**Postdoctoral Fellow Appointment with J-1 Visa Sponsorship**

***(Updated April 2022)***

Date

Name

Address

Dear :

On behalf of [Name of Department], I am pleased to invite you to be a Postdoctoral Fellow under the Nonimmigrant J-1 visa category of a [Professor, Research Scholar, Short-term Scholar) at Florida Atlantic University. This is a non-tenured, non-tenure earning appointment effective for the period of [Start Date of Program] to [End Date of Program]. This offer is contingent upon the successful completion of a background check, verification of education, and obtaining appropriate work authorization for Florida Atlantic University.

The Office of Postdoctoral Affairs serves as a support unit to Postdoctoral Fellows employed at Florida Atlantic University. This office sets forth policies pertaining to the appointment of Postdoctoral Fellows, provides information to support career development, mentoring, and more. For information on resources, and for a copy of the Postdoctoral Fellow Policy, please visit the FAU [Postdoctoral Affairs website](file:///C:\Users\achowel1\Downloads\Postdoctoral%20Affairs%20website)  at (<http://www.fau.edu/research/postdoc-affairs/index.php>). Support with immigration related affairs should be directed to the [Office of Global Academic Services](https://www.fau.edu/provost/evpscholar/) at [globalservices@fau.edu](mailto:globalservices@fau.edu).

**UNIVERSITY POLICIES**

All University regulations and policies pertain to Postdoctoral research appointments. These include but are not limited to the University Intellectual Property Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct, Policy on Employment of Relatives and the Annual Leave Policy for Contract and Grant Employees. Postdoctoral research appointees must also comply with the recommendations and requirements of the University’s compliance committees (IRB, IACUC, Research Safety, etc.).

**FUNDING**

**(OPTION #1 – To be used for Time Limited or Grant Funded position with firm end date)**

This is a paid appointment. The regulations governing the Exchange Visitor Program require that Florida Atlantic University verify that you have sufficient funds to cover the period of your stay in the United States. You will receive a salary of [ enter salary amount] to be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. Your position with Florida Atlantic University is designated as (**TIME LIMITED/GRANT FUNDED)**. No further notice of cessation of employment is required. Your employment will terminate on the date indicated, unless you are terminated for cause, or you are separated for any other reason pursuant to University regulation, policy or applicable collective bargaining agreement. Continued employment will require satisfactory job performance and compliance with existing and future University and department regulations and policies. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

**(OPTION #2 – To be used for grant funded positions with anticipated recurring funding)**

This is a paid appointment. The regulations governing the Exchange Visitor Program require that Florida Atlantic University verify that you have sufficient funds to cover the period of your stay in the United States. You will receive a salary of [ enter salary amount] to be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. Your position with Florida Atlantic University is designated as **Grant Funded**. This position is funded with recurring **(FOUNDATION/GRANT)** funds with an end date of **(DATE**).  Renewal of funding is anticipated; however, not guaranteed. No further notice of cessation of employment is required. Your employment will terminate on the date indicated, unless the grant is not renewed or loses funding, you are terminated for cause, or you are separated for any other reason pursuant to University regulation, policy or applicable collective bargaining agreement. Continued employment will require satisfactory job performance and compliance with existing and future University and department regulations and policies. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

If the amount of funds stated in this letter are not enough to cover the funding requirements under the Exchange Visitor Program, you will be notified by the Office of International Employee and Scholar Services and you will be asked to provide proof of additional funding. For an outline of the financial requirements, please refer to the funding requirement section of the DS-2019 Application Request Packet.

**PROGRAM ACTIVITIES**

Your program activities will consist of [Insert detailed program activities]. This work will be performed under the supervision of [ add name of supervisor/mentor]. You will be provided with [ office space, phone services, clerical support, computer service, etc.]. This appointment does not include participation privileges in the departmental, college or university governance process.

**REAPPOINTMENT INFORMATION**

The appointment of a postdoctoral fellow/scholar typically begins with a 12-month assignment, for up to three years. Petitions to extend by up to three additional years for a total of six (6) years may be considered based on the terms in this letter, and at the PI’s or appointing unit’s discretion. Further extensions are only granted in extreme cases with considerable justification. Upon the end date, the appointee will have no continued contractual relationship with the University.

**APPLICABLE FEES**

Fees and expenses related to your visa are your responsibility which include, but may not be limited to, [SEVIS fee](https://j1visa.state.gov/sponsors/how-to-administer-a-program/fees-charges/) and [visa application fee.](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html#temp)

[ If fees will be charged to the exchange visitor, detail them here (i.e., program fees, background check fee, use of materials, lab fees, etc.).

