

**Auburn University**  
**International Student and Scholar Services**

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**DS-2019 REQUEST FORM for J-1 SCHOLARS**

International Student and Scholar Services (ISSS) is responsible for administering the Exchange Visitor Program at Auburn University, and for approving and signing all documentation connected with the Exchange Visitor Program.

Hosting an international visitor in your department for the purpose of research and/or teaching makes you a participant in the Department of State's Exchange Visitor Program at Auburn University. The Exchange Visitor will receive what is known as a J-1 non-immigrant classification from the U.S. government. Even though the purpose of the Exchange Visitor Program is to promote educational and culture exchange, the participants may receive salaries and other funding from Auburn University. **Please read the following information before completing the attached DS-2019 Request Form.**

**Overview of J-1 Visa**

The J-1 visa is for individuals who are coming to the U.S. for a short-term program in a variety of different areas: research, teaching, training and observing. ISSS at Auburn University authorize documents only for professors, research scholars, short-term scholars and specialists. The SEVIS DS-2019 is the document issued by ISSS to any person approved by Auburn University for a J-1 program. This DS-2019 Request Form for J-1 Scholars is for applicants in all J-1 categories other student. Those individuals who wish to enroll primarily as a student at Auburn University should apply with International Undergraduate Admissions (<http://www.auburn.edu/admissions/>) or the Graduate School (<http://www.grad.auburn.edu/>).

It is important to note that the J program is a temporary program and that J visa holders should have no immigrant intent. This visa category should not be used by departments or foreign nationals for permanent employment position or to seek permanent residency in the United States.

The J Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification is "to increase the mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." The Department of State issues J visas and establishes and administers the federal regulations and policies governing the J Exchange Visitor Program.

**Eligibility Requirements for All J-1 Exchange Visitors**

There are a few basic requirements for all J-1 Exchange Visitors:

1. Intent to pursue appropriate activity (such as research or teaching).
2. Intent to return to home country after completion of program (as determined by consular officer).
3. Sufficient funding for program.
4. Appropriate background for program activity (i.e., the J-1 visitor meets appropriate degree requirements).
5. Adequate English proficiency (as determined by the host department).

**Limitations of Each J Category**

- J-1 Research Scholar/Professor:
  - Limited to a maximum stay of 5 years to engage in research and/or teaching.
  - J-1 Must have a specific objective sponsored by AU, such as to conduct research, teach, consult or observe.

- 12/24-month bars may prevent J-1 Research Scholar/Professor sponsorship of those who have previously held a J visa.
- The Professor category should only be used if the visitor's duties will include teaching more than 50% throughout the duration of their program.
- J-1 must have sufficient education and professional experience in subject area to qualify as a J-1 scholar.
- J-1 Short-Term Scholar:
  - Limited strictly to 6 months; Short-Term Scholars may not extend stay beyond 6 months.
  - 12/24-month bars do not apply to J-1 Short-Term Scholars who wish to return in J-1 Professor/Research Scholar category.
- J-1 Specialist:
  - Limited to a maximum stay of 12 months.
  - J-1 Specialist may not fill a permanent or long-term position of employment in the United States.
  - 12-month bar applies to J-1 Specialist who wish to return in J-1 Professor/Research Scholar category.

