

**Office of International Affairs, University of Texas Southwestern Medical Center**  
**5323 Harry Hines Blvd., BL9.100, Dallas, TX 75390-9011; 214-648-0010**

**Visiting Junior Fellow Departmental Application**

Please complete all of the forms in this package and provide the additional documents listed below. The completed checklist items should be sent, together with the completed "Visiting Junior Fellow Participant Application," to the International Affairs liaison for your department (see attached list.) For information or assistance with the application materials contact the Office of International Affairs at 214-648-0010. Please feel free to encourage the prospective participant to also contact us with questions. There is additional visa information as well as pre-arrival information for the visa holder on our website at [www.utsouthwestern.edu/international](http://www.utsouthwestern.edu/international).

- Visiting Junior Fellow Policy and Instructions
  
- PI/Participant Agreement completed and signed by UT Southwestern mentor, department chair, and international participant
  
- Letters of Support Addressed to Dr. Stuart Ravnik, Graduate School of Biomedical Science:
  - From UT Southwestern mentor describing the project the participant has been invited to complete at UT Southwestern
  - From foreign institution mentor confirming that the participant will complete research at UT Southwestern that is needed to complete the foreign graduate degree
  
- J-1 Departmental Forms to include (attached):
  - Completed J-1 Departmental Application
  - Completed J-1 English Assessment Certification
  - Completed [Export Controls Questionnaire](#)

University of Texas Southwestern Medical Center  
Application to Sponsor a “Visiting Junior Fellow/Researcher”  
Under the UT Southwestern J-1 Visa Program  
(Job Code VJFEL or 0802)

**Policy Background and Overview**

To qualify as a “Visiting Junior Fellow/Researcher,” the prospective participant must be an international graduate student enrolled at a foreign university who will perform short-term laboratory research at UT Southwestern to learn or share specialized skills related to joint collaborative research projects or interests to meet degree requirements at the foreign university.

To proceed with sponsoring a “Visiting Junior Fellow/Researcher” the P.I./mentor and departmental administrative personnel must complete and provide the documents listed on the checklist on page three of this document. Based on the responses to these documents, the Office of International Affairs will determine whether the fellow should be appointed under the auspices of the Graduate School of Biomedical Sciences or not. Fellows requested from lab groups in the Graduate School’s Division of Basic Science have additional requirements (see Parameters section below). Submit the completed application package to the Office of International Affairs, NL 3.252, MC 9011 or scan and email the documents to the appropriate International Affairs liaison. Approval is not guaranteed. If approved, International Affairs will issue a J-1 visa document and send it to the participant with instructions for applying for the J-1 visa stamp. Such visitors must be appointed to the UT Southwestern title of “Visiting Junior Fellow/Researcher” (Job Code VJFEL or 0802.) Without exception, international student research internships must be coordinated in advance through the UTSW Office of International Affairs and all such individuals must check in with the Office of International Affairs upon arrival and before their UTSW activities begin.

**Parameters of the “Visiting Junior Fellow/Researcher” Program**

“Visiting Junior Fellow/Researchers” are not enrolled in courses or degree programs at UTSW. The expectation is that they will return to the country of origin to receive the foreign degree or resume employment in the foreign collaborative lab. The J-1 visa is designed for academic research exchange. Thus the research experience should primarily benefit the “Visiting Junior Fellow/Researcher,” and serve to foster learning and collaboration between the foreign university and UT Southwestern. It is not an employment visa. The appointment period is limited to an initial period of one year. Additional extensions in one-year increments up to a maximum of three years may be requested by submitting a new application explaining the reasons for the request. A single laboratory may host a maximum of two “Visiting Junior Fellows/Researchers” at any one time.

Further, Fellows requested by P.I.’s that are affiliated with a Graduate School Division of Basic Science Program will be additionally reviewed by the Graduate School and the fellow will be assigned a co-mentor from the same Department, Center, or Program. Co-mentoring is designed to provide additional support for these visiting researchers. UT Southwestern has a vested interest in having our international guests feel welcome and valued on our campus.