**OFFICIAL TRANSCRIPTS REQUIREMENT**

The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible. If your degree is from outside the United States, a transcript evaluation from an organization belonging to the National Association of Credential Evaluation Services (NACES), with an indication of the documents the evaluation was prepared from (official transcript, diploma, dissertation abstract) is also required.

**HEALTH INSURANCE, MEDICAL EVACUATION AND REPATRIATION OF REMAINS COVERAGE.**

The U.S. Department of State requires that all participants, J-1 and J-2 visa holders, of the Exchange Visitor Program have the following three policies: (1) Medical Health Insurance Policy, (2) Medical Evacuation Policy, and (3) Repatriation of Remains Policy to be effective at the start of the J-1 program continuing to the end of the J-1 program.

This insurance requirement applies to all J-1 visa holders and J-2 dependents that are issued a DS-2019 Certificate of Eligibility for Exchange Visitor Status of a J-nonimmigrant visa. It will be the responsibility of the J-1 visa holder to ensure that the appropriate insurance policies are purchased and kept in valid status for the entire duration of the FAU program. Failure to carry the appropriate insurance is cause for termination of the FAU program. Purchasing the required policy can take place after your visa has been issued. Please be prepared to email proof of your insurance policy to Global Academic Services at [globalservices@fau.edu](mailto:globalservices@fau.edu) or to your sponsoring FAU department.

**BACKGROUND CHECK CONTIGENCY**

This offer is contingent on the successful completion of pre-appointment screening process. Please monitor your email account for a message from HR Recruitment Services and from [customersupport@hireright.com](mailto:customersupport@hireright.com) to complete an online application for a background check screening.

**WORK AUTHORIZATION CONTIGENCY**

This employment offer is contingent on meeting all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws. Federal Law requires that all employees have authorization to work in the United States. If you require an employer-sponsored nonimmigrant work visa, you are required to obtain work authorization issued by U.S. Citizenship Immigration Services and the U.S. Department of State authorizing you to work specifically for Florida Atlantic University

J-1 visa holders must have a valid DS-2019 for Florida Atlantic University, and obtain the appropriate J-1 status admission into the United States with an I-94 Arrival/Departure Record.

All employees must satisfy the requirements of the Immigration Reform and Control Act of 1986, which requires [Social Security Number](https://www.ssa.gov/ssnumber/) and documents to prove the employee’s identity and demonstrate that the employee is authorized to work in the U.S., and to complete an Employment Eligibility Verification form (Form I-9). Future employment status at Florida Atlantic University, for all employees, is contingent upon your eligibility to work under the provisions of Immigration Reform and Control Act of 1986, and all immigration laws and regulations.

**NEW HIRE ONBOARDING**

Prior to your first day of employment, you will need to complete the “onboarding process” in Workday, Florida Atlantic University’s Human Capital Management (HCM) System. Please monitor your email for directions on the onboarding process.

The onboarding process includes but is not limited to completion of Section I of the I-9, entering government ID’s, contact and personal information, completion of federal withholdings, and the Direct Deposit Authorization form. Florida Atlantic University uses direct deposit as the method of salary payments for employees. The State of Florida requires that you sign and have notarized a loyalty oath, which will need to be uploaded during the onboarding process.

**ORIENTATION REQUIREMENT:** [Paid Appointments]

**You will receive an email from Employee Relations containing a link with the Human Resources General Orientation on-line through Canvas during your first week.**

For information regarding eligibility for employee benefits including health and retirement options, the enrollment process and the effective dates of coverage, please visit: <http://www.fau.edu/hr/benefits/Benefits_and_Retirement_orientation_video.mp4>. Your enrollment in the benefits programs for which you are eligible must be completed within your first sixty (60) days of employment or you will be required to wait until the next open enrollment period.

**IMMIGRATION ORIENTATION & IMMIGRATION CHECK-IN [**ALL Appointments]

You will be required to complete a mandatory Immigration Orientation & Immigration Check-in process with Global Academic Services. Your Immigration Orientation & Immigration Check-in will be managed and scheduled by Global Academic Services. You will be provided with additional information such as required immigration documents to supply, and a deadline for completing your Immigration Orientation & Immigration Check-in. This is a separate process from the New Hire Orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of the letter to me by (date), when this offer shall expire.

Sincerely,

Dean

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(Candidate’s name) Date of Acceptance

Cc: Office of Postdoctoral Affairs (postdocaffairs@fau.edu)

Department/School/Center/Institute Supervisor