### **Research Host Responsibilities**

*\*Please carefully read all the host responsibilities*

- The AU hosting faculty member is responsible for ensuring that ISSS is notified of any changes in the exchange visitor's program such as early departure, changes in location of activity or any changes that differ from the AU activities outlined in the original DS-2019 Request Form.
- The host should communicate with the exchange visitor before arrival to arrange for airport pickup and assisting them in finding housing; arrange for office space within the department; and ensure that the visitor is integrated into the activities of the department. The host is expected to assist or collaborate with the exchange visitor and to be aware of the visitor's activities.
- The host should anticipate providing opportunities to the exchange visitor to visit local sites of interest as part of orienting the visitor to the area and enriching their experience while at AU.
- If the hosting faculty member will be out of the office or out of town for long periods of time during the exchange visitor's time at AU, the host should have a co-host available to assist the scholar. Both the host and co-host should sign this application form so that ISSS is aware.
- *Support their J scholar or J student in their scholarship and study and to adhere to Department of State regulations for the J Exchange Visitor Program as well as all applicable Auburn University policies;*
- *Ensure that J visitors obtain their required health insurance through the Office of International Programs or provide OIP with evidence for a waiver;*
- *Ensure that the J exchange visitor takes part in cultural activities and events sponsored by the Faculty Host, department, college, University, the Graduate School, or the Office of International Programs;*
- *Abide by Graduate School and Office of the Vice President for Research policies and procedures for mentoring J students and J scholars as graduate students or post-doctoral scholars; and*
- *Coordinate with departmental and college research/graduate education committees to*
  - *Ensure reporting to university or program/student sponsors as required,*
  - *monitoring of workload and work hour assignments to meet University employee policies for reasonableness and equity, and*
  - *monitoring of the research laboratory environment for appropriateness and safety with any issues being addressed through departmental, college, or university processes as facilitated by department chairs and committees that oversee graduate education and hosting of scholars.*
- Scholar/Professors may not hold or be candidate for tenure.

### **The Two-Year Home Residency Requirement**

Upon completion of an Exchange Visitor Program in the United States, certain J-1 Exchange Visitors are required to live in their home country for a period of two years before they are eligible to apply for an H visa, K visa, L visa or permanent resident status. The two-year home country residence requirement applies to those Exchange Visitors who (1) are financially supported by the U.S. government or their home government; or (2) have skills which are needed in their home country, as specified on the U.S. Department of State Skills List. To review the U.S. Department of State Skills List, please go to this website: <https://travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skills-list.html>

The purpose of the home country residence requirement is to enforce the return of Exchange Visitors to carry out the educational objectives of the program. Waivers of the residence requirement can be granted under certain circumstances, but such waivers are difficult to obtain. Subjectivity to the two-year home country residence requirement is noted on the bottom of the DS-2019 form or the J-1 visa.

### **SEVIS Fee and Visa Fees**

Prospective J-1 exchange visitors are required to pay certain fees, described below, to obtain the J-1 visas and enter the United States.

**SEVIS Fee:** The Department of Homeland Security charges all new J-1 scholars and professors a \$220.00 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. ISSS will provide J-1 visitors with instructions on how to pay the SEVIS fee once the DS-2019 has been processed.

**Visa Fee:** Please see the Department of State website for more information on fee amounts: <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>. Once the visa is issued, the exchange visitor may have to pay a further visa issuance reciprocity fee, if applicable. Prospective J-1 Exchange Visitors can consult the following website to determine if they must pay a visa issuance reciprocity fee and the fee amount: <https://travel.state.gov/content/visas/en/study-exchange/exchange.html>. J-1 Exchange Visitors should consult the website of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

**Fee Note:** Canadian citizens must pay the SEVIS fee but are not required to obtain a J-1 entry visa. In addition to the SEVIS fee, the prospective J-1 Exchange Visitor must pay certain visa fees.

### **Health Insurance Requirement**

All J-1 students/scholars as well as accompanying dependents **are required** to:

- Participate in the AU Group Health Insurance Plan.
- Be responsible for insurance costs upon arrival into the U.S. Estimated cost of insurance, \$170 per month per person, is not included in your living or tuition expenses (Please see Insurance Enrollment and Waiver Procedures for enrollment terms dates).
- Maintain insurance during their duration of stay inside the U.S.