**Alternatives to the “Visiting Junior Fellow/Researcher” Program**

The “Visiting Junior Fellow/Researcher” program is reserved for international graduate students that are doing collaborative research work with UT Southwestern labs or must complete an internship at UT Southwestern as a

requirement to receive the graduate degree from the foreign institution International students that wish to complete all of their dissertation work at UT Southwestern should be encouraged to apply for admission to the Graduate School of Biomedical Sciences. Individuals that will be paid by UT Southwestern and have received the equivalent of a Bachelors' or Master's degree with 3-4 years of research experience may be hired, sponsored for an H-1B visa, and appointed into Classified Research positions of Research Associate or above. Consult The Office of International Affairs for assistance regarding alternatives to the "Visiting Junior Fellow/Researcher" title.

### **Visa Information**

"Visiting Junior Fellow/Researchers" must be sponsored under the UT Southwestern J-1 Exchange Visitor visa program in the category of "Short Term Scholar" (visits of six months or less) or "Research Scholar" (visits exceeding six months.) If the participant is issued a J-1 "Research Scholar" visa document, completes the UTSW internship, and departs from the U.S., s/he cannot return under another J-1 "Research Scholar" visa for 24 months. If repeat visits are likely or desirable consult the Office of International Affairs *before* making arrangements for the initial visa sponsorship. Please initiate your request to sponsor a "Visiting Junior Fellow/Researcher" a minimum of 2-3 months before s/he is expected to arrive on campus to allow time for the visa document to be issued and received, for the individual to apply to the nearest U.S. consular post for a J-1 visa stamp, and for travel to the U.S. to be arranged.

### **Funding Requirements**

Funding must be commensurate with that of a UTSW Student Research Assistant, currently \$28,500 U.S. per year, plus the cost of health insurance. Individuals not eligible for UT Southwestern employee health insurance benefits must purchase a policy under the UT System student insurance policy, Academic Health Plans. Details about the policy and cost can be accessed at: <http://www.utsouthwestern.edu/about-us/administrative-offices/international-affairs/visa-sponsorship-policies/j-1-visas/general.html>. Documentation of funding and health insurance coverage is required. The participant may be:

- 1) Paid 100% from the UTSW mentor's funds
- 2) Funded 100% from an external organizational source (e.g. fellowship, scholarship, etc.)
- 3) Funded with a combination of UTSW and external organizational support
- 4) Funded partially or fully by personal funds for visits three (3) months or less, only

Please proceed to the next page for a complete process checklist and forms.

### **Visiting Junior Fellow Application Checklist**

Please provide all documentation listed below to the Office of International Affairs. *Do not provide any portion of materials directly to the Dean's Office of the Graduate School.*

- 1) Prepare and submit appointment packet to the Office of International Affairs including the following required items:
  - a) Completed "J-1 Department Application" (attached)
  - b) Forward link to "J-1 Prospective Trainee Application" to the participant; upon return of completed forms provide to International Affairs together with balance of checklist documents
  - c) Letter from the mentor at the international institution stating that the participant will perform the UTSW research internship to meet foreign degree requirements
  - d) Letter from UTSW mentor describing the research project to be performed.
  - e) Provide participant with directions to obtain parking permit if needed

**Principle Investigator/Prospective Trainee Agreement**

Participant Name: \_\_\_\_\_

UTSW Sponsoring Department: \_\_\_\_\_

Responsible Principal Investigator: \_\_\_\_\_

**Principle Investigator (P.I.) Statement:**

I understand that I am responsible for the training and welfare of the participant while he or she conducts training at UT Southwestern as a "Visiting Junior Fellow/Researcher."

I am affiliated with a Graduate School Program:  YES  NO

If you answered "YES" above, with which Graduate School Program are you affiliated? \_\_\_\_\_

Although I may delegate supervision of the participant to another faculty mentor who will serve as primary or co-host, I cannot delegate my responsibilities.

Optional: If you will delegate supervision please provide the name of the alternate faculty mentor: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of PI

\_\_\_\_\_  
Date

**Participant Statement:**

I understand that my appointment is "active" only when I am officially appointed by UT Southwestern. When my UTSW externship or collaborative research project is completed I must go through "terminal clearance," complete an International Affairs "Exit Questionnaire," and turn in keys, ID badge and any other UT Southwestern-issued items as appropriate. I understand that I may not work in or use UTSW facilities before or after my official appointment dates.

I acknowledge my responsibility to perform the functions described for this internship or collaborative research as a condition of continuation of the experience.

