

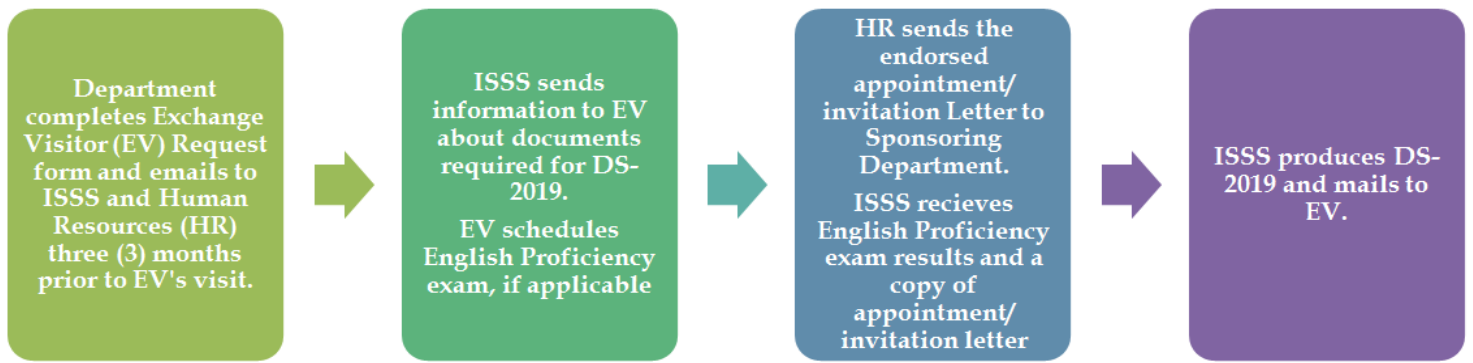


J-1 Exchange Visitor Scholar/Professor Department Request Form

To request J-1 Exchange Visitor (EV) sponsorship, please complete this form in its entirety and submit it with a copy of the EV's Curriculum Vitae, to the International Student and Scholar Services (ISSS) advisor responsible for your school/department. Please work with the Division of Human Resources (HR) to request the issuance of the EV's appointment/invitation letter. Upon receipt of all required documentation (from the department, EV, and HR), ISSS will generate Form DS-2019, Certificate of Eligibility (required to apply for a J-1 visa).

The prospective exchange visitor will be prompted by ISSS to complete a separate request Form, to submit proof of English language proficiency, and health and accident insurance for the duration of the program.

PROCESS FOR OBTAINING DS-2019 IN 4 EASY STEPS



Type of Request: New J-1 Request Transfer Extension Other

Sponsoring Department:

Name of Administrator:

Administrator Phone Number:

Administrator Email:

Faculty Sponsor Name:

Faculty Sponsor Phone Number:

Faculty Sponsor Email:

J-1 Exchange Visitor (EV) Information:

EV First Name:

EV Last Name:

EV Email Address:

EV Phone Number:

Requested J-1 Category: Please select the appropriate J-1 category depending on the purpose and length of contract or program. Please note that ISSS will confirm eligibility for the selected category. ISSS will reach out for more information if needed.

Professor: Primary objective is to teach courses at Stevens, however some research is permissible with authorization from ISSS. 5 year limit on total stay.

Research Scholar: Primary objective is to conduct research, however, some teaching is permissible with authorization from ISSS. 5 year limit on total stay.

Short-Term Scholar: Teach courses or conduct research. 6-month limit on total stay.

Start date of requested stay:

End date of requested stay:

The start date must match the official appointment/invitation letter issued by Human Resources. Please note that EV has 30 days before and after the program dates during which they can be in the U.S. (no employment is permitted during this time however).

Field of Research (i.e. Biomedical Engineering, Computer Science, etc.):

Description of proposed activities:

Will the U.S. Government provide funding directly to Stevens or the department specifically for the purpose of international educational exchange, either for the EV for whom the J-1 visa is sponsored or for the specific program in which the EV will participate?

Yes

No

If yes, please indicate U.S. Government agency(ies) and amounts:

Will the EV be an employee eligible for Stevens medical insurance?

As the faculty supervisor to the exchange visitor, I understand the terms of sponsorship under Stevens' Exchange Visitor Program, and I agree to abide by the following terms:

- I agree to ensure that the EV reports to ISSS upon arrival for US government check-in and orientation within 10 days of the program start date.
- I agree to be responsible for monitoring the day-to-day work, activities, and progress of the EV. During the EV's program participation, I will not be on sabbatical or away for a prolonged period of time.
- I agree to notify ISSS of changes in arrival & departure date, if different from agreed program dates listed on DS-2019.
- I agree to notify ISSS of any changes to the EV's program, including if the EV fails to comply with the original objective of the exchange program.
- I understand that the EV and dependents must have health and accidental insurance throughout the duration of the program as mandated by federal regulations.