

Exchange Visitor Packet for Rowan Faculty

If you are planning to invite a visiting scholar, professor, or student to Rowan University, please review this packet as it contains critical information to understanding the exchange visitor process. Included is a mandatory Departmental Request form to be completed by the inviting faculty member.

The United States Exchange Visitor (EV) 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 (IC) provides regulatory advice to professors and EVs and has approval from DHS to issue certificates of eligibility (form DS-2019) to conduct research in the United States. If approved, the EV is issued a J-1 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 enter and remain (for up to 5 years) in the United States to conduct research/teach etc. The EV will need this form in order to obtain a visa. 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 is funded.

The Process for Inviting a Visiting Scholar to Rowan University

1. The Hosting Professor sends a formal letter of invitation to the prospective EV.
2. The professor then sends the International Center a completed and signed Department Request Form (DRF), and a copy of the formal invitation letter (the departmental request form is attached). Please send to Zahia Obeid in the IC at obeid@rowan.edu.

The invitation letter and departmental request form MUST include the following information*:

- a. Start and end dates of the program
- b. Type of invitation: scholarly/research/teaching
- c. A description of the research & responsibilities of the exchange visitor
- d. Any scholarship/fellowship/honorarium offered
- e. Any compensation provided

****The IC cannot issue a DS-2019 without this information***

3. English Language Proficiency: Please complete page 3 of this packet. Participants must possess sufficient proficiency in the English language to participate in their programs.
4. Once the IC receives all above information, we will begin communicating with the EV to complete the DS-2019 application and provide all necessary documentation.
5. Once the completed application & necessary documentation is received, the IC will issue the DS-2019 and a J-1 Visitor Orientation Packet to the EV. The EV will use this to get their J-1 Visa at the U.S. embassy in their home country.

Responsibilities of the Hosting Professor

In addition to the above process responsibilities, the hosting professor must also:

1. Communicate regularly with EV regarding arrival information and accommodations
2. Plan arrangements for airport pick-up and transportation to accommodations
3. If living on campus, pick up the key and welcome package from university housing
4. If living off campus, assist EV with finding housing
5. If EV is coming with dependents, assist where needed in finding schools, day cares, etc.*
6. Welcome the EV to Rowan University
7. Acclimate EV to life on campus, in Glassboro, and in the United States
8. Assist EV in obtaining a Rowan ID card
9. Assist EV with computer needs
10. As the sponsoring community, we are asked to report incidents (e.g. serious injury, death, sexual abuse, etc.) that involve exchange visitors on their respective academic programs. 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*

Responsibilities of the International Center

In addition to the above process responsibilities:

1. Request Housing, if EV asks for on-campus housing**
****Please note, on-campus housing cannot be guaranteed for visiting scholars, as housing priority goes to Rowan matriculated students. Please check with the IC before promising on-campus housing to an EV**
2. Collaborate with Registrar to obtain a Banner ID number & send ID number to EV
3. Send housing assignment to EV if living on campus
4. Send J-1 Handbook to EV
5. Send inviting professor student housing assignment (if living on campus)
6. For on-campus housing only, provide a welcome package that includes sheets, bath towel, pillow, blanket, and water. This will be left at university housing, along with the key, for the hosting professor to pick up.
7. Upon arrival, the EV must come to the IC with his/her DS-2019, passport/visa and address in the U.S. At this time the IC will update the EV's status in SEVIS to reflect that we validated his/her arrival and the IC will provide a brief orientation on J-1 responsibilities and what to expect in the United States.

Please understand that as the inviting professor, it is your responsibility to work with and assist the EV with their needs. The International Center advises on and facilitates the visa and immigration process for all international students and scholars coming to Rowan University, and ensures that students and scholars remain in status throughout their stay.

IMPORTANT: *If, at any point during the EV's stay, there is a change of plans, the International Center must be made aware. 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 falling out of status, which will impact his/her ability to remain in, and return to, the United States.*

PLEASE NOTE: *If the EV is coming through a third party/sponsored program (i.e. BSMP), please inform us as there will be additional special arrangements that must be worked out.*



ENGLISH PROFICIENCY VERIFICATION FORM FOR J-1 VISITING SCHOLARS

Name of J-1 Scholar: _____

Name of Host Faculty: _____

Name of Sponsoring Department: _____

The U.S. Department of State mandated that J-1 exchange visitors including short-term scholars, research scholars, professors and specialists have sufficient English Language proficiency [22 CFR &62.10(a)(2)]

The English proficiency of the above-named J-1 scholar has been demonstrated by the following method (Please check one):

English Language Proficiency Test:

<input type="checkbox"/> IELTS Overall score of 5.5 or higher	(Please attach documentation)
<input type="checkbox"/> TOEFL Overall score of: Internet Based: 65 or higher Computer Based: 183 or higher Paper Based: 513 or higher	(Please attach documentation)
<input type="checkbox"/> Scholar is from an English speaking country and/or has studied at an English speaking institution for at least five years (certificate, diploma or transcript).	(Please attach documentation)
<input type="checkbox"/> Interview by the Scholar's Sponsor: Name of Interviewer: _____ Date of Interview: _____ Interview mode: telephone, video skype, i-chat, etc. _____ The J-1 Scholar understood: (please check one): <ul style="list-style-type: none">• With ease virtually everything that was said.• The main points of standard conversation about relevant topics, e.g. work, visit plans, living abroad...• Only everyday expressions and very basic phrases of a concrete type. The J-1 Scholar was able to express him/herself (please check one): <ul style="list-style-type: none">• Very fluent, spontaneously and precisely.• In a manner that allowed for functional interaction without great difficulty.• In a simple or halting way that required clarification and assistance from the listener.	

I certify that I have made a good faith effort to assess the English proficiency of the above mentioned J-1 scholar and I believe that he/she is likely to succeed in the planned academic work at Rowan and to navigate day-to-day activities without undue difficulty.

Signature of Host Faculty: _____

Date: _____

THE INTERNATIONAL CENTER AT ROWAN UNIVERSITY
DEPARTMENT REQUEST FORM FOR J-1 EXCHANGE VISITORS

DEPARTMENT INFORMATION

Host Department: _____

Faculty/staff member to whom exchange visitor will report: _____

Phone: _____ Fax: _____ Email: _____

As the inviting faculty member, by signing below I understand and will carry out my responsibilities indicated in the Responsibilities Agreement that was provided to me by the International Center.

Signature: _____ **Date:** _____

POSITION INFORMATION

Name of J-1 Exchange Visitor: _____
(Last) (First) (Middle)

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 J-1 Appointment: _

From: Month _____ Day _____ Year _____

To: Month _____ Day _____ Year _____

Title of position to be held: _____

Appointee's primary activity:

- ☐ Teaching/Lecturing ☐ Research ☐ Consult ☐ Observe ☐ Demonstrate Special Skills

Field and specialization in which appointee will work: (Also attach departmental invitation letter)

Appointee's Site of Activity: _____

TERMS OF APPOINTMENT

Please read and check each box certifying your agreement:

- ☐ The host department 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, or for nonacademic administrative, staff, or technical positions.
- ☐ The host 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.
- ☐ I have read and agree to my role and responsibilities as outlined on the first two pages of this document.

Faculty Member Name: _____ Date : _____

Faculty Member Signature: _____

Chair/Head of Department Name: _____ Date: _____

Chair/Head of Department Signature: _____

Name of Dean: _____ Date: _____

Dean Signature: _____