



SOPA Request Form J-1 Prospective Exchange Visitor

The U.S Department of State requires each J-1 exchange visitor (prof/scholar) to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in an exchange visitor program and to function on a day-to-day basis." [22 U.S. Code of Federal Regulations 62.11(a)(2)]. To comply with this requirement, prospective J-1 exchange visitors must either provide proof of a [valid TOEFL/IELTS score](#) or successfully complete the Scholar/Student Oral Proficiency Assessment (SOPA). The SOPA is administered via Skype.

J-1 exchange visitors electing to take the SOPA will work with their sponsoring department to complete the fields below. Upon completion of Sections 1 and 2 of the form, the exchange visitor must return the form to the ELC department by emailing Sophie Hales (shales@stevens.edu). All Skype interviews will be arranged by appointment within **20 business days** from the successful submission of this form.

SECTION 1: Completed by Faculty Sponsor	
Prospective Exchange Visitor Name:	
Date of Birth:	Requested Category:
Faculty Sponsor Certification: I certify that it is the intent of the department to sponsor the aforementioned prospective exchange visitor upon sufficient evidence of proficiency in the English Language. Name: _____ Title: _____ Dept: _____ Signature: _____ Date: _____	

SECTION 2: Completed by Prospective Exchange Visitor		
Prospective Exchange Visitor Name as it appears on passport:		
Email:	Telephone:	Skype ID:
Prospective Exchange Visitor Certification: I certify that I am electing to complete the SOPA and will contact the ELC department, by submitting the completed SOPA Request Form, to arrange a time to conduct the Skype interview. I understand that as a part of this process, I may be required to attend additional English Language programs (an ELC course and/or any on-campus organizational meetings designed to improve English language proficiency). Signature: _____ Date: _____		