This insurance policy provides health care coverage while the student/scholar is in the United States. The Group Health Insurance Plan is provided by United Healthcare Student Resources of Saint Petersburg, FL. For general information regarding the health insurance plan we provide, please go to this website: <http://www.auburn.edu/academic/international/iss/insurance/>. For specific questions you may send an email to [insurance@auburn.edu](mailto:insurance@auburn.edu). **DO NOT purchase other health insurance plans** from your government or private insurance providers; otherwise, you will be responsible for paying for two insurance policies.

### **Application Process**

**Step 1 – Instructions for the J-1 Applicant:** The J-1 applicant should complete Sections 1, 2, and 3 of the DS-2019 Application. In addition to Sections 1, 2, and 3 of this form, the J-1 application should submit the materials listed at the end of Section 3 – bottom of page 7 (Required Documentation to be Submitted with this Form) to his/her host department.

**Step 2 – Instructions for the Department:** After receiving all documents for the J-1 applicant, the department should complete Section 4, Section 5 and submit the entire application for authorization signatures. This form should be signed by the hosting faculty member, the Department Chair, the Dean, the AU Research Security Officer and the Provost Office. The department should also include an original invitation letter, complete the Banner ID Request Form. If the department will employ the J-1 visitor, it should be indicated in the invitation letter. In cases where the scholar will be employed, the invitation letter should also include the salary, position

duration, job duties, number of work hours, any other compensation/benefits and any deductions from wages (State and Federal taxes, FICA, retirement, etc.). The application must be complete and attached with all required supplemental materials. Any incomplete applications will be sent back to the hosting faculty member for completion.

**Step 3 – International Student and Scholar Services:** After receiving all documents from the J-1 applicant and the hosting department, ISSS will process the DS-2019 forms for the J-1 applicant and any accompanying J-2 dependents in SEVIS (Student and Exchange Visitor Information System).

Once the DS-2019 forms are processed, the J-1 applicant will receive an email which will contain their SEVIS ID number, Auburn University's program number, their J-1 category and general information (paying the SEVIS fee, obtaining the J-1 visa, travel to the U.S., etc.). The hosting faculty member will also receive an email from ISSS which indicates that the DS-2019 forms are ready to be picked up at the OIP Front Desk (main desk in Foy Hall lobby). It will be the hosting faculty member's responsibility to ship the documents to the J-1 applicant.

**Processing Time:** Allow at least 10-14 business days for ISSS to prepare all documents. Overall processing time for the scholar to obtain a J-1 visa and arrive in the U.S. is a minimum of at least 8 weeks (more if there are delays due to random background checks).

**DS-2019 REQUEST FORM: J-1 SCHOLARS**  
**International Student and Scholar Services, Auburn University**

*\*Sections 1, 2 and 3 to be completed by international applicant and submitted to host department with required documentation. Please type or print clearly.*

**Section 1: J-1 Visitor's Demographic Information**

**Name and Residence Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name

\_\_\_\_\_ First/Given Name

\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

**Current or Last Job Position/Employment in Home Country (not in the U.S.)**

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Student

If Student:  Graduate (Ph.D. or Master's)  Undergraduate (Bachelor's)

Professor or Researcher

Government Employee

If Government Employee (choose one):  Central  State  Regional  Provincial  City  Town/Village

Position as government employee: \_\_\_\_\_

Private Sector

Other (describe): \_\_\_\_\_

Place of employment/study in home country (company or institution): \_\_\_\_\_

**Contact Information**

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Address in Home Country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Position Information** *\*Please provide information about your intended position with Auburn University*

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Auburn Academic Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

**If Currently in the United States**

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Current Immigration Status: \_\_\_\_\_

Expiration Date of Status: \_\_\_\_\_ MM/DD/YYYY

Document which shows current Status (Provide copy):

I-797 Approval Notice  DS-2019  I-20  I-94

If currently in J-1 status, which category are you? (Provide copy of current DS-2019):

Professor  Research Scholar  Short-Term Scholar  Student/Intern  Specialist  Other

Start Date of Current J-1 Status: \_\_\_\_\_ MM/DD/YYYY – MM/DD/YYYY

Program Sponsor: \_\_\_\_\_ (Name/program #, line 2 of DS-2019)

If in J Visa status, have you applied for a waiver of 212(e), the 2-year home residency requirement?

