Assistance Policy for International Trainees

The ADRC hosts physicians and other health professionals from foreign countries for extended training experiences. Such trainees come with different educational objectives in mind and different needs with regards to living in the U.S. For some, this may be a first visit to this country. Although the staff and faculty of the ADRC are always pleased to welcome and support visiting scholars, there are some limitations in what can be reasonably offered in terms of assistance for daily living-related needs (housing, banking, shopping, healthcare, etc). This policy provides guidelines for the responsibilities of international trainees and ADRC personnel.

Responsibilities of the International Trainee (Visiting/Research Scholar/Fellow):

- Submit completed forms for J-1 Visa sponsorship with direction of ADRC personnel.
- Show proof of financial responsibility and health insurance per the J-1 process.
- Complete required Human Studies and HIPAA training (if applicable).
- Define training and research objectives with assistance and direction of ADRC personnel.
- Communicate intended start and end dates prior to arrival. Notify the Education Core Leader of any actual or intended changes to these dates.
- Make all arrangements for personal housing, including payment of applicable fees (security deposit, rent).
- Make all arrangements for the purchase or rental of furniture and other goods, including ordering of utilities and services (e.g., home internet connection).
- It is the responsibility of trainees to pay for postage, long-distance telephone, and supplies not directly related to the agreed-upon training objectives.
- Maintain a regular schedule at the Center and notify the Education Core Leader about vacation and sick days.
- Provide all personal transportation to and from the Center.

Responsibilities of ADRC Personnel:

- To assist the international trainee in obtaining a J-1 Visa or other appropriate documentation.
- To work with the trainee to define reasonable, attainable objectives for the training period and monitor progress.
- Provide a suitable work environment for the completion of agreed-upon objectives, including access to a work space, computer and telephone access, and basic supplies (up to $100).
- To provide the trainee with an appropriate ID badge and access to University resources in support of the agreed-upon training objectives.
- To assist the trainee in identifying places to live and specific housing options, including contact information for local landlords and realty agents.
- To verbally advise the trainee in setting up a bank account, securing local services, accessing of healthcare resources, local shopping options, etc.

What the ADRC Cannot Provide:

- As a general rule, the ADRC does not provide international trainees with funding support to cover living expenses, travel to meetings, purchase books or journal subscriptions, etc.
- ADRC personnel are not required to provide transportation services or other physical assistance (e.g., moving furniture) to international trainees. Individuals wishing to offer such support must do so with supervisor approval during business hours or do so outside of the normal work day.

Termination of the Training Experience:

- The ADRC Director reserves the right to terminate the training experience of any international trainee, scholar or fellow, who violates U.S. and/or State Law, violates critical University and/or ADRC procedures, or acts in such a way as to damage the professional reputation of the Center.
- Termination under this policy may be immediate and there is no provision for appeal.