

Request to Invite an Exchange Visitor

J-1 Temporary, Non-Immigrant Visa for Academic Exchanges

Summary of Steps:

- (1) Please **first call the ISSO** to let us know about your prospective exchange activity. At that time, we can be sure that the J-1 visa is feasible for your prospective visitor or discuss other options.
- (2) Complete this entire form, obtain needed signatures of approval, attach all required documentation, and submit to ISSO. (Many sections of this form require information from your visitor, **but the form should be completed by the TU faculty member** who will coordinate the exchange, NOT by the prospective visitor.)
- (3) The ISSO will request final approval from the Associate Provost, obtain a university ID number, issue the letter of invitation, create a record in the Department of Homeland Security's information system, download and print the J-1 visa application certificate (Form DS-2019), and prepare the visa/invitation packet. ISSO turn-around time is 3-10 days, depending on the time of year.
- (4) Faculty member coordinating the visit will then pick up and express mail the invitation/DS-2019 packet to the visitor, hopefully with the assistance of his/her department administrative assistant.

Section One: Who initiated this proposed exchange? Who will serve as coordinator and welcoming host?

Name: _____

Title: _____

Department: _____

Preferred Email Address: _____

Preferred Phone #: _____

Section Two: Timeline

As it varies per citizenship, please ask visitor to research J-1 visa application processing times: advance time for obtaining visa interview appointment, turn-around time for visa stamp in the passport, and any additional time for background/security clearance at the specific U.S. Consulate nearest his/her residence: www.travel.state.gov/travel/tips/embassies. All J-1 visa applicants must first pay the SEVIS fee (Form I-901): <https://www.fmjfee.com/index.jhtml>, which can be done after the DS-2019 record number is available.

Timing -

When is the ideal time for this visit? Beginning Date: _____ Ending Date: _____

(Allow sufficient time prior to arrival for international mailing, visa application, travel arrangements, and settling in.)

Desired length of stay, as per provisions for funding (should the above exact dates not work out): _____

Does visitor need a formal letter of invitation in order to obtain financial backing and/or leave of absence? YES NO If yes, please ask and fill in the deadline date for the official letter of invitation: _____.

Section Three: Prospective Visitor’s Bio-Demographic Information

*Important! ALL of this information is needed to prepare the visa application certificate. Also, **ATTACHMENT NEEDED:** obtain photocopy of passport bio-demo page (scan is fine) for visitor and any accompanying family members, and submit with completed form.*

Given Name(s) _____ Family Name _____

Gender: Female Male Date of Birth: _____
Month/Day/Year

Citizenship/Passport Country: _____

Country of Current Legal Residence, if different: _____

Country, State, and City of Birth: _____
Country Province/State City

Family Member Information, IF they will join visitor with J-2 dependent visa in the United States. Please provide information requested above for each: Given Name(s), Family Name. Gender. Birth-date (mm/dd/yr format). Citizenship. Legal Residence. Country, Province, and City of Birth. Plus: **spouse or child?**

_____ Additional family members, continued on reverse side?: Yes No

Section Four: Prospective Visitor’s Credentials and Employment Information

ATTACHMENTS: Photocopy of visitor’s diploma from highest degree earned, and copy of CV.

Name of Employer: _____ Position/Title: _____

Academic Field: _____ Highest degree earned: _____

College/university and country where degree was earned: _____

Section Five: Proposed Exchange Activities

List and briefly explain the specific scholarly activities, duties, relationships, and responsibilities while at Towson University. If none of these involve payment by Towson University, and the visitor is not employed by one of our partner institutions abroad (official MOU signed by each president), **then you must also carefully describe how the visit/visitor will directly, concretely benefit TU students, faculty, and community. If a direct benefit to the university cannot be clearly established, then the use of our J-1 visa will not be possible without an employment or exchange partner relationship.**

- _____
- _____
- _____
- _____

Location(s) of study, research, teaching, collaboration, or other activity: department(s), building(s) on campus, and/or off campus site. (Needed information for visa record.)

- _____
- _____

ATTACHMENT: *If there will be an employment arrangement, please also submit a letter from the employing department/supervisor describing the duties, length of employment, and salary.*

Tentative Selection of Exchange Visitor Category (to be finalized by ISSO):

- Professor:** More than 50% of visitor's time must be spent teaching/lecturing. Visit must be at least three weeks in length and no longer than three years. Required credential is generally the terminal degree per academic field, usually a PhD or other doctorate.
- Research Scholar:** More than 50% of visitor's time must be spent conducting research. Visit must be at least three weeks in length and no longer than three years. Required credential is generally a master's degree or higher. Visitors currently engaged in a doctoral program may be permitted in this category, but only if a tangible outcome to benefit Towson University can be documented.
- Short-term Scholar:** Scholars coming to the United States for a period of no more than six months. This category may not be extended. Required credential is generally a master's degree or higher. If participant is visiting as part of a cohort for professional training, the minimum credential is generally a bachelor's degree.
- Non-Degree or Research Student:** At the undergraduate level, at least 12 credits per semester is the required TU enrollment. At the graduate level, there must be Towson University enrollment, but the number of credits will be determined by Exchange Visitor Program Responsible Officer (ISSO staff) and supervising TU faculty member.