Yes  No

If you have applied for the waiver, has it been approved? *(If yes, include a copy of waiver)*

Yes  No

Have you previously been in J-1 status? *(If yes, include copies of DS-2019s from your previous J-1 statuses)*

Yes  No

## **Section 2: Financial Information**

*The minimum support for a single visitor is \$1,500 per month, plus \$400 per month for a spouse and \$350 per month, per child. If support is not from Auburn University, attach documentation in English with amounts in U.S. dollars.*

### **Source of Funds**

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Auburn University: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

International Organization: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Exchange Visitor Gov't: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Other Organization: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

Personal Funds: \_\_\_\_\_ Name of Funding Source

\_\_\_\_\_ Amount (in U.S. Dollars)

## **Section 3: Dependent Family Information**

*If you require visa documents for your spouse or children, please complete this section.*

*Important note – DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.*

### **Spouse's Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City  
\_\_\_\_\_ Province/Territory  
\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship  
\_\_\_\_\_ Country of Permanent Residence

Email Address: \_\_\_\_\_

### **First Child's Information**

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Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City  
\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence:

\_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

Email Address:

\_\_\_\_\_

### **Second Child's Information**

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Full Name (as on passport):

\_\_\_\_\_ Last/Family Name

\_\_\_\_\_ First/Given Name

\_\_\_\_\_ Middle Name (if any)

Date of Birth:

\_\_\_\_\_ MM/DD/YYYY

Gender:

Male       Female

Place of Birth:

\_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence:

\_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

Email Address:

\_\_\_\_\_

### **Third Child's Information**

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Full Name (as on passport):

\_\_\_\_\_ Last/Family Name

\_\_\_\_\_ First/Given Name

\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Place of Birth: \_\_\_\_\_ City

\_\_\_\_\_ Province/Territory

\_\_\_\_\_ Country

Citizenship and Residence: \_\_\_\_\_ Country of Citizenship

\_\_\_\_\_ Country of Permanent Residence

Email Address: \_\_\_\_\_

*\*Note – For additional children, please copy this section and submit as a separate page with the above requested information.*

### **Required Documentation to be Submitted with this Form**

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- Copy/Scan of Passport Identification Pages (for yourself and any accompanying dependents).
- Copy/Scan of Proof of Financial Support or Bank Statement.
- Curriculum Vitae or Resume.
- Copy/Scan of Transcripts of highest education level, only if teaching at Auburn University.
- Copy/scan of Diploma of highest education level, only if possess a Ph.D.

If already in the U.S., also include the following:

- Copy/Scan of current/most recent Visa Stamp (for yourself and any accompanying dependents).
- Copy/Scan of I-94 (for yourself and any accompanying dependents).
- Copy/Scan of current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents).

**DS-2019 REQUEST FORM: J-1 SCHOLARS**  
**International Student and Scholar Services, Auburn University**

*\*Sections 4 and 5 to be completed by Auburn University Hosting Department. Please type or print clearly.*

**Section 4: J-1 Department Information and Approval**

Dates of Intended Sponsorship: \_\_\_\_\_ MM/DD/YYYY – MM/DD/YYYY

Category (select one):  
 Professor  
 Research Scholar  
 Short-Term Scholar (up to 6 months)  
 Specialist

Visitor research/teaching field: \_\_\_\_\_

Auburn Department: \_\_\_\_\_

Visitor Work Address: \_\_\_\_\_ Address Line 1

\_\_\_\_\_ Address Line 2

\_\_\_\_\_ Address Line 3

J-1 Host: \_\_\_\_\_ First and Last Name

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Email Address

Type of Supervisor:  Direct (close supervision)  
 Indirect (will work independently)

Is the proposed visitor a relative or family member of the hosting faculty member?  Yes  No

**Required Documentation to be Submitted with this Form**

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- Original invitation letter to visitor.
- Detailed description of activity, which describes what the visitor will be doing at Auburn University.
- All required signatures below.
- A complete English Proficiency Form with requested documentation (page 13).
- A complete Banner ID Request Form (page 15-16).

