

RECOMMENDATION FOR APPOINTMENT OF EXCHANGE VISITOR (J-1)

I understand it is my responsibility to inform the Office of Immigration and Human Resource Services when there is a change in this program; i.e. EV is delayed in arriving, completing their program, departed for home, change of address, applied for 2 year home residency waiver, etc.

Initiator Initials _____ Contact Person Initials _____ Date _____

Initiator: _____

FEDEX Billing Reference Code _____

Contact Person: _____

Phone: _____

Email: _____

J1 Visitor Info Sheet Sent to new appointee _____ Is this a 6 month or less Short-Term Scholar appointment? Y or N
If Yes, the appointment CAN NOT be extended

Will Dependents Accompany New Appointee? Y or N

Name of Appointee: _____

Mailing Address: _____

Name and Address of Current Institution: _____

Case Western Reserve University Title and Expense Classification _____

Who Will Provide Funding for the EV? (Put total amount for the proposed stay)

CWRU \$ _____

Visitor's Home Institution \$ _____

EV's Home Government \$ _____

Personal Funds \$ _____

Other \$ _____

DOS Grant \$ _____ Grant# _____

Other US or Foreign Agency Grants \$ _____

Agency Name: _____

If not CWRU, or Personally, Funded please provide the Name and Address of the Funding Entity:

Detailed description of intended professional activity (required on visa document DS 2019)

Appointment Dates _____

_____% Time devoted to teaching _____% Time devoted to incidental patient care (Requires Certification Statement)

_____% Time devoted to research _____% Other (training activity cannot be authorized)

J1 Recommendation Form Page 2:

The following questions are to be answered by the hosting faculty member

Does the hosting faculty member have any CWRU Export Control Technology Control plans in place? Yes ___ No ___
If Yes, Contact the CWRU Compliance Office so that an export control analysis can be performed.

Does the hosting faculty member have an individual outside financial interest in the funding organization? Yes ___
No ___ If Yes, contact the CWRU COI Office for assistance.

Does the hosting faculty member have a faculty appointment with the organization that is funding the visitor?
Yes ___ No ___ If yes, contact the Office of the Provost for assistance

If the appointee will be working on sponsored projects, do any of the projects in the hosting faculty member's
laboratory have restrictions on the participation of non-US persons?

No ___ I have checked all the CWRU NOGAs and SPARTA and confirm there is no restriction on non-US persons

Yes ___ Per the CWRU NOGAs and SPARTA there are restrictions

If you are not sure if a restriction is present, please email your pre-award specialist for assistance in determining
whether or not this restriction exists

The hosting faculty member is aware of the disclosure obligations set forth in the faculty Disclosure and Reporting
Guidance, which details when and how they may have to disclose the international visitor,

<https://case.edu/research/about/hot-topics/faculty-disclosure-and-reporting-guidance> Yes ___ No ___

The hosting faculty member is aware that the visitor must receive appropriate EHS and other trainings, e.g., lab
safety, biosafety, radiation safety, etc, Yes ___ No ___ If No, contact the Office of Environmental Health and Safety
for assistance.

Approved: _____, Sponsoring Faculty Member _____

Approved: _____, Chair, Dept. of _____

Approved: _____, Director _____ Budget Office

Approved: _____, Dean, School of _____