

## Sponsor Invitation Form

Faculty members who plan to invite a J-1 exchange visitor to UF should provide the requested information to the designated administrative staff member in their respective departments or centers.

Copies of the following documents should be submitted with this form:

- Prospective EV's curriculum vitae (printed in English).
- Prospective EV's bachelor's, master's or Ph.D diploma or transcript
- If the prospective EV is not a citizen of a country where English is an official language, please provide one of the following:
  - a transcript evidence that the exchange visitor attended university for at least one year in a country where English is an official language (or where English is the language of instruction: Anguilla, Antarctica, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Brunei, Canada, Cayman Islands, Cyprus, Dominica, Falkland Islands, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, India, Ireland, Islas Malvinas, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Tuvalu, Uganda, United Kingdom, Vanuatu, Vatican City, Virgin Islands, Western Samoa and Zimbabwe)
  - Official test of English language competence with scores as follows:
    - IELTS: 6.0 overall
    - MELAB: 77
    - TOEFL iBT: 80
    - TOEFL PBT: 550
    - Verbal GRE (scores from tests taken before 1 August 2011): 320
    - Verbal GRE (scores from tests taken 1 August 2011 onward): 140
  - Have a live SKYPE or similar interview with the EV to verify the English proficiency is sufficient to perform their jobs or complete their academic programs, to navigate daily life in the United States, to read and comprehend program materials, to understand fully their responsibilities, rights and protections, and to know how to obtain assistance, if necessary.

CIP Codes should be used to provide the Subject/Field Code for the exchange visitor's proposed activity, click [here](http://www.ufic.ufl.edu/EVS/InvitingJ1CIPcode.html) for the list of CIP codes. (Instructions about how to use the list are available at [www.ufic.ufl.edu/EVS/InvitingJ1CIPcode.html](http://www.ufic.ufl.edu/EVS/InvitingJ1CIPcode.html))

# Requests must be submitted 75 days in advance of program start date

## Sponsor Invitation Form

### Scholar's Information

UFID \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ J Country \_\_\_\_\_

### Scholar's Participation and Site of Activity

J-1 Category: \_\_\_\_\_ Subject/Field Code \_\_\_\_\_

Start date of activity at UF: \_\_\_\_\_ End date of activity at UF: \_\_\_\_\_

Please describe briefly the activity to be performed during the program. Describe the research, teaching, or prescribed course of study to be pursued:

Primary Site of Activity Name \_\_\_\_\_

Site Address Line 1 \_\_\_\_\_

Site Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Scholars' Job Title \_\_\_\_\_

Will the scholar be employed by or visiting other sites or U.S. institutions, during, before, or after UF visit? \_\_\_\_\_

*If the scholar will undertake activities at additional sites of activities or other U.S. institutions, during, before, or after UF visit, include the details in the invitation letter. Please include name of the university or institution, begin and end dates, payment issued or no payment, duties, and contact information at the other university or institution.*

### English Proficiency

I certify that I have conducted a live personal interview with the exchange visitor and verified that his/her command of English is sufficient to perform their jobs or complete their academic programs, to navigate daily life in the United States, to read and comprehend program materials, to understand fully their responsibilities, rights and protections, and to know how to obtain assistance, if necessary.

### Funding Information

Will the UF sponsor receive funding for the proposed J program from one or more U.S. government agencies to support the prospective exchange visitor's program? **Note:** The answer is "yes" only if the exchange visitor's name is included in the grant's documents.

University of Florida funding (include grants paid through payroll)

The scholar's position is eligible for UF benefits?

Additional Funding Amounts	Source of Additional Fundings
Charge shipping charges to:	

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Name \_\_\_\_\_

Faculty Title \_\_\_\_\_

Faculty Email \_\_\_\_\_

Will the EV work with other faculty during his/her program? If yes, then list them here: \_\_\_\_\_