

## SPONSORING FOREIGN SCHOLARS

Only an authorized staff member in the UW department or program sponsoring the international scholar may prepare a visa request. Before you contact Patricia Owens about visa paperwork you will need to know the job title, the visa class, monthly salary and budget number you will use for your job candidate. J-1 visa requests can take 4 to 8 weeks to process before the job candidate receives the visa. H1B visa requests may take 8 to 9 months to process before the job candidate receives the visa. Please keep the timeline in mind when you think about sponsoring foreign scholars.

### **J-1 Visas**

*Action required to initiate a visa request: Once you determine that your candidate needs a J-1 visa have them complete a J-1 visa intake form which can be found on the International Scholars Operations at <https://ap.washington.edu/iso/index.php?q=visarequestinstructions>. The document opens in Microsoft Word and can be saved. Send the saved Intake form to Patricia Owens at [opatti@uw.edu](mailto:opatti@uw.edu). The information from the intake form will be used to apply for the actual visa.*

J-1 visa sponsorship is limited to the faculty and academic staff titles listed below:

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Visiting Lecturer
- Visiting Scientist
- Visiting Scholar
- Visiting International Professional Scholar
- Research Associate

UW does NOT sponsor “J” visas for tenure-track faculty.

### **H1B Visas**

*Action required to initiate a visa request: Once you determine that your candidate needs an H1B visa complete an H-1B/E3/TN Visa Intake Form found at <https://ap.washington.edu/iso/visarequestinstructions>. The document opens in Microsoft Word and can be saved. Send the saved Intake form to Patricia Owens at [opatti@uw.edu](mailto:opatti@uw.edu). The information from the intake form will be used to apply for the actual visa.*

H-1B visa sponsorship is limited.

H-1B is often an appropriate visa classification for full-time UW-salaried academic personnel, including:

- Research Associates and Senior Fellows who graduated from U.S. schools or who are currently working in the United States.
  - Graduates of U.S. schools must exhaust their eligibility for Optional Practical Training (OPT) before changing status to H-1B.
  - J-1 Exchange Visitors must exhaust their five years of J-1 eligibility before changing status to H-1B.

- Acting Instructors.
- Lecturers and Senior Lecturers.
- Assistant Professors, Associate Professors and Professors, including appointments that are “acting,” “research” and “clinical.”

UW personnel who do not qualify for H-1B sponsorship include:

- Visiting Scientists and Visiting Scholars.
- Research Associates and Senior Fellows coming to UW from overseas.
- Current or former J-1 Exchange Visitors subject to the [two-year foreign residence requirement](#).
- UW Professional staff
- UW Classified staff (except Research Technologists when it can be shown that no U.S. workers are available and the only qualified candidate is a foreign national residing in the United States—contact an HR Employment Specialist before pursuing H-1B sponsorship for a Research Technologist).

Begin the H-1B application process approximately seven months before the proposed H-1B employment will begin. Early filing is critical. H-1B petitions, [including extensions](#), now take considerably longer than previously.

**Note: Beneficiaries of the H-1B petition who are overseas cannot apply for the H-1B visa until U.S. Citizenship and Immigration Services (USCIS) approves the petition filed by the University on their behalf; similarly, beneficiaries presently in the U.S. and applying for change of status to H-1B cannot work or receive pay for services prior to receiving authorization from USCIS.**

### **The VISIT Program:**

FOR MORE DETAILED INFORMATION PLEASE GO TO:

<http://elp.washington.edu/elp/programs/2318/deptinfo.asp>

### **VISIT PROGRAM INTERN**

The internship may begin at any time and be any length **up to 12 months long**. You must enter the US on or before the start date listed on the VISIT application and the DS-2019.

THE VISIT program is administered BY UW Educational Outreach's International (UWEO) & English Language Programs (IELP), administrator of the VISIT program on behalf of UW

The Visiting International Student Internship & Training Program (VISIT) permits students pursuing degrees at universities outside of the US to participate in full-time supervised research and work-based learning experiences at the University of Washington.

- VISIT program internships are open to any students enrolled in a bachelors, masters or doctoral program abroad.
- The internship must consist of at least 32 hours of structured activities per week and may not duplicate any previous experience the intern has had.
- Interns must register with UWEO to facilitate their access to a Husky card, UW NetID, UPass, and medical insurance. Interns may not enroll in any UW courses.
- VISIT students cannot be employed. Although they cannot receive wages or any type of payment for work, they may receive from the University of Washington a stipend that requires no service expectations or employment relationship. Stipend payments must be paid through job class code 0858. Such payments may not be funded by an externally funded award unless the award sponsor specifically approves payment of a stipend to an international visitor.
- Per federal regulation, supervisors must fill out a short evaluation of the intern's performance at the end of the internship, and an additional evaluation at the midway point if the internship is longer than 6 months.
- There is a \$1000 program fee to cover the cost of managing VISIT, which is normally paid by the intern or the department. In some cases, this fee may be waived. To determine if your exchange application is eligible for a waiver, complete the [VISIT Waiver Fee Request form](#) and return it to [uwvisit@u.washington.edu](mailto:uwvisit@u.washington.edu) no later than one month before the start of the internship. Forms must be submitted electronically.

Paperwork: 1025-J VISIT Visa Request Form, DS-2002 Training/Internship Placement Plan

**IMPORTANT:** It may take 2-3 months from the department's first contact with the intern to when the intern receives his/her DS-2019 immigration paperwork. Please turn in the completed VISIT application packet to IELP at least 6 weeks before the start of the internship.

This position is not eligible for salary.

## **PRE-DOCTORAL INTERNATIONAL SCHOLARS**

### **VISER PROGRAM INTERN**

For more detailed information go to <http://elp.washington.edu/elp/programs/23103/>

The Visiting International Student Engaged in Research Program (VISER) permits students pursuing degrees at foreign universities to engage in a full-time prescribed course of study with a specific educational objective at the University of Washington for a period between **13 to 24 months**.

VISER students must either be substantially (at least 51%) supported by their home government or home university, or be part of a written exchange agreement between the UW and the foreign educational institution. The UW agreement should be signed by the Vice Provost for Global Affairs. Please note that VISER students may not engage in employment of any kind.

**IMPORTANT:** It may take 2-3 months from the department's first contact with the intern to when the intern receives his/her DS-2019 immigration paperwork. Please turn in the completed VISIT application packet to IELP at least 6 weeks before the start of the internship.

Paperwork: To access the VISER site for faculty and administrators, download application forms or reach the Coordinator of the VISER program, please email [uwvisit@uw.edu](mailto:uwvisit@uw.edu).

This position is not eligible for salary.