

# DEPARTMENT CHECK LIST

Please submit any inquiries and paperwork to the Center for International Education - ISSS  
Gallagher Student Center, Room 230, 3800 Victory Parkway, Cincinnati, OH 45207-2171  
ML: 2171 Fax: (513) 745-2876 Phone: (513) 745-2864 Email: [international@xavier.edu](mailto:international@xavier.edu)

- Complete the ***Department Application*** and submit it to International Student and Scholar Services (ISSS) a minimum of three months prior to the program start date.
- Once your application is approved, a DS-2019 will be issued to the Exchange Visitor (and their dependents). You will need to express mail the DS-2019 and the Welcome Packet along with any departmental information to the Exchange Visitor.
- Assist the Exchange Visitor to find temporary and permanent housing. There is limited scholar housing available: please check with May Lee Moua-Vue, at (513) 745-2858 on availability. Information about on-campus and off-campus housing from Residence Life is included with their DS-2019 and their Welcome Packet. To assist them with their off-campus housing search, you can refer them to the Commuter Services and Off Campus Living website here <http://www.xavier.edu/commuter/>. Please note that **EVs may need to pay for temporary accommodations nearby until they can move into their new residence.**
- All communications to the Exchange Visitor should be done by the host academic department. ISSS will be available to answer questions about the J-1 visa and the DS-2019 application process.
- Please notify ISSS if the Exchange Visitor will not be able to enter the U.S. by the start date on the DS-2019. We MUST adjust the SEVIS system to show the new entry date to avoid any issues at the Port of Entry.
- Department hosts will need to prepare for a brief orientation for the new scholar. **Things to consider:** Determine work office space, clarify the goals for the program/visit, define the roles & responsibilities for your scholar, ensure library access, make sure they get their All Card, teach them about Xavier email, Blackboard/Canvas, arrange for the scholar to meet with other staff in your department, etc.
- Arrange for airport pick-up of the Exchange Visitor(s) to their new residence/temporary lodging. **Things to consider:** Provide a short tour of the city, give the Exchange Visitor a map of campus and the surrounding area, provide your EV a Metro bus route (available at ISSS), prepare a welcome kit, and take them out for a meal before dropping them off at their hotel/residence. How will the scholar get around? Will they need a car/bike/scooter? How can they get meals?
- If the Exchange Visitor will be paid by Xavier, please have them meet with HR and complete the required employment and insurance forms for Payroll and HR.
- Let ISSS know of the arrival date for your Exchange Visitor and schedule an orientation time for the Exchange Visitor to check in with ISSS. This mandatory orientation must occur within 30 days after the start date on the DS-2019.
- During the exchange program, the department host and the EV must check-in with ISSS to update ISSS on how the EV is doing and how the program is going. This check-in is necessary to ensure that the EV and the department hosts are meeting each other's needs and working towards the initial goals and mutual expectations for the exchange program. This information will be collected and provided to the US Department of State in Xavier's Annual Report.
- If the EV needs to stay beyond the program end date, Department hosts must help EV apply for an extension of the DS-2019 at ISSS before the end date on the DS-2019. Please consult with ISSS about this.
- Finally, notify ISSS when the EV leaves. **Final things to consider:** Before your EV leaves, you may wish to do an exit interview to review his/her experiences. Please think about honoring the EV at the International Graduation & Appreciation Coffee Hour (check with ISSS on the specific date/time). You are welcome to present your EV with a card or a farewell gift at the event.