

**J-1 REQUEST FORM (SCHOLAR)**  
**THE UNIVERSITY OF TENNESSEE, KNOXVILLE**  
(Updated December 2007)

When a UT department has invited an international scholar for a visit, the J-1 visa is often the most appropriate visa for the visitor. This form should be completed by the host department (**NOT BY THE VISITOR**), signed by the department head, and sent to the Center for International Education, 1620 Melrose Avenue (3531). If the scholar will be employed by UT (on Payroll), the form must also be signed by Human Resources before submitting to CIE. CIE will then issue a Form DS-2019 which the scholar should use to get a J-1 visa and enter the U.S. **This request form should not be used for students or trainees. The J-1 visa is also not appropriate for tenure-track or other long-term employment (longer than 5 years total).** Please answer all questions except those marked optional. If there are any questions, please call the Center for International Education at 974-3177.

**PART I - DEPARTMENT INFORMATION**

1. Host Department: \_\_\_\_\_
2. Department Address: \_\_\_\_\_ 3. Phone: \_\_\_\_\_
4. Host Professor: \_\_\_\_\_
5. Phone: \_\_\_\_\_ 6. E-mail: \_\_\_\_\_

**PART II - SCHOLAR INFORMATION**

7. Name of Scholar: \_\_\_\_\_ 8. U.S. SS# \_\_\_\_\_  
(as in passport) Family Name Given Name(s) (*including full middle name*) (If any)
9. Male/Female: \_\_\_\_\_ 10. Date of Birth: \_\_\_\_\_ 11. Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country
12. Citizen of: \_\_\_\_\_ 13. Legal Permanent Resident of: \_\_\_\_\_  
Country Country

**If countries of citizenship and permanent residency are different, attach a copy of residency permit.**

14. Current (or most recent) employer **AND POSITION** in country of legal permanent residence: \_\_\_\_\_  
\_\_\_\_\_
15. Highest degree received (*check one*): \_\_\_\_\_ Ph.D. \_\_\_\_\_ Other \_\_\_\_\_  
If not Ph.D., give **date and actual name of degree, plus any additional education** (*not U.S. equivalent*)  
(example: "Maitrise, 2004, plus two years additional study") \_\_\_\_\_  
\_\_\_\_\_

16. What evidence do you have that this person has adequate English skills to function as a Visiting Scholar in your department?  
(Examples: personal conversation; recommendation letter from English teacher; TOEFL score; e-mail is usually NOT an indication of English ability)
- \_\_\_\_\_

17. **IMPORTANT (This information must be accurate)** Has this Visitor participated in a J-1 or J-2 program with any institution in the past 24 months? (Yes/No) \_\_\_\_\_ (include time spent outside the U.S. if the J program was active):

**IMPORTANT: Attach copies of all DS-2019 forms covering this period; if currently in U.S., also attach copy of current I-94**

18. Has this Visitor visited UT before? (Yes/No) \_\_\_\_\_ If yes, give most recent dates: \_\_\_\_\_ Visa used: \_\_\_\_\_
19. Will the Visitor be accompanied by spouse or children? (Yes/No) \_\_\_\_\_ How many? \_\_\_\_\_  
**(IMPORTANT: If yes, on a separate page, give name(as in passport), date of birth, gender, place of birth, country of citizenship, and country of legal permanent residence for each dependent)**
20. Visitor's current residential address in home country: \_\_\_\_\_  
\_\_\_\_\_
21. Address to be used to mail DS-2019: (If same, write "same"): \_\_\_\_\_  
\_\_\_\_\_
22. E-mail Address: \_\_\_\_\_
23. Visitor's Telephone #: \_\_\_\_\_ Visitor's Fax # (optional): \_\_\_\_\_

**PART III - PROGRAM INFORMATION**

24. Description of visitor's proposed program at UT, **including area of teaching or research** : (Examples: conduct research in theoretical physics; teach courses in Italian; conduct three-day workshop in ecology; observe university administration.) **[NOTE: Remember that UT Policy does not permit anyone to take or audit classes without registering and paying. If the program includes any classes, call CIE to discuss to options]**

\_\_\_\_\_

\_\_\_\_\_

25. Dates of UT program in the U.S. from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

[Do not include dates for Visitor's personal travel (Visitor is permitted to arrive 30 days early and remain in U.S. for up to 30 days of travel after leaving UT without special permission; no employment or payment is permitted during this period)]

26. [Question must be fully answered] Is there any possibility that Visitor will extend program with UT beyond dates given above?

(Yes/No) \_\_\_\_\_ If yes, could the Visitor stay a total of more than six months (Yes/No) \_\_\_\_\_

More than one year? \_\_\_\_\_ More than five years? \_\_\_\_\_

Explain: \_\_\_\_\_

27. Where will Visitor be conducting research, teaching or other activity while on this program at UT?

**[List exact address (including street address and zip code) for all locations]:**

\_\_\_\_\_

28. What office or desk space will be provided for Visitor? \_\_\_\_\_

29. During this trip to the U.S., will Visitor be paid by any other U.S. institution? (Yes/No) \_\_\_\_\_

30. Will this scholar visit your department again in the two-year period following this program? (Yes/No) \_\_\_\_\_

If answer to Questions 29 or 30 is Yes, give details on separate sheet or call the Center for International Education to discuss.

**PART IV - FUNDING INFORMATION**

31. Will this Visitor be paid by UT host department during his/her visit? (Check one or all that apply)

- \_\_\_\_\_ Visitor will not receive any payment or reimbursement from UT
- \_\_\_\_\_ Visitor will receive *honorarium* or *single payment* from host department listed in Item 1
- \_\_\_\_\_ **Honorarium or Payment Amount:** \_\_\_\_\_
- \_\_\_\_\_ **[Note:** UT Policy usually limits honoraria to \$5000]
- \_\_\_\_\_ Department will pay/reimburse expenses; specify and give estimate of value
- \_\_\_\_\_ (Example: "Hotel and meals; value \$750"): \_\_\_\_\_
- \_\_\_\_\_ Visitor will be employed (on Payroll) by the department listed in Item 1
- \_\_\_\_\_ **If Visitor will be employed, Section VIII below must also be completed and signed by HR**
- \_\_\_\_\_ Other UT funding; explain: \_\_\_\_\_

32. If any UT funds will be used to support this visitor, were these funds obtained **specifically for this visitor or specifically to support international exchange?** (Yes/No) \_\_\_\_\_ **THIS DOES NOT INCLUDE REGULAR RESEARCH FUNDS. If yes, please attach documentation, such as copy of funding agreement.**

33. Other facilities and services host department will provide for Visitor (Examples: secretarial help, rental car, etc)

\_\_\_\_\_

34. List all non-UT funding to be provided directly to this visitor during his/her visit at UT:

**IMPORTANT!!!! Please attach documentation, in English, of all funding!!!** This is normally a letter from the funding organization specifying the **source, dates** and **amount** of funding. (Do not include cost of travel to/from the U.S.) A letter from the Visitor is not sufficient documentation. The letter must state that the funds will be available to the visitor while in the U.S. or while at UT. (If visitor is paid by UT using research funds, this is UT funding and is not listed here)

SOURCE

AMOUNT

Visitor's government: \_\_\_\_\_

Other organization(s) {specify}: \_\_\_\_\_

Personal funds (only if necessary to supplement other funds; provide documentation): \_\_\_\_\_

