



**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: \_\_\_\_\_

Current Position/Occupation in Home Country: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone 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:

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**Dependent Information**

**Name of Spouse** (as it appears on the passport):

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(Last/Family name)	(First/Given name)	(Middle name)
Date of Birth: ____/____/____		
MM	DD	YYYY
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Place of Birth: _____		
City	Country	
Country of Citizenship: _____		
Country of Permanent Residence: _____		

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

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(Last/Family name)	(First/Given name)	(Middle name)
Date of Birth: ____/____/____		
MM	DD	YYYY
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Place of Birth: _____		
City	Country	
Country of Citizenship: _____		
Country of Permanent Residence: _____		

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

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(Last/Family name)	(First/Given name)	(Middle name)
Date of Birth: ____/____/____		
MM	DD	YYYY
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Place of Birth: _____		
City	Country	
Country of Citizenship: _____		
Country of Permanent Residence: _____		

*If you need to add more dependents, please re-print this page and attach any additional pages to the application.*

**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**

All Exchange Visitors must provide evidence of financial support to in order to participate in their program. Please list the amount of their total expenses and their financial support below. *Exchange Visitors must be able to show at least \$1,200 USD per month in living expenses along with any costs associated with the educational program.* If the scholar is bringing along dependents, an additional \$3,500 USD per year or \$300 USD per month must be shown for each dependent.\*

**Estimate of EV's Total Expenses**

Amount

1. Cost of Living Expenses (number of months x \$1,200/month)	\$ _____
2. Program Fees & Tuition Costs	\$ _____
3. Housing Expenses	\$ _____
4. Dependent(s) Living Expenses*	\$ _____
5. Other Fees: _____	\$ _____
6. Other Fees: _____	\$ _____
<b>Total Amount</b>	\$ _____

**EV's Total Funding Support** Below (please check all that apply)

Amount

1. _____ Xavier Employment	\$ _____
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**	\$ _____
<b>Total Amount</b>	\$ _____

**Section 4: Please Attach These Required Documents To This Application**

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

- Copy of EV's Passport & Any Dependents' Passports
- Letter of Invitation from Hosting Department Detailing EV's Program
- Evidence of Financial Support to Cover Total Expenses  
\*\*Personal Financial Documents must be issued less than 6 months ago; must be on bank letter head and clearly show a balance; the bank document must clearly state the account holder's name. If the account is not under the EV's name, the account holder must also sign off on a Financial Sponsor Form available online at this link <https://www.xavier.edu/international-students/Forms.cfm>.
- Exchange Visitor's Resume in English

**Section 5: Acknowledgements & Final Approvals**

We accept responsibility for sponsoring and hosting this Exchange Visitor at Xavier University. We will report to the Center for International Education the termination and/or departure of the EV from the University. In addition, we confirm that the Exchange Visitor possesses sufficient proficiency in the English language or there are adequate support services and a designated translator for the EV to participate effectively in his/her program.

Authorized by: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
*Signature of Faculty Sponsor* *Signature of Dean*

Name (print): \_\_\_\_\_ Name (print): \_\_\_\_\_

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

Department: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

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## **CIE OFFICE USE ONLY**

### **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.

ISSS will communicate with the scholar via email to obtain any missing documents:

- 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.

If approved, ISSS will Issue the DS-2019(s) and put together a welcome package for the scholar and contact the Department Host to express mail the packet to the scholar:

- DS-2019(s)
- Information about getting the J-1 visa
- Paying for the SEVIS fee
- Arriving to Cincinnati
- Housing/Temporary Lodging

ISSS will arrange for a follow-up Department Host meeting to discuss details/things to consider before EV arrives.