

Exchange Visitor Packet for Hosting Department

If you are planning on inviting an Exchange Visitor (scholar, professor, researcher, etc.) to Rowan University, please review this packet, as it contains critical information about the EV Invitation Process.

Note As the hosting department, it is your responsibility to gather all necessary documents and follow all procedures. Please review the information found on our website ([at this link](#)) for the most up-to-date instructions on the scholar invitation process.

What is the J-1 Visa category?

A J-1 visa is a non-immigrant visa issued by the United States to Exchange Visitors (EVs) participating in programs that promote cultural exchange in the U.S., especially to obtain educational, medical or business training. 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 EVs program, a description of the research that will be conducted, and financial documentation to ensure the EV's visit is sufficiently funded.

Responsibilities of the Hosting Faculty Member

1. Regularly communicate with the EV regarding arrival, accommodations, and transportation.
2. If the EV lives on-campus, pick up the key from the Housing Office. If the EV lives off-campus, assist them with finding a rental house/apartment.
3. If the EV is coming with dependents, assist in finding schools, daycares, etc.*
4. Acclimate the EV to life at Rowan, in Glassboro, and in the United States; create cultural exchanger opportunities for the EV (e.g., cultural excursions, department meetings, university events, community activities, etc.)
5. Assist the EV in obtaining a RowanCard and technological needs.
6. Report all injuries or incidents that involve the EV with the International Center (ex. serious injuries, death, sexual abuse, etc.) via the Incident Report Form, found on the "[Important Information](#)" page of our website.

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

IMPORTANT

- If the EV is coming through a third party/sponsored program, please inform the International Center when you are submitting this packet as there will be additional special arrangements that must be worked out.
- 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 their visa status, which will impact their ability to remain in and return to the United States.
- The EV must come to the International Center within one week of their arrival to the US. They must bring their DS-2019, passport, visa, U.S. address, U.S. phone number, and proof of health insurance. We will validate their J-1 status and provide a brief orientation.

Department Request Form for J-1 Exchange Visitors

DEPARTMENT INFORMATION	
Name of Host Department: _____	Host Faculty Member Email: _____
Name of Host Faculty Member/PI: _____	Host Faculty Member Banner ID: _____
EXCHANGE VISITOR INFORMATION	
Name of J-1 Exchange Visitor (Last, First): _____	Exchange Visitor's Country of Birth: _____
Exchange Visitor's Date of Birth: _____	Exchange Visitor's Country of Citizenship: _____
Exchange Visitor's Email Address: _____	Will the Exchange Visitor be on Rowan's payroll? Yes No
Briefly describe the work the Exchange Visitor will do: _____	
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 _____ to _____ (mm/dd/yyyy) (mm/dd/yyyy)	Hours worked per week: _____
Exchange Visitor's field/specialization: _____	Title of Exchange Visitor's position: _____
	Exchange Visitor's Site of Activity: _____
Please select Exchange Visitor's primary activity at Rowan University:	
Teaching/Lecturing Research Providing Consultation Observation Demonstration of Skill	

I agree that I will include a copy of the Exchange Visitor's CV, passport, and invitation letter when emailing this packet to the International Center.

Exchange Visitor 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 (EV) has appropriate credentials and English Language proficiency.
- The EV must be in the correct status and on Rowan’s sponsorship before they can begin employment and receive remuneration.
- The EV is not restricted by the Two-Year Home Residency Requirement or the 12- or 24-Month Bars. See more information about these restrictions on our website [here](#).
- 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 their roles/responsibilities as outlined in this packet

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

Name of Hosting Faculty Member _____	Date _____
Hosting Faculty Member Signature _____	

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

Name of Department Chair/Head _____	Date _____
Department Chair/Head Signature _____	

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

Name of Dean _____	Date _____
Dean Signature _____	

Name of Provost/Provost Designee _____	Date _____
Provost/Provost Designee Signature _____	

