

## USF Department Responsibilities When Sponsoring J-1 Exchange Visitors (Scholars)

- Supervise the academic activity during the scholar's stay at USF.
- Arrange for office space and access to equipment (computer, phone, etc) as deemed appropriate for the academic activity.
- Provide the Office of International Services (OIS), International Scholar Advisor with accurate program, funding, and other related information throughout the duration of the J-1's program at USF. This includes:
  - Cancellation, termination or early completion of the scholar's program
  - Significant changes in position/project
  - Changes in funding sources and amounts
  - Intent to transfer to another USF department, faculty member, or sponsor
  - Plans to change immigration status
- "Ensure that the activity in which the exchange visitor is engaged is consistent with the category and activity listed on the exchange visitor's Form DS-2019." [22 CFR 62.10(e)(1)]. This means that the scholar should maintain their original program objectives as indicated on the initial DS-2019 request and form.
- Encourage the scholar to participate in cultural exchange activities offered by USF World and the OIS to ensure compliance with Department of State's requirements.
- Scholars, whether classified as USF paid or non-paid, have the same access to benefits and rights as any USF employee. This includes but is not limited to:
  - Attendance and overtime policies and typical hours of operation within their department and/or lab.
    - Full-time employment is generally considered working 30 to 50 hours per week. (Hours worked should not exceed more than 50 hours per week.)
    - Non-paid scholars should track hours spent in their academic activity in a timesheet that is signed off by the sponsoring supervisor.
    - Awareness of vacation and other types of leave available such as vacation, sick leave, family or medical leave, and funeral or death leave.
    - Scholars accrue leave hours in accordance with HR policies.
  - Office of International Services should be notified of scholar's absenteeism.
    - If there has been no contact with the scholar for at least 24 hours, the OIS, International Scholar Advisor, should be notified immediately.
    - If there has been contact with the scholar, but they have been absent for five days with no valid reason, the OIS, International Scholar Advisor, should be notified.
  - Safe and clean working conditions
  - Receive the necessary training to perform job functions
  - Be aware of harassment and sexual harassment policies
  - Inclusion in meetings, seminars, and other department activities
  - Retaliation and threat of retaliation policies will not be tolerated
- Scholars can be accompanied by dependents (spouse and/or children under the age of 21). Scholars must have sufficient funds to support each dependent and maintain health insurance coverage.
- Update USF Export Control if any changes occur to the scholar's program that may affect export compliance.