Department Application
For Hosting International Scholars (J-1 Exchange Visitors)

To be completed by hosting academic department. Please allow enough time for visa processing and travel arrangements and submit a complete application to ISSS at least 3 months prior to the program start date.

Section I: Program Information

Name of Department inviting Exchange Visitor (EV):

Name of Supervisor or Faculty/Staff hosting EV:

Program Start & End Date (must be greater than 3 weeks): From: MM/DD/YYYY To: MM/DD/YYYY

Purpose of the visit (please check all that apply):

- Professional Training
- Consulting
- Research
- Teaching
- Lecturing
- Observing

*Note: EVs in the Student category must engage in a prescribed course of study. Please describe the nature of the Study which the EV will engage in:

Please describe the nature of the relationship between Xavier and the EV:

Please provide a description of your program and activities in which the EV will engage in. Include any program descriptions, goals and purpose of the visit. Please clarify the specific duties and roles of the EV, include any position title and job description if applicable. This information is needed to issue the DS-2019 form and for the application to the US Embassy for the J-1 visa. Please attach additional information as needed.
Due to changes in the Department of State regulations effective Jan. 5, 2015, department hosts must verify sufficient proficiency in the English language, to successfully to participate in his or her program and to function on a day-to-day basis.\" [22 CFR 62.11(a)(2)]

☐ The EV is proficient in English and I attest (through interviews, personal conversations, or other communications) that the EV can function on a daily basis on their own with their English language proficiency.

☐ The EV is not proficient in English however other support services will be available to help the EV function on a daily basis. Describe how you will provide support to the EV to help with the English language barriers (eg: translators, English classes):

__________________________________________________________________________________________________________________________________

Section 2: Exchange Visitor’s Personal Information

Prospective Exchange Visitor’s Name (as it appears on the passport):

__________________________________________________________________________  ________________________________________________________________________  ________________________________________________________________________

(Last/Family name)  (First/Given name)  (Middle name)

Date of Birth:  ________________________________  Gender:  ☐ Male  ☐ Female

MM / DD / YYYY

Place of Birth:  __________________________________________  __________________________

City  Country

Country of Citizenship:  ____________________________  Country of Permanent Residence:  ____________________________

Position/Occupation in Home Country:  __________________________________________

Present Mailing Address:  __________________________________________

__________________________________________________________________________________________________________________________________

Fax Number:  ____________________________  E-mail Address:  ____________________________
Does the EV plan to bring along any dependents (spouse/children under 21 years)?

☐ NO
☐ YES. If Yes, please provide the dependent information below:

--------------------------------------------------------
<table>
<thead>
<tr>
<th>Dependent Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Spouse (as it appears on the passport):</td>
</tr>
<tr>
<td>(Last/Family name) (First/Given name) (Middle name)</td>
</tr>
<tr>
<td>Date of Birth: MM/DD/YYYY</td>
</tr>
<tr>
<td>GENDER: ☐ Male ☐ Female</td>
</tr>
<tr>
<td>Place of Birth: City Country</td>
</tr>
<tr>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Country of Permanent Residence:</td>
</tr>
</tbody>
</table>

Name of Child (as it appears on the passport):

| (Last/Family name) (First/Given name) (Middle name) |
| Date of Birth: MM/DD/YYYY |
| GENDER: ☐ Male ☐ Female |
| Place of Birth: City Country |
| Country of Citizenship: |
| Country of Permanent Residence: |

--------------------------------------------------------

Is the Exchange Visitor currently at another U.S. Institution in J-1 Status?

☐ No
☐ Yes If YES, please provide the Name, Address & Phone Number of Current U.S. Institution:

Has the Exchange Visitor been in the United States in the last 12 months?

☐ No
☐ Yes If YES, please provide more details:
Section 3: Funding Sources

Please give the amount of financial support the scholar will receive from each of the following sources (give the total amount of funds per year, even if it is an estimate). Exchange Visitors must be able to show at least $2,000 USD per month in living expenses along with the cost of the educational program (if any). If bringing along dependents, an additional $3,500 USD per year must be shown for each dependent.

Source of Funding (please check all that apply)  Amount

1. _______ Xavier (i.e. on the XU payroll, even if funds come from a federal agency)  $__________________
2. _______ U.S. Government Agency Paying the Exchange Visitor Directly  $__________________
3. _______ International Agency Organization  $__________________
4. _______ Exchange Visitor's Government  $__________________
5. _______ Bi-National Commission of the Visitor's Country  $__________________
6. _______ Other Organizations Providing Support  $__________________
7. _______ Exchange Visitor's Personal Funds  $__________________

Total Amount  $__________________

Section 4: Acknowledgements & Approvals

I accept responsibility for the accuracy of the information on this form, for sponsoring and hosting the Exchange Visitor at Xavier University. I will report to the Center for International Education the termination and/or departure of the EV from the University. In addition, I have confirmed that the Exchange Visitor possesses sufficient proficiency in the English language to participate in his or her program at Xavier University.

Authorized by: ___________________________________  Authorized by: ___________________________________

Signature of Faculty Sponsor  Signature of Dean

Name (print):_____________________________________  Name (print):_____________________________________

Date: ___________________________________________  Date: ___________________________________________

Department: ______________________________________  Department: _____________________________________

Campus Box Number: _______________________________  Campus Box Number: ______________________________

Telephone Number: _________________________________  Telephone Number: _______________________________

Fax Number: ______________________________________  Fax Number: ____________________________________

Email: ___________________________________________  Email: _________________________________________

Section 5: Please Attach These Required Documents

Please submit the following documents along with this application to ISSS in the Center for International Education, GSC room 230. You may also scan and email the completed application and required documents to ISSS at international@xavier.edu. A complete application must be submitted at least three months prior to the program start date on page 1.

☐ Exchange Visitor’s CV in English  ☐ Letter of Invitation from Academic Department
☐ Offer of Employment and any Letter of Financial Support from the Academic Department
ISSS Next Steps:

ISSS will review the application and decide whether or not the scholar is eligible for J-1 status.
A decision will be made and an email will be sent to the Department Host within 5 business days.

If approved, ISS will:

Email the Department Dean to confirm that they are aware of and fully support hosting the EV.

Communicate with the scholar via email to obtain:
- Copy of EV’s biographical page of the passport
- Copies of Dependent(s)’s biographical page of passport
- Any non-department Financial Support Documentation. Financial sources must be on official bank letterhead, dated less than 6 months ago, clearly state the account holder’s name and account information, and clearly state the ending balance available in the account. Web printouts will not be accepted. Financial sources should be in English or clearly marked so it can be translated to English if necessary.
- Check if EV had been in the US within the past 12 months. If so, on which visa?
- Check if EV had been denied a visa recently within the past 12 months.

Issue the DS-2019(s) and put together a welcome package for the scholar and contact the Department Host to express mail it to the scholar.
- DS-2019(s)
- Information about getting the J-1 visa
- Paying for the SEVIS fee
- Arriving to Cincinnati
- Housing/Temporary Lodging

Arrange for an initial Department Host meeting to confirm details/things to consider before EV arrives.