



**J-1 Academic Training
Host Agreement**

Oklahoma State University (“OSU”), a public institution of higher education in Stillwater, Oklahoma, is authorized by the U.S. Department of State to sponsor program participants under the J-1 Exchange Visitor Program through the International Students and Scholars office (“ISS”). J-1 student exchange visitors (“EV”) sponsored by OSU may participate in Academic Training at an outside organization which has a host agreement with OSU. OSU departments may also host incoming Academic Trainees who are sponsored by other institutions. In either case, it is required that the host organization or department complete the following and agree to uphold the requirements of the J-1 Academic Training program.

_____ (“Host”) intends to provide the EV an opportunity to enhance their skills and knowledge through a guided learning experience and cultural exchange. While hosting the EV, the Host must assume certain responsibilities to ensure the EV has adequate training, resources, and logistical support. The Host agrees to comply with and certify the following:

REGULATORY CONFIRMATIONS

- The Host understands and agrees to abide by all federal rules and regulations governing the J-1 Exchange Visitor Program codified at [22 CFR Part 62](#).

PRE-ARRIVAL

- The Host agrees to assist the EV secure suitable and affordable housing accommodations for the EV and all accompanying family members.
- The Host will ensure the EV can secure safe transportation for themselves and accompanying family members from the airport to their housing, should the EV travel to the site by air.

PROGRAMMATIC SUPPORT

- The Host will provide the EV access to sufficient resources, equipment, and trained personnel to fulfill the objectives of the J-1 program.
- The Host will engage in regular collaborative contact and provide mentoring to the EV by experienced and knowledgeable staff.
- The Host must notify the ISS office at OSU in advance of any material changes to the EV’s program, including, but not limited to, changes in activity site, supervisor, content of program, duration of program, or financial support.
- The Host is not allowed to assign the EV a tenure position for the Academic Training period.**
- If the EV must travel outside of the U.S. for more than 30 days during the program, the Host will notify the ISS office at OSU at least one week prior to departure to allow the ISS office to evaluate whether the EV’s absence and travel are permissible.
- If any issues arise with the EV’s performance, the Host will notify the ISS office at OSU before taking any disciplinary action, including termination, against the EV.
- The Host will notify the ISS office at OSU immediately if the EV is absent for more than five consecutive business days without notice, completes the program prior to the anticipated end date, or chooses to stop participating in the program prior to the end date.
- The Host agrees to contact the ISS office at OSU immediately in the event of any emergency or situation that impacts the EV’s health, safety, or welfare.

HOST REPRESENTATIVE	ISS J-1 RESPONSIBLE OFFICER AT OSU
Name:	Name: Tayler Williams
Title:	Title: International Program Specialist for J visas (RO)
Address:	Address: 309 Wes Watkins Center, Stillwater, OK 74078
Phone:	Phone: 405-744-8122
Email:	Email: tayler.williams10@okstate.edu
Date:	Date:
Signature:	Signature:

Send this form and attachments to: Tina Newton, International Program Coordinator for J visa (RO), 309 Wes Watkins Center, Oklahoma State University, tina.newton@okstate.edu, phone: 405-744-3396.



Incoming J-1 Academic Training Host Request

I. Exchange Visitor

Please complete section I of this form, have your hiring OSU Department complete section II, and have your home institution complete section III. Once complete, please email tina.newton@okstate.edu prior to your arrival at OSU and attach the following documents: Copy of your passport, visa, DS-2019, employment offer letter, and proof of health insurance coverage through the end of the academic training (meeting J-1 requirements). Additionally, if you are a sponsored or an exchange student, you must submit a permission letter from either your sponsoring agency or your home institution. Your home institution must update your DS-2019 and SEVIS record with the AT notation for Oklahoma State University (OSU) and the dates of your AT period. Once you arrive to OSU, you must check in with the International Students & Scholars (ISS) office.

Last Name: _____ First Name: _____

Signature of Exchange Visitor: _____ Date: _____

II. OSU Department

We have read and agree to the J-1 Academic Training Host Agreement for this Exchange Visitor. Additionally, we have provided a copy of the offer letter to ISS with a job description.

Expected Start Date at OSU: _____ Expected End Date at OSU: _____

This position will be ___ paid or ___ unpaid. Expected hours/week: _____

OSU Host Department: _____

OSU Departmental Supervisor: _____

Signature: _____ Date: _____

III. Home Institution's RO/ARO

The Exchange Visitor has requested Academic Training at Oklahoma State University. The Home institution will still hold the program of the Exchange Visitor, but we request that the Exchange Visitor check in with the ISS office at OSU so that we can be of assistance while they are on our campus. Please provide the Exchange Visitor with a DS-2019 with the Academic Training notation for OSU.

By completing and signing this form, we confirm that the Exchange Visitor is in valid J-1 status and has maintained the health insurance requirements.

Initial AT start date: _____ Final AT date at OSU: _____

Comments: _____

Name of Institution: _____

Name and Title of RO/ARO: _____

Email address and telephone number: _____

Signature: _____ Date: _____