

**Office of International Affairs, University of Texas Southwestern Medical Center
3000 Pegasus Park Drive, Suite 202 Dallas, TX 75247; 214-648-0010**

Transitional Scholar (Job Code 0811) Departmental Application

Please complete all forms in this package and provide the additional documents listed below. The completed checklist items should be sent, together with the completed “Transitional Scholar Participant Application,” to the Office of International Affairs (OIA) liaison for your [department](#). For information or assistance with the application materials, please contact OIA by email InternationalAffairsOIA@UTSouthwestern.edu or phone 214-648-0010. Please feel free to encourage the prospective participant to also contact us with questions. There is additional visa information as well as pre-arrival information for the visa holder on our website at www.utsouthwestern.edu/international.

- Transitional Scholar Policy and Instructions
- PI/Participant Agreement completed and signed by UT Southwestern mentor, department chair, and international participant
- Letters of Support Addressed to Dr. Stuart Ravnik, Graduate School of Biomedical Science:
 - From UT Southwestern mentor describing the project the participant has been invited to complete at UT Southwestern and documenting their intention to transfer the participant within one year to a Postdoctoral Researcher position once their doctoral degree has been conferred and a credential equivalency evaluation has been provided to OIA.
 - From foreign institution Dean or doctoral program director confirming that the participant has a) completed all coursework required for their doctoral degree and submitted the dissertation, b) which degree requirements are still pending, and c) when their degree is expected to be conferred within the year.
- J-1 Departmental Forms to include (attached):
 - Completed J-1 Departmental Application
 - Completed J-1 English Assessment Certification
 - Completed [Export Controls Questionnaire](#)

University of Texas Southwestern Medical Center
Application to Sponsor a “**Transitional Scholar**” (Job Code 0811)
Under the UT Southwestern J-1 Visa Program

Policy Background and Overview

To qualify as a “Transitional Scholar,” the prospective participant must be an international graduate student enrolled at a foreign university who will have a gap (2-12 months) between the time the degree requirements (including required coursework, research, and submission of dissertation for evaluation) are met and the conferral of the doctoral degree in preparation to transition to a Postdoctoral Researcher position.

To proceed with sponsoring a “Transitional Scholar” the P.I./mentor and departmental administrative personnel must complete and provide the documents listed on the checklist on page three of this document. The completed application package should be submitted by email to the appropriate Office of International Affairs (OIA) [departmental liaison](#). Approval is not guaranteed. If approved, OIA will issue a DS-2019 document and send it to the participant with instructions on how to apply for the J-1 visa stamp at a U.S. Consulate/Embassy abroad. Such visitors must be appointed to the UT Southwestern title of “Transitional Scholar” (Job Code 0811.) Without exception, international student research internships must be coordinated in advance through OIA, and all such individuals must check in with OIA upon arrival in the U.S. and before their UTSW activities begin.

Parameters of the “Transitional Scholar” Program

“Transitional Scholars” are not enrolled in courses or degree programs at UTSW. They are expected to transition to a Postdoctoral Researcher position once the credential evaluation of their doctoral degree is received. The J-1 visa is designed for academic research exchange. It is not an employment visa. The appointment is limited to a period of one year. Additional extensions may be requested by submitting a new application explaining the reasons for the request. A faculty mentor may host a maximum of two “Transitional Scholars” at any one time.

Alternatives to the “Transitional Scholar” Program

The “Transitional Scholar” program is reserved for international graduate students who have a gap (2-12 months) between the time the degree requirements listed above are met and conferral of the doctoral degree in preparation to transition to a Postdoctoral Researcher position. Individuals who will be paid by UT Southwestern and have received the equivalent of a Bachelors’ or Master’s degree with 3-4 years of research experience may be hired, sponsored for an H-1B visa, and appointed into Classified Research positions of Research Associate or above. Please consult OIA for assistance regarding alternatives to the “Transitional Scholar” title.

Visa Information

“Transitional Scholars” must be sponsored under the UT Southwestern J-1 Exchange Visitor visa program in the category of “Research Scholar.” Please initiate your request to sponsor a “Transitional Scholar” a minimum of 3-4 months before s/he is expected to arrive on campus to allow time for the DS-2019 visa document to be issued and received, for the individual to apply to the nearest U.S. Consulate/Embassy for a J-1 visa stamp, and for travel to the U.S. to be arranged.

Funding Requirements

Funding must be commensurate with that of a UTSW Postdoctoral Researcher with 0-1 year of experience, currently \$55,000 U.S. per year, plus the cost of fringe benefits.

Transitional Scholar (Job Code 0811) Application Checklist

Please provide all documentation listed below to the Office of International Affairs (OIA). *Do not provide any portion of materials directly to the Dean's Office of the Graduate School or Postdoctoral Affairs Office*

Prepare and submit appointment packet to the OIA including the following required items:

- a) Completed "J-1 Department Application" (attached)
- b) Forward link to "J-1 Prospective Transitional Scholar Application" to the participant; upon return of completed forms provide to OIA together with balance of checklist documents
- c) Letter from UT Southwestern mentor describing the project the participant has been invited to complete at UT Southwestern and documenting their intention to transfer the participant within one year to a Postdoctoral Researcher position once their doctoral degree has been conferred and a credential equivalency evaluation has been provided to OIA.
- d) Letter from foreign institution Dean or doctoral program director confirming that the participant has a) completed all coursework required for their doctoral degree and submitted the dissertation, b) which degree requirements are still pending, and c) when their degree is expected to be conferred within the year.

