



J-1 Sponsoring Unit Request Form

This form should be completed **by the Loyola Faculty/Staff Sponsor** after this Exchange Visitor's (EV) appointment has been confirmed by Faculty Administration, Vice Dean of Research, or Human Resources. The Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status", is the immigration document that the ISSS team must issue on behalf of your Exchange Visitor so they can apply for their J-1 visa. ISSS can only issue the Form DS-2019 once we have all necessary information. ***The appointment at Loyola is contingent upon the visitor's visa eligibility and ability to obtain the necessary visa associated with the appointment.***

INSTRUCTIONS FOR FACULTY/STAFF SPONSOR

1. Email the following items to iss@luc.edu **at least two months in advance** of your EV's intended start date:

- ✓ **J-1 Sponsoring Unit Request Form** (see next 3 pages)
- ✓ **Exchange Visitor DS-2019 Request Form with supporting documentation** (from the Exchange Visitor)
- ✓ **English Proficiency Assessment Form** (ISSS will provide this to you)
- ✓ **Offer Letter (paid Loyola positions only):**
 - **Paid Positions:** the offer letter (signed by the candidate) serves as confirmation that the appropriate parties (chair, dean, faculty administration/HR rep, etc.) have approved this hire and that funding is provided.
 - **Unpaid Courtesy Appointments:**
 - **Visiting Scholars:** all unpaid courtesy appointments require approval from the appropriate office prior to submitting the J-1 Sponsoring Unit Request Form to ISSS.
 - LUC Lakeside Campuses: **Visiting Scholar Courtesy Appointment**
 - Contact LUC Lakeside Faculty Administration Office
 - Health Sciences Campus: **Visiting Research Scientist** or **Research Volunteer Appointment**
 - Contact HSC Office of the Vice Dean of Research
 - If Clinical: **Alien Physician Supplement** also required (ISSS will provide this to you)

NEXT STEPS

ISSS will contact the EV/Sponsoring Unit with any questions about the documents submitted to our office. If everything is in order, the Form DS-2019 will be issued.

If this EV is coming to Loyola directly from abroad: the Form DS-2019 will be processed and emailed to their email address. The EV will follow our instructions to apply for the J-1 visa at their U.S. Embassy or Consulate. They will have a 30-day grace period in which to enter the U.S. prior to their Form DS-2019 Start Date.

If this EV is transferring to Loyola from another U.S. institution: the EV's SEVIS record (electronic version of their Form DS-2019) will be released to Loyola on their Start Date. ISSS will issue the EV's new Loyola Form DS-2019 on their first day and provide it to the EV during their J-1 Check-In Orientation. ISSS will not have access to the SEVIS record any earlier than the Start Date, which means that if the EV is in a paid position at Loyola, they will need to wait to receive their new Form DS-2019 from ISSS before they can complete their I-9.

J-1 Sponsoring Unit Request Form

1. LUC Sponsoring Unit Information:

LUC Sponsoring Unit

Location (Campus, Building, Floor/Suite/etc.)

Faculty/Staff Sponsor Name

Faculty/Staff Sponsor Title

Faculty/Staff Sponsor Phone

Faculty/Staff Sponsor Email

2. J-1 Exchange Visitor Information:

Last Name (Family Name)

First and Middle Names (Given Names)

3. Program Proposal:

Position/Appointment Title

Classification:

Research
Scholar

Professor

Short-Term Scholar

CIP Code that most closely matches this position/appointment (see official NCES list [here](#)): _____

Start Date (MM/DD/YYYY)

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End Date (MM/DD/YYYY)

Length of Stay: _____ yrs./ _____ mos.

*Sponsors can host a J-1 Research Scholar/Professor for up to 5 years. You may start with a shorter appointment and request an extension later. Short-Term Scholars can only be hosted for a maximum of 6 months.

Primary Site of Activity:

Department, School, Campus

Building/Floor/Suite/Room

Street Address

City, State, Zip

Secondary Site of Activity (if any):

Department, School, Campus

Building/Floor/Suite/Room

Street Address

City, State, Zip

Short Description (1 – 3 sentences) of EV's proposed research duties/activities to be performed at LUC/LUMC:

Office of Global and Community Engagement | International Student and Scholar Services

Sullivan Center 206, 6339 N. Sheridan Road, Chicago, IL 60660

T: 1-773-508-3899 F: 773-508-7125 E: iss@luc.edu W: luc.edu/iss

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4. Funding for Exchange Visitor:

All J-1 Exchange Visitors must provide proof of funding for the entire duration of their Loyola program at a rate of **\$2150/month (\$25,800/year) (Plus \$600/month for a J-2 spouse and for each child, if any).**

Please check one: the Loyola Sponsoring Unit has OR has not received direct or indirect funding ***specifically*** for international educational exchange from one or more U.S. government agencies to support this EV.

EV Proof of Funding - fill in all that apply with the amount of funding for the entire length of EV's program:

Loyola Annual Salary: \$ _____ x _____ years (length of program) = \$ _____
U.S. Government Agency(ies): \$ _____
EV's home government: \$ _____
EV's home institution/other org: \$ _____
EV's personal funds: \$ _____

If the EV is *paid by LUC*: proof of salary in Offer Letter is sufficient in most cases.

If the EV is funded by their *home institution, government, or an external organization*: EV must provide the LUC sponsoring unit with an official letter confirming the funding. ISSS will ask the EV to provide this documentation.

If the EV is *self-funded*: EV must provide bank statement(s) with a balance that covers the EV (and any dependents) for the duration of their program at the rates shown above. ISSS will ask the EV to provide this documentation.

5. Compliance:

Please check each statement below to confirm your understanding:

I have ensured that the EV has appropriate academic credentials for their position/appointment at LUC.

I attest that the EV possesses sufficient English language proficiency for their proposed program objectives per my completion of the English Proficiency Assessment.

I understand that ISSS must seek financial documentation from the EV if not paid by Loyola (or if their Loyola salary is not sufficient for our annual minimum requirements).

I will provide time for the EV to complete a mandatory J-1 Check-in Orientation (either in person or via phone/Skype/Zoom) with ISSS within their first week at Loyola.

I agree to notify the ISSS team immediately of any changes in the terms or conditions of the EV's program (e.g.: payment not originally listed on the Form DS-2019; early completion of program; etc.).

Certification from Faculty/Staff Sponsor:

Printed Name

Title

Electronic Signature

Date

Administrative Unit Approval (one signature required):

V.P. of Faculty Affairs - LSC & WTC Faculty; Paid HSC Faculty
V.P. of Research - Unpaid HSC Faculty
Associate V.P. of HR - Staff

Printed Name

Electronic Signature

Date