

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

To be completed by hosting academic department. Please allow enough time for your Exchange Visitor (EV) to apply for their visa and make travel arrangements by submitting a complete application to ISSS at least 4 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: _____ To: _____
MM/DD/YYYY MM/DD/YYYY

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

- | | |
|--|-------------------------------------|
| ☐ Professional Training | ☐ Consulting |
| ☐ Research | ☐ Studying* |
| ☐ 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: _____

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:

Dependent Information

Name of Spouse (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: _____

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: _____

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: _____

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: _____	\$ _____
Total Amount	\$ _____

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**	\$ _____
Total Amount	\$ _____

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. 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: _____ <i>Signature of Faculty Sponsor</i>	Authorized by: _____ <i>Signature of Dean</i>
Name (print): _____	Name (print): _____
Date: _____	Date: _____
Department: _____	Department: _____
Telephone Number: _____	Telephone Number: _____
Email: _____	Email: _____

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.