

Full Name of Prospective J-1 Exchange Visitor: _____

The US Department of State requires J-1 sponsors to verify a prospective J-1 Exchange Visitor's English language proficiency to ensure they have sufficient English language proficiency to participate in the J-1 Program and to function on a daily basis. This form must be completed and submitted with the Personnel Requisition and copy of the individual's CV to Human Resources when J-1 sponsorship is needed.

If you find that the individual does not have sufficient English language proficiency, consult Immigration Services.

Section A (to be completed by PI)

- Please **initial** on the appropriate line to confirm whether or not you have interviewed the above-named individual in English.
- If applicable, **check** the appropriate box to specify how you conducted the interview.
 - If you will not be the Supervisor of Record, you may assign the task of interviewing the prospective J-1 scholar in English to that person, who should complete Section B.

_____ *I certify that I did not interview the above-named individual in English, but have assigned the Supervisor to do so.*

_____ *I certify that I have interviewed the above-named individual in English on _____ (date) and I believe he or she possesses sufficient English language proficiency to successfully join the lab and function on a day-to-day basis.*

- in-person on Salk's premises.
- (specify location/event) at _____.
- through online videoconferencing (such as Skype).
- by telephone since it was not feasible in-person or through online videoconference.

Signature of PI

Printed Name of PI

Date

Section B (to be completed by Supervisor of Record-required if interview not conducted by PI)

- Please **initial** on the appropriate line to confirm that you have interviewed the above-named individual in English.
- **Check** the appropriate box to specify how you conducted the interview.

_____ *I certify that I have interviewed the above-named individual in English on _____ (date) and I believe he/she possesses sufficient English language proficiency to successfully join the lab and function on a day-to-day basis.*

- in-person on Salk's premises.
- (specify location/event) at _____.
- through online videoconferencing (such as Skype).
- by telephone since it was not feasible in-person or through online videoconference.

Signature of Supervisor

Printed Name of Supervisor

Date