Personal Information	
Full name: _____	Date of birth: _____
Country of legal permanent residency: _____	City of birth: _____
Permanent Home Country Address Information	
Street address: _____	
City, state/province: _____	Postal code: _____ Country: _____
Program Information	
Visa type: <input type="checkbox"/> J-1 Exchange Visitor <input type="checkbox"/> H1-B <input type="checkbox"/> Other:	
Program start date: _____	Program end date: _____
Sponsor name: _____	Sponsor title: _____ Sponsor department: _____
Will the Exchange Visitor be involved in research? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the Exchange Visitor be involved in teaching? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe the nature of the work that will be performed in the Rowan University department: _____ _____	
Current (Home Country) Employer Contact Information	
Employer name: _____	Employer email address: _____
	Employer phone number: _____
Street address: _____	
City, state/province: _____	Postal code: _____ Country: _____

To be completed by the Exchange Visitor
(digitally or printed)

Will the Exchange Visitor’s work involve any of the following?	
Travel	Yes No
Transport of materials, equipment, software, or technology to a foreign country	Yes No
Providing data or services, conducting transactions, and/or collaborating with individuals from a foreign country	Yes No
Project(s) funded by an agency that has explicit export control regulations?	Yes No
Project(s) restricting dissemination of research results or other deliverables	Yes No
Equipment, software, chemical, bio-agents, or technology designed/modified for use in space	Yes No
Equipment, software, chemical, bio-agents, or technology designed/modified for use by the military	Yes No
Equipment, software, chemicals, bio-agents, or technology that could be used to develop weapons of mass destruction (nuclear, biological, chemical) or their delivery systems	Yes No
Involve human, animal, or plant pathogens/toxins	Yes No
Design, develop, or produce encryption software	Yes No
Utilize source code for encrypted software	Yes No
<p>I certify that I will comply with any applicable export control laws and regulations, including – but not limited to – the US Department of Commerce Export Administrations Regulations and the US department of State International Traffic in Arms Regulations.</p> <p>Signature of the Exchange Visitor: _____ Date: _____</p>	

To be completed by the Exchange Visitor
(digitally or printed out)

Export Control Acknowledgment for All Foreign Nationals & Visiting Scientists

Hosting College/Department Name: _____

Name of Foreign National: _____

County of Birth for Foreign National: _____

Country of Citizenship for Foreign National: _____

Immigration Status: _____

Specific Purpose of Visit (Academic Exchange, Research, Conference, etc.):

Specific Functions Permitted on Visa: _____

Home Country Institution's Complete Address (if applicable): _____

Dates of Visit/Duration of Stay at Rowan: _____

Rowan University's mission of higher education and research is attracting students, faculty and staff from around the world. However, Rowan University is required and committed to comply with Export Administrations and International Traffic in Arms Regulations, which regulate the transfer of information, commodities, technology, and software considered being strategically important to the U.S. in the interest of national security, economic and or foreign policy concerns. Non-compliance with export controls can result in severe monetary and criminal penalties against both an individual as well as the university.

The term "foreign national" refers to everyone other than a U.S. citizen, a permanent resident alien, and certain "protected individuals" (refugees and those with asylum); "foreign national" includes any company not incorporated in the United States.

As part of complying with export control regulations, Rowan University will perform restricted party screenings to prevent doing business with prohibited/restricted entities, including governments or individuals. In addition, Rowan University requires all visiting foreign nationals to acknowledge that based on visa requirements, job descriptions and responsibilities, foreign visitors will not access technical data subject to Export Control Regulations and International Traffic in Arms Regulations and that they agree to comply with those regulations.

If foreign nationals are exposed to or inadvertently receive technical data or software under those regulations, they understand and agree to report the incident immediately to their host department supervisor. In addition, they certify that such data will not be further disclosed, exported, or transferred in any manner without the explicit approval from the university authorities.

Foreign National's Signature: _____

Date: _____

Dean/Department Head's Signature: _____

Date: _____

To be completed by the Exchange Visitor & Hosting Department
(done digitally or printed out)