



(Please print on your Departmental Letterhead)

**SAMPLE SPONSOR VISA REQUEST LETTER FOR INITIAL J-1 VISA DOCUMENT**

**DATE:** (Date Request Letter Prepared)

**TO:** (International Advisor)  
**Legal - Office of International Affairs**  
**UCT-130**

**FROM:** (Department, School, Center, or Institute Chair, Dean, or Director) \_\_\_\_\_  
(Department, School, Center, or Institute Name), (Signature Initials)  
(Route Number)

**THRU:** (Director Postdoctoral Affairs) \_\_\_\_\_  
(If applicable) (Postdoctoral Affairs) (Signature Initials)  
(Route Number)

**SUBJECT: Request for J-1 Visa Document for** (Name of Prospective Exchange Visitor);  
**UTHSC-H Job Posting or ID Number:** \_\_\_\_\_

Dr. (Name of Principle Investigator or Supervisor), (Title,) (Department, Center or Institute Name) would like to offer the position of (UTHSC-H Job Title) to the international visitor named above, who is currently a (title or position of visitor) at the (name of current place of employment), in (city and country.)

I understand that this appointment offer is subject to the Rules and Regulations of the Board of Regents of the University of Texas System, Regental and U.T. System policies, the rules and regulations of the University, and applicable state and federal laws and regulations. I understand that all UTHSC-H requirements with regard to selection and recruitment, including verification of academic credentials to ensure eligibility for the position offered, must be met.

For Classified Research positions this includes providing a copy of the pertinent academic diploma with English translation if appropriate, as well as a copy of a U.S. degree equivalency evaluation prepared by an independent credential evaluation agency. I understand that the visa paperwork cannot be initiated until all required steps are completed and all required documentation is provided.

I am aware that the exchange visitor program requires that visitors maintain their J-1 status by engaging only in activities permitted under their program and category, filing timely and appropriate transfers and extension modifications, refraining from accepting unauthorized employment, and maintaining continuous health insurance. Further, I understand that each J category will have additional specific requirements. I am also aware that a J-1 exchange visitor may be subject to a “two year home country physical presence requirement” following completion of the J-1 program.

Listed below is a summary of specific information needed to prepare the J-1 visa document:

**UTHSC-H Position Offered:** *(Job Title)*

**Start Date:** *(Month/Day/Year)*

**Length of Stay:** *(Duration of Funding to Maximum of Five Years)*

**UTHSC-H Salary (if any):** *(Indicate Annual Salary or Total Amount of Payment)*

**Other Source of Funding (if no UTHSC-H salary):** *(Indicate source of funding and amount in US dollar that is available for the proposed visit)*

**UTHSC-H Employee Benefits:** *(Indicate "Yes" or "No")*

**Location of Activities:** *(Please specify UTHSC-H component and/or off-campus sites, if any)*

**Brief Description of Activity:** *(Describe general job duties)*

If this is a request pertaining a postdoctoral appointment (regardless of component) or a School of Medicine appointment, I understand that an Advisory from the Office of International Affairs have been obtained prior to submitting this appointment request for approval.

The following checked required documents are attached for the Office of International Affairs to determine eligibility for issuance of the Form DS-2019 (Certificate of Eligibility for a J Exchange Visitor Visa):

- Copy of appointment letter issued by hiring department or by the Department of Human Resources, which includes title, salary, period of appointment, (start and end date) and percentage of time to be spent in research, teaching, and/or clinical activities.
- Signed Incidental Patient Contact Memo (as applicable for clinical duties - attached),
- J Exchange Visitor Bio-Data Form, with all required statements and documentation, (attached)
- Complete and updated Curriculum Vitae (CV) or Resume
- Copy of diploma or certification of highest degree obtained. For documents issued by foreign institutions in a language other than English, an official translation and Academic Credential Evaluation indicating completion of the equivalent to a U.S. Bachelor's degree or higher required.
- Copy of passport (bio, validity and visa pages) and any other documents reflecting U.S. immigration status history, such as I-94 Arrival/ Departure Record (front and back), and Forms DS-2019, I-20, and/or I-797.
- Verification of financial solvency in the minimum amount of \$1,500.00 U.S. dollars per month, and \$2,000 per year per family dependent when applicable, for the entire period of intended stay at the UTHSC-H. I understand this is required for visitors who will not be fully compensated by UTHSC-H and therefore documentation of additional financial solvency must be submitted. Supporting documents in English or accompanied by a certified English translation, which are being submitted are: *(list documents being provided as proof of financial documentation such as bank statement, financial award letter, etc.*

Additionally, the following documents are attached as applicable for required accompanying family dependents requiring issuance of J-2 visa document(s):

- Copy of marriage certificate and translation for spouse; copy of birth certificate and translation for each child
- Copy of passport (bio, validity and visa pages) and any other documents reflecting U.S. immigration status history for spouse and/or children, such as I-94 Arrival/ Departure Record (front and back), and Forms DS-2019, I-20, and/or I-797.

Please call *(Name of Sponsoring Department Contact)* at ext. *(UTHSC-H phone number)* when the J visa document is ready to be picked up and sent to the prospective exchange visitor.

Thank you for your assistance.