Section Six: Contact Information for Prospective Visitor

Email address: _____ Phone #: _____

Mailing address for visa/invitation packet: _____

Section Seven: Financial Information

Required minimum funding:

- Exchange visitor: at least \$1500 per month
- Exchange visitor and one dependent: \$2250 per month
- Exchange visitor and two dependents: \$2625 per month
- Each additional dependent: add \$375 per month

Specify all sources of financial support for this visitor during the length of the requested exchange.

ATTACHMENTS: Each source of support listed must be verified by separate, original documentation, such as letter from employer, bank statement, scholarship/fellowship award letter, etc. which specifies details about visitor, activities length of stay, and amount of money.

Financial support from Towson University:

\$ _____ Description (e.g., stipend, teaching salary, reimbursement, value of housing, per diem, hourly wages total): _____

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

Financial support from Employer, Fellowship, Home Government, Other:

\$ _____ Description (e.g., international airfare, ground transportation, stipend, health insurance premiums, continuation of salary during sabbatical, per diem, housing allowance, research/books allowance): _____

\$ _____ Description: _____

\$ _____ Description: _____

Personal funds, if necessary to bring to minimum required support and/or for accompanying dependents:

\$ _____ Description (e.g., name and location of bank or other savings instrument, type of account): _____

Section Eight: Prospective Visitor's Prior Activity in the United States

Is the visitor already in the United States? Yes No. If yes, enclose photocopies of current Immigration documents (U.S. visa; Form I-94; any of the following Forms: DS-2019, I-20, I-797).

If visitor is currently in the U.S. in J-1 status, also complete the following:

Program Sponsor: _____ J-1 Category: _____

Start date: _____ End date: _____ (All can be found on current Form DS-2019.)

Has visitor ever been to the U.S. prior to this visit? Yes No. If yes, enter U.S. Taxpayer Identification Number or Social Security Number, if ever assigned one: _____ - _____ - _____ and also fill in the chart below.

Visa Category	Start Date	End Date	Location/Activity

Note: It is essential to have information on all prior J visa visits to the United States.

-----**Verifications Section**-----

Health (Accident and Sickness) Insurance Requirement

The coordinating faculty member, department chairperson, and college dean acknowledge, by signing this document that they have been informed about the mandatory health insurance requirement for all J-1 visitors and any accompanying J-2 dependents, and will provide this information to the prospective visitor.

The specific procedures and requirements are:

- (1) Provide *Mandatory Health Insurance Requirement Compliance Agreement* to visitor. This will be in the packet provided by ISSO.
- (2) Upon arrival at Towson University, each exchange visitor must present to the ISSO evidence of adequate health insurance coverage **throughout the requested period of stay** in the United States. The J-1 and J-2 visas have the following federally mandated requirements:
 - **Medical benefits of at least \$100,000 per accident or illness**
 - **A deductible not to exceed \$500 per accident or illness**
 - **Repatriation of mortal remains in the amount of at least \$25,000**
 - **Expenses associated with medical evacuation in the amount of at least \$50,000.**
- (3) If the visitor does not have the required minimum insurance coverage in effect, s/he must purchase a supplemental policy to cover the entire period of the visit. Please request ISSO for information about appropriate policies, if needed.

Signatures Approving This Visit/Visitor and All Information Provided in This Form:

Faculty Coordinator, Chair, and Dean should review proposed activities, sources of funding, and the statement above about Mandatory Health Insurance before supporting this request in the signature box below.

_____ Coordinating Faculty Member Printed Name	_____ Signature	_____ Date
_____ Department Chairperson Printed Name	_____ Signature	_____ Date
_____ Dean of College Printed Name	_____ Signature	_____ Date

English language requirement

Effective since January 5, 2015

All exchange visitors and sponsors must adhere to the following regulatory update: The language requirement will require a prospective exchange visitor to possess "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.

22 CFR 62.10(a)(2) requires sponsors to use **one of three methods** to verify the sufficiency of "an applicant's English language proficiency" and to satisfy the "objective measurement" requirement:

1. "A recognized English language test,"
2. "Signed documentation from an academic institution or English language school," or
3. "A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option"

Please state which method you used to verify the applicants English language proficiency and attach a copy for evidence to provide to the Student Exchange Visitor Program upon request:

Sponsors must also "retain evidence of how they measured applicants' English language proficiency so that it may be made available to the Department of State upon request." 22 CFR [62.10\(a\)\(2\)](#), as amended by [79 FR 60294](#) (October 6, 2014, effective January 5, 2015). Copy of evidence must be included with documents to ISSO.