Principle Investigator/Prospective Trainee Agreement

Participant Name: _____

UTSW Sponsoring Department: _____

Responsible Principal Investigator: _____

Principle Investigator (P.I.) Statement:

I understand that I am responsible for the training and welfare of the participant while he or she conducts training at UT Southwestern as a "Transitional Scholar."

Participant Statement:

I understand that my appointment is "active" only when I am officially appointed by UT Southwestern. When my UTSW training is completed, I must go through "terminal clearance," complete an International Affairs "Exit Questionnaire," and turn in keys, ID badge and any other UT Southwestern-issued items as appropriate. I understand that I may not work in or use UTSW facilities before or after my official appointment dates.

I acknowledge my responsibility to perform the functions described for this training as a condition of continuation of the experience.

Printed Name of Participant

Signature of Participant

Date

Printed Name of UTSW Department Chair,
Center Director or Delegate

Signature of Chair, Director, or Delegate

Date

THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS

J-1 Visa Request Form (To be completed by Department sponsoring Exchange Visitor) Rev. December 9, 2015

Visitor _____ () Male
 Family Name _____ First _____ Middle _____ () Female
 Date of Birth _____ () Married Occupation _____
 () Single Citizen of _____ at Home _____

UTSW can issue sponsorship documents in any increments of time up to five years if funding is stable. By requesting more than one year, you are confirming that funding is expected to be available for the entire period. If funding is from a source other than UTSW we must receive official documentation from the funding source for the period of document validity. Please specify the period for which you would like the document to be issued:

Date document is to begin _____ Date document is to end _____

UTSW Job Title _____ Dept. _____

Objective of Visit (Describe in layman's terms the nature of the research or academic pursuit in which visit will engage):

Principal Investigator _____ Mail Code _____ Extension _____

Administrative Contact _____ Extension _____ Fax _____

UTSW Sub-ledger Number _____ Depart ID# _____

OR Federal Express Account Number _____

Postdoctoral appointees must receive minimum funding in accordance with Postdoc Pay Plan. Faculty members must receive minimum funding of \$45,000/year.

Paid by UT Southwestern \$ _____ per year/month Check one: (Employee) or (Fellow)

U.S. Government Agency \$ _____ per year/month Foreign Visitor's Government US\$ _____

Other Organization(s) \$ _____ per year/month Name _____

Personal Funds \$ _____ per year/month (For visits of three months or less only)

For M.D.s Only

Will the exchange visitor's work involve (check one) hands-on patient contact or clinical observation

If hands-on patient contact, will it be as a consequence of the primary purpose of teaching or research? Yes No

If yes, please attach a 5-point letter.

Signature (Principal Investigator)

Date

Signature (Department Chairperson)

Date

International Affairs
www.utsouthwestern.edu/international
Contact Us:
internationalaffairsOIA@utsouthwestern.edu
 214-648-0010

UT Southwestern

Medical Center

Office of International Affairs

Documentation of English Language Proficiency for Prospective J-1 "Research Scholars," "Professors," and "Short Term Scholars" Sponsored Under the UT Southwestern Exchange Visitor Visa Program

Instructions:

Regulations of the U.S. Department of State require that J-1 Exchange Visitor Program Sponsors implement a procedure to determine that a prospective J-1 visa holder has "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.10(a)(2)]

Please complete the information below to indicate whether the indicated prospective J-1 visa holder has sufficient English language proficiency to function on a day-to-day basis both in and outside of the lab. The completed form signed by the mentor and Departmental Chair, must be returned to the Office of International Affairs with the documentation indicated on our J-1 visa checklist before the visa document will be issued.

Name of Prospective J-1 Visa Holder: _____ Proposed Job Title: _____

Name of Mentor: _____ Department: _____

Based on the indicated assessment method below (please mark one) I confirm that the above individual has sufficient English language proficiency to participate in his/her program and function on a day-to-day basis inside and outside of the lab:

1. Undergraduate or graduate degree earned at Institution where curriculum is taught in English
2. TOEFL score, <http://www.ets.org/toefl/>, should be at least 80 TOEFL iBT (550 paper-based)
3. IELTS score, <http://www.ielts.org/>, should be at least 6.5.
4. Certification by UT Southwestern Mentor:

I certify that I, or my native English-speaking delegate, conducted an interview in English with the prospective J-1 visa holder as indicated below. It is my conclusion that s/he has sufficient English language proficiency to successfully participate in the proposed program and function on a day-to-day basis both inside and outside of the lab:

- a) Face to face interview in English completed on _____
- b) Videoconference interview in English completed on _____

Signature of Mentor _____ Date: _____

Printed Name of Mentor: _____

I am aware that my faculty member certifies that this trainee meets the English language requirement for J-1 visa holders based on the criteria indicated above.

Signature of Chair/Director: _____ Date: _____

Printed Name of Chair/Director: _____