APPROVED, CONTACT BORDEAU IMMIGRATION LAW TO OPEN LPR CASE
INBOUND: CONRAD 30 REQUEST PROCESS

CONSULT WITH BORDEAU IMMIGRATION LAW ON POTENTIAL CONRAD 30 CASE

SUBMIT REQUEST FORM + LETTER OF SUPPORT + CANDIDATE'S CV TO OIP

DR. KLEIN REVIEWS AND MAKES A DECISION ON REQUEST

IF APPROVED, CONTACT BORDEAU IMMIGRATION LAW TO START CONRAD 30 PETITION + SUBSEQUENT H-1B

CONRAD 30 REQUEST CAN BE FOUND ON THE OIP WEBSITE AT THIS LINK: http://www.kumc.edu/international-programs/inbound-programs/h-1b-employees/conrad-30-requests.html
INBOUND: UPCOMING CHANGES

- UPDATED REQUEST FORMS:
  - H-1B DEPARTMENT AND EMPLOYEE QUESTIONNAIRES
  - DS-2019 REQUEST
  - REQUEST TO PETITION FOR PERMANENT RESIDENCY
  - DEEMED EXPORT FORMS FOR INBOUND AND OUTBOUND PROGRAMS (WITH THE EXCEPTION OF THE H-1B DEEMED EXPORT QUESTIONNAIRE)

- POLICY FOR NON-KUMC PAID J-1 EXCHANGE VISITORS