



J-1 Scholar Request Form

Position Information		
Exchange Visitor (EV) Name as it appears in passport		
EV Current Email Address		
Position Title		
Proposed Dates of Employment	Start Date	End Date
Offered Wage (if paid by CWRU)		
Full/Part time	Full-Time _____	Part-Time _____
		Hours/week: _____
Primary Worksite Address		
Will the EV regularly work at an additional job location in the U.S (including WFH)?	Yes _____	No _____
	Days per week _____	
If yes, provide second worksite address		
Degree Required		
Field of study		
Can the degree be in a related field?	Yes _____	No _____
	Fields:	
Is this a postdoctoral position?	Yes _____	No _____
Is travel required for the position (beyond occasional conferences and academic meetings, etc.)?	Yes _____	No _____
	Percentage of time: _____	
Will the EV supervise full-time employees?	Yes _____	No _____
OPR/Speedtype (REQUIRED)		



Funding Information (Complete all fields. If a funding type is not applicable, write "0")		
CWRU Institution Funds:		
EV Home Institution Funding:		
EV Home Government Funding:		
Personal Funds:		
Dept. of State Grant Funding:		
Other US or Foreign Agency Grants:		
If Other funding, provide name(s) of agency		
Export Control Certification Questions (PI/Supervisor of the J-1 Scholar must answer ALL questions)		
Does the hosting faculty member have any CWRU Export Control Technology Control plans in place?	Yes	No
<i>If Yes, contact the CWRU Compliance Office.</i>		
Does the hosting faculty member have a personal outside financial interest in the funding organization?	Yes	No
<i>If Yes, contact the CWRU Compliance Office.</i>		
Does the hosting faculty member have a faculty appointment with the organization that is funding the visitor?	Yes	No
<i>If Yes, contact the Office of the Provost.</i>		
If the EV 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?	Yes	No
<i>Please check all the CWRU NOGAs and SPARTA to confirm there is no restriction on non-US persons. If you are not sure if a restriction is present, please contact your pre-award specialist.</i>		
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. (Details can be found at https://case.edu/research/compliance/conflict-interests-committee/faculty-disclosure-and-reporting-guidance .)	Yes	No
The hosting faculty member is aware that the EV must receive appropriate EHS and other trainings, e.g., lab safety, biosafety, radiation safety, etc.	Yes	No
<i>If No, contact the Office of Environmental Health and Safety for assistance.</i>		



PI/Supervisor's Information (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

Department Chair Approval (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	

Department Contact/HRA (REQUIRED)	
Name:	
Job Title:	
Email Address:	
Phone Number:	

Dean's Office Approval	
<i>Please consult internally to determine whether Dean's office approval is required for J-1s. If official approval is NOT required, please enter N/A in the boxes below.</i>	
Name:	
Job Title:	
Email Address:	
Phone Number:	
Signature:	