By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 visitor:

1. The department and college agree to host the scholar included on this form as a J-1 Exchange Visitor and have read and understand the host responsibilities outlined on page 2.
2. The department will have the J-1 Exchange Visitor (and any accompanying dependents) make an appointment to check in with ISSS by the first day of his/her appointment so that ISSS can fulfill SEVIS reporting requirements.
3. If the exchange visitor decides to not come to AU or will be delayed in arriving, the department will inform ISSS as soon as possible.
4. Upon completion of the visitor's appointment, the department will make sure that the visitor checks-out with ISSS prior to the departure date.
5. The department understands that all J-1 Exchange Visitors and their J-2 dependents are required by Auburn University and the U.S. Department of States to be covered by health insurance which is provided by ISSS.

Failure of the Faculty Host to adhere to these guidelines, or the creation of a serious problem or controversy that has the potential for or that could be expected to bring the Department of State's J Exchange Visitor Program into notoriety or disrepute, may result in the loss of the privilege of hosting J students and scholars at Auburn University.

### **Required Signatures**

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Hosting Faculty Member: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Department Chair: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Dean: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Research Security Officer: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

**ENGLISH PROFICIENCY FORM: J-1 SCHOLARS**  
**International Student and Scholar Services, Auburn University**

*\*To be completed by Auburn University Hosting Department. Please type or print clearly.*

The U.S. Department of State now requires all incoming J exchange visitors to verify their English proficiency to “successfully participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11 (a)(2)].

The Auburn University hosting departments must determine that prospective exchange visitors possess sufficient proficiency in the English language as determined by an objective measurement. Verification of English proficiency can be done through a recognized English Language test (TOEFL, IELTS, etc.), signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsoring department. Some incoming scholars may be exempt from the English proficiency assessment requirement, please see the see the list of exempt countries on the next page.

**Please choose one:**

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- TOFEL, IELTS, etc. – \*Please attach results.
- English language proficiency verified during interview conducted by Auburn University inviting department, see the English Proficiency Interview section below.
- The incoming exchange visitor is exempt from the language requirement – \*Please attach copy of diploma or letter.

**English Language Proficiency Interview**

Name of Prospective Scholar: \_\_\_\_\_ First and Last Name

Auburn Department: \_\_\_\_\_

Interviewer: \_\_\_\_\_ First and Last Name

\_\_\_\_\_ Title

Date of Interview: \_\_\_\_\_ MM/DD/YYYY

- The Interviewer is:
- A representative of the department
  - The exchange visitor’s supervisor

- The Interview was Conducted:
- Via videoconference
  - By telephone
  - In-person

**Suggested Interview Questions:**

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1. Describe how your past experiences, training and language study have prepared you to operate in an English-speaking environment.

2. What do you expect to learn about American culture and society during your time in the U.S. at Auburn University?
3. What skills and knowledge do you expect to gain while at Auburn University?
4. How will this exchange meet your program or academic goals?

**Proficiency Rating:**

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Listening/Understanding:             Excellent  Good  Adequate  Poor

Speaking:                                 Excellent  Good  Adequate  Poor

I have determined that the potential scholar has adequate English language skills to enable him/her to successfully participate in the program and function independently in the community.

