

Agreement to Oversee J-1 Exchange Visitor & J-2 Dependents

There are mandatory U.S. Department of State (DOS) compliance requirements that must be met for a J-1 Exchange Visitor (EV) to participate in the Exchange Visitor Program. Therefore, the UH faculty sponsor and the UH unit hosting the EV must accept the following oversight responsibilities before the FSIS can issue Form DS-2019s for an EV and any J-2 dependents.

The faculty sponsor and host department must:

1. Monitor the EV's conduct to ensure he/she engages in activities appropriate for his/her [EV category](#) and makes reasonable progress towards the objectives in the same [subject/field](#) throughout the program.
2. Ensure the EV and J-2 dependents have valid passports at all times while they are in active program status.
3. Track the EV's DS-2019 expiration date and submit a [DS-2019 extension request](#) or a [J-1 EV Completion Form](#) (as applicable) to FSIS at least 45 days prior to the expiration date.
4. Inform FSIS immediately of any changes to the program, including but not limited to:
 - New home address (notify FSIS within 10 days of moving), email, or phone number;
 - New or additional sites of activity (including off-campus sites, conferences, and/or workshops);
 - Different types and/or amounts of funding;
 - Any changes in program activities; and
 - Travel abroad and reentry.
5. Ensure the EV and J-2s maintain the required [health insurance coverage](#) at all times while they are in active program status, even if they are outside the U.S.
6. Immediately report serious problems or controversies that arise with respect to the EV and/or J-2 dependents to FSIS. FSIS may need to notify the DOS on or by the next business day. Examples of problems that units should report include, but are not limited to: investigations of the site(s) of activity, potential litigation related to the program activities or site(s) of activity, sexual assault or harassment, serious illness or death of an EV or J-2, lost or stolen immigration documents; other situations affecting EV's safety.
7. Ensure the EV and J-2 dependents comply with all DOS regulations and UH policies, including but not limited to EP 1.204 Sex & Gender-Based Misconduct, EP 9.210 Workplace Violence, and EP 1.202 Nondiscrimination, Equal Opportunity & Affirmative Action, and ensure they understand they must comply with DOS regulations and UH policies or they risk termination of the UH program and possibly the loss of their legal statuses in the U.S.
8. Understand that I am responsible to ensure that the EV is in compliance with any and all U.S. export laws and regulations. This includes but is not limited to, allowing the Office of Export Controls to assist in evaluating whether or not a U.S. government export license is required.

J-1 EV: _____

I understand and accept the above responsibilities with respect to the above-named J-1 EV and his/her J-2 dependents. To maintain the integrity of and to ensure UH's ability to continue participating in the DOS Exchange Visitor Program, I understand that any failure to comply with the DOS regulations may result in the shortening or termination of the EV's program. If I am unsure about any of these requirements, I will contact FSIS for clarification.

Faculty sponsor's signature: _____ Name: _____ Date: _____

Department chair's signature: _____ Name: _____ Date: _____

Dean/Dir's signature: _____ Name: _____ Date: _____