

J-1 Scholar Host Department Agreement

Federal regulations require UMB to assume numerous legal responsibilities when sponsoring a J-1 visa for a scholar. The Office of International Services (OIS) requires the cooperation of inviting departments to ensure institutional compliance with these regulations. This agreement must be completed and co-signed by the department's administrative liaison to OIS and the sponsoring faculty member.

OIS staff are available to the international scholar and the host department for any questions. Please encourage scholars to [contact OIS](#) with any related questions or concerns.

Name of Invited Scholar: _____ Host Department: _____

We understand that scholars may not spend more than 40% of their time (i.e., two days out of five) in a work-from-home setting.

We understand that the program activities of a scholar must remain consistent with the activities described in the submitted request and agree to report the changes described below.

- Change to start or end date (i.e., termination or resignation), or cancellation prior to arrival.
- Add a site of activity not on the UMB campus (e.g., NIH, IBBR, etc.)
- Changes to the scholar's academic appointment. Examples of changes include:
 - Changing labs within the same department. Research area must be connected to original research objective.
 - Title changes (e.g., Postdoctoral Fellow to Research Associate)
 - Transition from an unpaid to a paid academic appointment.
- Continued participation in their UMB research while outside the U.S. for an extended period of time.

We will direct scholars to OIS for any inquiries related to incidental paid activity (e.g. honorarium for speaking at a conference) or participating in their research from abroad.

We understand that J-1 scholars are prohibited from patient contact for which a license to practice is required.

In the unlikely event that the scholar files a complaint, we understand that there may not be any retaliation against the scholar, such as threatening termination of the scholar's program.

INCIDENT REPORTING REQUIREMENT

UMB is required to report to the U.S. Department of State any serious incidents that have, or could, endanger the health, safety, or welfare of a scholar. In addition, we must report any situation or allegation that has the potential to bring the Department of State, the Exchange Visitor Program, or UMB into notoriety or disrepute.

Examples of incidents or allegations include:

- Scholar ceases to report to UMB without following leave procedures.
- Scholar has a serious medical issue or mental health concern. (e.g. cancer diagnosis, surgery, any condition requiring hospitalization of 48 hours or more, suicidal ideation or attempt, eating disorder, self-harm, psychiatric hold and/or hospitalization, or early program end due to mental health).
- Scholar has serious behavioral problems (e.g. substance abuse, bullying, or harassment).
- Scholar has an incident involving the criminal justice system (e.g., arrest, charges, law enforcement, etc.) or child protective services.
- Scholar is involved in sexually related incident or abuse (an incident or allegation involving sexual exploitation, harassment, assault, or misconduct).
- Incident or allegation of theft of intellectual property or violations of import/export controls.

We will inform OIS **immediately** at ois-info@umaryland.edu if any such incidents occur.

We the undersigned agree to the terms of sponsoring a J-1 visa for the above listed scholar.

[E-signatures are permitted and encouraged].

Name of Department Administrative Liaison to OIS:

Name of Faculty Supervisor:

Signature: _____

Signature: _____

Date:

Date: