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## **Exchange Visitor Packet for Hosting Department**

If you are planning to invite an exchange visitor (foreign visiting scholar, professor, researcher, or a consultant) to Rowan University, please review this packet as it contains critical information about exchange visitor (EV) application process. Included is the Department Request form, which is required to initiate the application process.

The United States Exchange Visitor Program is governed by the U.S. Department of State, using the Student & Exchange Visitor Information System (SEVIS) provided by the Department of Homeland Security (DHS). The International Center provides regulatory advice to Rowan faculty and staff and EVs and has approval from DHS to issue DS-2019, the certificate of eligibility to apply for a J-1 exchange visitor visa.

### **What is the J-1 Visa Category?**

A J-1 visa is a non-immigrant visa issued by the United States to exchange visitors participating in programs that promote cultural exchange, especially to obtain educational, medical or business training within the U.S. All applicants must meet eligibility criteria and be sponsored either by a private sector or government program.

### **What is a DS-2019?**

The form DS-2019 is a Certificate of Eligibility that allows the EV to apply for a J-1 visa and, if the visa is granted, remain (for up to 5 years) in the United States to conduct research, teach, etc. The DS-2019 indicates the start and end dates of the EV's program, a description of the research that will be conducted, and financial documentation to ensure the EV's visit is sufficiently funded.

## **The Process for Inviting an Exchange Visitor (EV) to Rowan University**

1. The hosting faculty member/department emails a completed and signed Department Request Form (see page 3) to the International Center at [Rowanic@rowan.edu](mailto:Rowanic@rowan.edu).
2. The International Center invites both the hosting professor and the EV to Terra Dotta (a web-based software used to manage Rowan University's exchange visitor program) via email.
3. On Terra Dotta website, the hosting faculty member uploads Department Request Form, a formal invitation/job offer letter signed by the dean, Uncompensated Employee Form (if applicable) and completes English Language Proficiency Verification Form. Invitation/Job Offer Letter must include the following info: (1) Start and end dates of the program, (2) type of invitation: scholarly/research/teaching/consultation, etc., (3) a description of the research (if applicable), courses to be taught (if applicable), and responsibilities of the EV, and (4) any scholarship, fellowship, honorarium, stipend, or salary offered.
4. The International Center initiates an HR background check and Export Control screening for the EV. It is important that the EV responds to the emails related to the background check and export control screening.
5. On Terra Dotta website, the EV submits Exchange Visitor Information Form and uploads a copy of his/her passport, current and past US visas, and financial statement (e.g. bank statement) showing the EV has sufficient funds for the visit.

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6. Once the International Center receives all required documents and forms, the EV will be issued the Form DS-2019 and a J-1 Visitor Orientation Packet. A successful HR background check and export control screening is required before a DS-2019 can be issued to the EV.

7. The EV applies for a J-1 Visa using the DS-2019 issued by Rowan University.

### **Responsibilities of the Hosting Faculty Member**

1. Regularly communicate with EV regarding arrival his/her arrival and accommodations
2. Make arrangements for airport pick-up and transportation to accommodations
3. If EV lives on campus, pick up the key from university housing
4. If EV lives off campus, assist EV with finding a rental house/apartment.
5. If EV is coming with dependents, assist in finding a school, daycare, etc.\*
6. Acclimate EV to life on campus, in Glassboro, and in the United States
7. Create cultural exchange opportunities for EV (e.g. invite EV to department meetings, university events, community activities, etc.)
8. Assist EV in obtaining a Rowan ID card
9. Assist EV with technology needs (e.g. computer, printer, access to the Internet)
10. As the sponsoring community, we are asked to report incidents (e.g. serious injury, death, sexual abuse, etc.) that involve exchange visitors. Please note that you can find the Academic and Government Category Incident Report Form, required to report such incidents, on our website under J-1 Visa Regulatory Requirements.

*\*EVs with dependents cannot live on-campus. On-campus housing cannot be guaranteed for visiting scholars, as housing priority goes to Rowan matriculated students.*

### **IMPORTANT:**

If the EV is coming through a third party/sponsored program, please inform the International Center when you are submitting this form as there will be additional special arrangements that must be worked out.

Upon arrival, the EV must come to the International Center with his/her DS-2019, passport/visa and address in the U.S. to validate his/her arrival. The International Center will provide a brief orientation on J-1 visa rules and EV's responsibilities.

If, at any point during the EV's stay, there is a change of plans, the International Center must be made aware of. Any changes in accommodations, employment status, work location, etc. must be updated in the SEVIS system. Failure to do so may result in the EV losing his/her visa status, which will impact his/her ability to remain in and return to the United States.

**DEPARTMENT REQUEST FORM FOR J-1 EXCHANGE VISITORS**

**DEPARTMENT INFORMATION** *(Please write in block letters)*

Name of Hosting Department: \_\_\_\_\_

Name of Hosting Faculty Member: \_\_\_\_\_

Hosting Faculty Member's Phone Number & Email Address: \_\_\_\_\_

**POSITION INFORMATION**

Name of J-1 Exchange Visitor: \_\_\_\_\_

*(Last)*

*(First)*

Exchange Visitor's Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Exchange Visitor's Country of Birth: \_\_\_\_\_

*(Country)*

Exchange Visitor's Country of Citizenship: \_\_\_\_\_

*(Citizenship)*

Exchange Visitor's Email Address: \_\_\_\_\_

Scope of work Exchange Visitor will be engaged in at Rowan University: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Important: Please enclose exchange visitor's curriculum vitae or resume with this request form.***

**Requested Exchange Visitor Category**

- Professor (3-week minimum, 5-year maximum)
- Research Scholar (3-week minimum, 5-year maximum)
- Short-term Scholar (no minimum, 6-month maximum, no extensions)
- Specialist (3-week minimum, 1 year maximum)

**Dates of Exchange Visitor's Appointment:**

From: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

To: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

How many hours a week will Exchange Visitor be engaged in proposed activity? \_\_\_\_\_ (Max 35hours/week)

Title of Position to Be Held by Exchange Visitor: \_\_\_\_\_

**Please circle Exchange Visitor's primary activity at Rowan University:**

Teaching/Lecturing      Research      Providing Consultation      Observation      Demonstration of Special Skills

Field and specialization in which Exchange Visitor will work: \_\_\_\_\_

Exchange Visitor's Site of Activity: \_\_\_\_\_

**TERMS OF APPOINTMENT**

- The hosting department and the college/school understands that the J-1 visa status is temporary and is to be used for academic purposes only. It is **not** to be used for tenure-track or tenured faculty appointments, adjunct or 3/4 positions, or for nonacademic administrative, staff, or technical positions.
- The hosting department has verified that the exchange visitor has appropriate academic credentials and English Language proficiency.
- The exchange visitor must be in the correct status and on Rowan's sponsorship before s/he can begin employment and receive remuneration.
- The International Center must be notified in advance of arrivals, extension requests, incidental employment, terminations, departures, and future returns to the U.S. of exchange visitors.
- The hosting faculty member read and agrees to his/her role and responsibilities as outlined on the first two pages of this document.

*As the hosting faculty member, my signature below indicates that I read, understand, and agree to the terms of appointment listed above.*

Name of Hosting Faculty Member: \_\_\_\_\_ Date : \_\_\_\_\_

Hosting Faculty Member's Signature: \_\_\_\_\_

*As the department chair/head, my signature below indicates that I read, understand, and agree to the terms of appointment listed above.*

Name of Department Chair/Head: \_\_\_\_\_ / \_\_\_\_\_

Department Chair/Head's Signature: \_\_\_\_\_

*As the dean, my signature below indicates that I read, understand, and agree to the terms of appointment listed above.*

Name of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

Name of Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Provost's Signature: \_\_\_\_\_

*Enclosed, please find the exchange visitor's curriculum vitae/resume for further information about his/her academic background.*