Interviewer:                                \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

**Exceptions from English Language Proficiency:**

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1. Individuals who have received a degree from an accredited institution in the U.S. or a nationally recognized university in one of the countries on the subsequent list do not need to submit an English proficiency exam or participate in an English language proficiency interview. \*Please provide a copy of the diploma.
2. Subject to approval by ISSS, a letter from an academic institution or English language school outside the U.S. may fulfill the English language proficiency requirement provided that:
  - a. The letter describes the writer’s familiarity with the exchange visitor’s English ability;
  - b. Attests that English is the language of instruction of the school.
3. Scholars who are citizens of any of the countries on the list below are not required to take an English proficiency exam or complete the English language proficiency interview:

Countries with Exception:

- |                          |                        |                                    |                            |
|--------------------------|------------------------|------------------------------------|----------------------------|
| - Anguilla               | - England              | - Montserrat                       | - Swaziland                |
| - Antigua and Barbuda    | - Fiji                 | - Namibia                          | - Tanzania                 |
| - Australia              | - Gambia               | - New Zealand                      | - Tonga                    |
| - Bahamas                | - Ghana                | - Nigeria                          | - Turks and Caicos Islands |
| - Barbados               | - Gibraltar            | - Papua New Guinea                 | - Trinidad and Tobago      |
| - Belize                 | - Grenada              | - Saint Kitts and Nevis            | - Uganda                   |
| - Bermuda                | - Guyana               | - Saint Lucia                      | - United Kingdom           |
| - Botswana               | - Ireland, Northern    | - Saint Vincent and the Grenadines | - Vanuatu                  |
| - British Virgin Islands | - Ireland, Republic of | - Scotland                         | - Wales                    |
| - Cameroon               | - Jamaica              | - Seychelles                       | - Zambia                   |
| - Canada (not Quebec)    | - Kenya                | - Sierra Leone                     | - Zimbabwe                 |
| - Cayman Islands         | - Lesotho              | - Singapore                        |                            |
| - Dominica               | - Liberia              | - Solomon Islands                  |                            |
|                          | - Malawi               | - South Africa                     |                            |
|                          | - Malta                |                                    |                            |
|                          | - Mauritius            |                                    |                            |

**BANNER ID FORM: J-1 SCHOLARS**  
Identity Management Office, Auburn University

*\*To be completed by Auburn University Hosting Department. Please type or print clearly.*

**Incoming Scholar Information**

Full Name (as on passport): \_\_\_\_\_ Last/Family Name  
\_\_\_\_\_ First/Given Name  
\_\_\_\_\_ Middle Name (if any)

Date of Birth: \_\_\_\_\_ MM/DD/YYYY

Gender:  Male  Female

Address in Home Country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title: VISITING EXCHANGE SCHOLAR

EMPLOYED Banner ID Request – *Exchange visitors that will be paid by Auburn University.*

- New Hire – New employee to Auburn University
- Rehire – Has previously been employed by Auburn University
- Current Employee

Position Number: \_\_\_\_\_

AFFILIATE Banner ID Request – *Exchange visitors that will not be paid by Auburn University.*

Departmental FOAP: \_\_\_\_\_

*The hosting department will be charged \$25 by the Identity Management Center to produce any affiliate exchange visitors' campus ID cards. This will be charged to the department at the time of the scholar's arrival.*

**The following must be filled out for EMPLOYED and AFFILIATE:**

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Home Department: \_\_\_\_\_ Organization Code

\_\_\_\_\_ Department Name

Check Distribution Number: \_\_\_\_\_

District/Division Number: \_\_\_\_\_

Department Location ID Number: \_\_\_\_\_

Scholar Begin Date: \_\_\_\_\_ MM/DD/YYYY

Scholar End Date: \_\_\_\_\_ MM/DD/YYYY

Form Prepared By: \_\_\_\_\_ First and Last Name

Form Prepared On: \_\_\_\_\_ MM/DD/YYYY

Preparer Phone Number: \_\_\_\_\_

Preparer Email Address: \_\_\_\_\_

**Required Signatures**

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Department Chair: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Dean: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)

Provost Office: \_\_\_\_\_ Signature

\_\_\_\_\_ Date (MM/DD/YYYY)