\_\_\_\_\_  
Printed Name and Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of UTSW Department Chair,  
Center Director or Delegate

\_\_\_\_\_  
Date

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS

J-1 Visa Request Form (To be completed by Department sponsoring Exchange Visitor)

Rev. December 9, 2015

Visitor \_\_\_\_\_ ( ) Male
Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ ( ) Female
( ) Married Occupation \_\_\_\_\_
Date of Birth \_\_\_\_\_ ( ) Single Citizen of \_\_\_\_\_ at Home \_\_\_\_\_

UTSW can issue sponsorship documents in any increments of time up to five years if funding is stable. By requesting more than one year, you are confirming that funding is expected to be available for the entire period. If funding is from a source other than UTSW we must receive official documentation from the funding source for the period of document validity. Please specify the period for which you would like the document to be issued:

Date document is to begin \_\_\_\_\_ Date document is to end \_\_\_\_\_

UTSW Job Title \_\_\_\_\_ Dept. \_\_\_\_\_

Objective of Visit (Describe in layman's terms the nature of the research or academic pursuit in which visit will engage):

Principal Investigator \_\_\_\_\_ Mail Code \_\_\_\_\_ Extension \_\_\_\_\_

Administrative Contact \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_

UTSW Sub-ledger Number \_\_\_\_\_ Depart ID# \_\_\_\_\_

OR Federal Express Account Number \_\_\_\_\_

Postdoctoral appointees must receive minimum funding in accordance with Postdoc Pay Plan. Faculty members must receive minimum funding of \$45,000/year.

Paid by UT Southwestern \$ \_\_\_\_\_ per year/month Check one: (Employee) ( ) or (Fellow) ( )

U.S. Government Agency \$ \_\_\_\_\_ per year/month Foreign Visitor's Government US\$ \_\_\_\_\_

Other Organization(s) \$ \_\_\_\_\_ per year/month Name \_\_\_\_\_

Personal Funds \$ \_\_\_\_\_ per year/month (For visits of three months or less only)

For M.D.s Only

Will the exchange visitor's work involve (check one) ( ) hands-on patient contact or ( ) clinical observation

If hands-on patient contact, will it be as a consequence of the primary purpose of teaching or research? Yes ( ) No ( )

If yes, please attach a 5-point letter.

Signature (Principal Investigator)

Date

Signature (Department Chairperson)

Date

International Affairs
www.utsouthwestern.edu/international
Contact Us:
internationalaffairsOIA@utsouthwestern.edu
214-648-0010

**Documentation of English Language Proficiency for Prospective J-1 “Research Scholars,” “Professors,”  
and “Short Term Scholars” Sponsored Under the UT Southwestern Exchange Visitor Visa Program**

Instructions:

Effective January of 2015, new regulations of the U.S. Department of State require that J-1 Exchange Visitor Program Sponsors implement a procedure to determine that a prospective J-1 visa holder 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.” [22 CFR 62.10(a)(2)]

Please complete the information below to indicate whether the indicated prospective J-1 visa holder has sufficient English language proficiency to function on a day-to-day basis both in and outside of the lab. The completed form signed by the mentor and Departmental Chair, must be returned to the Office of International Affairs with the documentation indicated on our J-1 visa checklist before the visa document will be issued.

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Name of Prospective J-1 Visa Holder: \_\_\_\_\_ Proposed Job Title: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_ Department: \_\_\_\_\_

Based on the indicated assessment method below (please mark one) I confirm that the above individual has sufficient English language proficiency to participate in his/her program and function on a day-to-day basis inside and outside of the lab:

1.  Undergraduate or graduate degree earned at Institution where curriculum is taught in English
2.  TOEFL score, <http://www.ets.org/toefl/>, should be at least 80 TOEFL iBT (550 paper-based)
3.  IELTS score, <http://www.ielts.org/>, should be at least 6.5.
4.  Certification by UT Southwestern Mentor:

I certify that I, or my native English speaking delegate, conducted an interview in English with the prospective J-1 visa holder as indicated below. It is my conclusion that s/he has sufficient English language proficiency to successfully participate in the proposed program and function on a day-to-day basis both inside and outside of the lab:

- a)  Face to face interview in English completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- b)  Videoconference interview in English completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of Mentor \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Mentor: \_\_\_\_\_

I am aware that my faculty member certifies that this trainee meets the English language requirement for J-1 visa holders based on the criteria indicated above.

Signature of Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Chair/Director: \_\_\_\_\_ O//IO Visa Procedures/J-1 Visas/J-1 English Assessment Certification 1 Last updated: 01/30/2015