

The J-1 Exchange Visitor Exchange Program has several categories in which international scholars can come to the University to provide collaboration with the University on a **temporary** basis. This matrix will serve as a resource for UIC colleges/units that specialize in the hiring of J-1 candidates.

Department of State J-1 Category	Department of State General Description	Maximum length of duration in J-1 visa category	Possible University of Illinois at Chicago relatable categories					
			Title	Degree Requirements	General Duties	FTE	Compensation/ Payment	E-Class
J-1 Student Intern	Currently pursuing degree overseas	Maximum of 1 year	J-1 Intern	Currently pursuing degree	Allow foreign college and university students or recent graduates to come to the United States to gain exposure to U.S. culture and to receive hands-on experience in U.S. business practices in their chosen occupational field.	0 FTE	Non-Salaried or Provided with cost-of-living expenses	PB
			Extra Help	Currently pursuing degree and Bachelor's not obtained yet.	Allow foreign college and university students or recent graduates to come to the United States to gain exposure to U.S. culture and to receive hands-on experience in U.S. business practices in their chosen occupational field	Hourly		EH
			Pre-Doctoral Fellowship	Currently pursuing degree and PHD has not been obtained	Fellowship titles are assigned to individuals who receive a stipend for research with no expectation of service in return.	0	Non-Salaried or provided funding through UIC.	GB
Research Scholar	Collaborate on research, or other scholarly pursuits, in which both the institution and the exchange visitor benefits. Must hold Bachelors or above.	Maximum of 5 years	Postdoctoral Research Associate	Within 5 yrs of terminal degree	Pursuing scholarly research in a temporary period of mentored research and/or scholar training. It is intended to further deepen expertise in a specialist subject, including acquiring novel skills and methods. Postdoctoral research is often considered essential to acquiring advanced experience while advancing the scholarly mission of the host institution; it is expected to produce relevant publications.	1 FTE <sup>1</sup>	Non-Salaried or Provided with cost-of-living expenses	PA/PB
			Pre-Doctoral Fellowship	Currently pursuing degree and PHD has not been obtained	Fellowship titles are assigned to individuals who receive a stipend for research with no expectation of service in return.	0	Stipend	PC
			Post-Doctoral Fellowship	Must hold terminal degree	Fellowship titles are assigned to individuals who receive a stipend for research with no expectation of service in return.	0	Stipend	PC
			J-1 Research Collaborator	Minimum of Bachelors where the terminal degree has not been obtained	An international coming to the University on a J-1 visa to collaborate on research.	1 FTE <sup>1</sup>	Non-Salaried or Provided with cost-of-living expenses	B*

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			Title	Degree Requirements	General Duties	FTE	Compensation/Payment	E-Class
			Research Specialist	Minimum of Bachelors	Contributes to the design and delivery of research projects and collaborates with researchers to develop, execute and interpret research projects.	Hourly		HA
			Visiting Scholar	Must hold terminal degree for rank	The "Visiting Scholar" designation is assigned to research scholars and members of the teaching faculty from other countries that collaborate or study in some part of the University's academic community.	1 FTE <sup>1</sup>	Non-Salaried or Provided with cost-of-living expenses.	A*
Short Term Scholar	A foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. Must hold Bachelors or above.	Maximum of 6 months	Post-Doctoral Fellowship	Must hold terminal degree	Fellowship titles are assigned to individuals who receive a stipend for research with no expectation of service in return.	0	Stipend	PC
			Visiting Scholar	Must hold terminal degree for rank	The "Visiting Scholar" designation is assigned to those research scholars and members of the teaching faculty from other countries that collaborate or study in some part of the University's academic community where it benefits the individual scholar	1 FTE <sup>1</sup>	Non-Salaried or Provided with cost-of-living expenses	A*
Professor	A foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions. A professor also may conduct research where authorized by the sponsor. *May not be tenure-track.	Maximum 5 years	Visiting Scholar	Must hold terminal degree for rank. Note: This is not a Department of State requirement but internal to the UIC.	The "Visiting Scholar" designation is assigned to those teaching faculty members from other countries whose primary purpose is to teach or lecture in some part of the University's academic community where it benefits both parties. Note, research in the specific field of expertise is also allowed, but not the primary focus of this category.	1 FTE <sup>1</sup>	Non-Salaried or Provided with cost-of-living expenses	A*

1. All J-1 International employees must provide 100% effort. The job FTE must be 100% except for those situations in which the individual is paid on an hourly basis or when the funding is split through external funding sources. Submit supporting documentation when submitting the HR Front End (HRFE) transaction for instances where funding is split through external sources,
2. All J-1 visa holders must show proof of insurance coverage while in the United States.
3. All international employees must set up an appointment with the University Payroll and Benefits (UPB) Office to determine eligibility for Substantial Presence Test (SPT). Employees who have met the SPT, and hold a percent time greater than 50% and appointed for a minimum of 9 months will be processed in an insurance eligible appointment. These employees will be eligible to receive State of Illinois insurance through the Central Management System (CMS) and participate in the State University Retirement System (SURS). Otherwise if they have not met SPT, the employee will receive an insurance stipend as part of their compensation and not be eligible to receive the State of Illinois insurance and would not be eligible to participate in SURS.
4. Please seek consultation with the Office of International Services (OIS) or UIC HR if there is a situation that does not fall into one of the above categories. This list is by no means exhaustive, but provides recommendations on the behalf of OIS and UICHR. Furthermore, while OIS may provide initial guidance based on this matrix, ultimately UIC HR may prefer other titles as deemed appropriate. Please contact the UIC HR Service Center with questions on specific cases or scenarios.

