

### Supervisor's Responsibilities for J-1 Exchange Visitors

Fermilab sponsors several J-1 Exchange Visitor categories and is designated by the U.S. Department of State (DOS) for this purpose. The Visa Office is responsible for ensuring that Fermilab, our Exchange Visitors, and their Supervisors comply with the DOS regulations, to ensure continuing DOS designation.

#### **In general, Supervisors (and/or Alternate Supervisors) Must Be:**

- Fermilab employees,
- In regular contact with the Exchange Visitor, and
- Involved with, and knowledgeable about, the Exchange Visitor's activities and location at Fermilab **at all times.**

#### **Specifically, you must:**

- Meet *in person* with the Exchange Visitor at least once every 7 - 10 business days.
- Maintain close and detailed knowledge about the Exchange Visitor's activities and, in case of J-1 Interns/Trainees, progress in performing the tasks, and acquiring the skills, knowledge and abilities, identified in the Form DS-7002 Internship/Training Plan.
- Ensure the Exchange Visitor's activities substantially conform to the activities listed in the Form DS-2019, and in case of J-1 Interns/Trainees, the DS-7002.
- Notify the Visa Office of any incidents involving the Exchange Visitor (i.e., illness, injury, death, poor performance, noncompliance, etc.)
- Promptly advise the Visa Office if you are going to be away from Fermilab for more than 7 business days, to confirm with us when you will return, and who will be monitoring the Exchange Visitor during your absence.
- For all Exchange Visitors, except Intern/Trainees, complete the 1-month Check-up to confirm activities and location.
- For Interns/Trainees, complete Final and Interim reports:
  - The electronic Final Report is due *before* the Exchange Visitor's departure from Fermilab, at the end of the Internship/Traineeship program.
  - The Interim Report is due at the mid-point of the Internship/Traineeship, but only if the program is longer than 6 months.
  - Reports and evaluations can be found at <http://get-connected.fnal.gov/visa/forms/>
  - You and your Intern/Trainee must discuss the interim and final reports together. The Intern/Trainee will also complete a Final Evaluation of the Exchange Internship (and an interim evaluation, if the Exchange Internship is longer than 6 months).

I understand the obligations listed above and agree to fulfill these obligations as Supervisor / Alternate Supervisor to: \_\_\_\_\_ (Exchange Visitor name) during \_\_\_\_\_ to \_\_\_\_\_ (program dates).

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_