

**APPROVAL FOR THE EMPLOYMENT/VISIT OF AN EXCHANGE VISITOR (J-1 STATUS)**

**Instructions: Complete this form, obtain necessary signatures and return to OISS, IC 125.**

Name of Prospective Exchange Visitor \_\_\_\_\_

Title of Position \_\_\_\_\_ Department \_\_\_\_\_

We certify that:

1. We have read the J-1 Exchange Visitor handout and have discussed the particulars of this case with the Office of International Students & Scholars (OISS),
2. The prospective exchange visitor is proficient in English,
3. We agree to notify OISS immediately of any changes within the department, which affects the status of an exchange visitor (i.e. loss of funding or significant change in duties),
4. We agree to notify the OISS immediately if the exchange visitor ceases to participate in the exchange visitor program prior to the end of his/her program date,
5. We agree to notify the OISS at least 45 days in advance of the program completion date to request an extension of the exchange visitor's stay.
6. We certify that we have followed and/or completed UNO policies and procedures for the appointment of a new employee or non-employee (gratis appointment), including the International Visitor Form..

Faculty/Staff Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Approval is granted to employ or invite the prospective exchange visitor.

\_\_\_\_\_  
Department Chair Date \_\_\_\_\_

\_\_\_\_\_  
Dean Date \_\_\_\_\_

*This form must be returned to OISS, IC 125, before a DS-2019 form will be prepared.*