



### EXCHANGE VISITOR INFORMATION

Last Name (Family Name)	First Name (Given Name)
M Number (if known)	Email

### SECTION A – CHECK-LIST OF ITEMS TO INCLUDE WITH REQUEST

- Complete J-1 Exchange Visitor Information Form including ALL documents requested from the exchange visitor listed on that form.
- Proof of English Proficiency Form
- Provost Invitation letter. Also provide copy of letter to Exchange Visitor
- Resume of Exchange Visitor

### SECTION B – TYPE OF PROGRAM

- NEW J-1 Program    Returning on J-1                       Transfer

For a Transfer J-1, the Office of International Programs and Services (IPS) will send a Transfer-In Request Form to the e-mail address listed in the J-1 Exchange Visitor Information Form. This form will be completed by the current sponsoring institution.

\*Program Start Date \_\_\_\_\_                      Program End Date \_\_\_\_\_

- \* Start date may be no less than six weeks from the date I receives this request. We will change the start date as appropriate.
- \* Exchange visitors may enter 30 days before the DS-2019 start date.

### SECTION C – EXCHANGE VISITOR CATEGORIES AND TIME LIMITATIONS

CATEGORY	MINIMUM DURATION OF STAY	MAXIMUM DURATION OF STAY
Professor or Research Scholar	3 Weeks	5 Years
Short-term Scholar	N/A	6 Months

\* We recommend using the short-term scholar category for any stay six months or less. Only use the research scholar category for a short visit if you and the visitor have mutually agreed that there may be need of an extension beyond six months. Following the end of a **research scholar** or **professor** program, an exchange visitor will be prohibited from beginning a new J-1 program in the category of **research scholar** or **professor** for a period of twenty-four months.

### SECTION D – DEPARTMENT CONTACT

Name	Email
Department	Campus Location

### SECTION E – DELIVERY INFORMATION

The DS-2019 form will be mailed directly to the exchange visitor within 10 business days.

### SECTION F – ACADEMIC CREDENTIALS AND RESEARCH

Professors and research scholars are expected to have appropriate academic or similar credentials. Department of State (DOS) has not specified minimum academic levels; however, generally prospective exchange visitor professors or researchers should have at least a bachelor's degree with appropriate experience in the field of endeavor. Departments who use these categories for exchange visitors with less than a bachelor's degree may be required by DOS to establish that such a program furthers the objectives of exchange and collaborative teaching and research efforts and that the participants will engage in appropriate program activities.

Are scholars expected to complete any special projects other than conducting research such as participating in guest lectures?    Yes    No

If yes, what is/are the project(s)? \_\_\_\_\_

**SECTION G – FUNDING REQUIREMENTS**

Will Millersville University employ the exchange visitor?  Yes  No

If yes, what is the person's Millersville University's job title? \_\_\_\_\_

Typically, Scholars are responsible for the following costs: accommodations, meals, health insurance, airfare, in-country transportation, and any other personal expenses incurred during their time at Millersville University. Will Millersville University cover any such expenses?  Yes  No

If yes, what will Millersville University compensate and at what expense? \_\_\_\_\_

Typically, Scholars are provided with the following resources: an office, telephone, computer, access to a printer/copier, and access to the University Library.

Will Millersville University be providing any additional resources?  Yes  No

If yes, what resources will be provided and at what cost? \_\_\_\_\_

**Minimum Funding Requirements:** A Form DS-2019 may be issued only for the period that there is sufficient, documented, guaranteed funding.

<b>Exchange visitor (no dependents)</b>	\$2,500 per month
<b>J-2 dependent (spouse):</b>	\$500 per month
<b>J-2 dependent (child):</b>	\$300 per month

Millersville University Funds: \$ \_\_\_\_\_

Non-Millersville University Funds: \$ \_\_\_\_\_

Total Funds for entire period: \$ \_\_\_\_\_

**Additional funding questions:**

Does any of the funding for this person come from a US governmental agency for the purpose of facilitating international exchange or supporting this individual?

(If yes, include grant documentation)  Yes  No

**Determining Source of Funding:** General institutional support should not be considered government financing unless it was *specifically designated for an international educational exchange program*. Government funds made available for a specific research goal or to the principal research investigator and not for the use of supporting an individual exchange visitor or an exchange program should be designated as 'funds from Millersville University.' If the exchange visitor will receive a salary from funds granted to Millersville University (but not specifically granted to the exchange visitor) to support research projects, check Millersville University as the funding source and list the total amount for the entire period of the Form DS-2019 requested.

**Department Responsibilities for Hosting a J-1 Exchange Visitor****Federal Regulation Compliance Checklist**

- I have read Instructions and General Information for Departments Requesting Form DS-2019
- The prospective exchange visitor will be engaged in cultural and educational exchange.
- The prospective exchange visitor possesses sufficient financial support as listed on this request form.
- The prospective exchange visitor possesses sufficient English language proficiency for the proposed teaching/research activity and sufficient English to succeed in every day interactions while in the U.S.
- The prospective exchange visitor has appropriate academic credentials for his/her category and position.
- This inviting department intends for the visitor's stay to be temporary, and he/she is expected to return to his/her home country to complete the educational exchange component of this program.
- The exchange visitor is not in a tenure-track position at Millersville University.
- The department has discussed with the visitor the requirement to maintain health insurance, which meets Federal requirements throughout his/her J-1 program.

**Department Responsibilities**

- Communicate with the Human Resources department during the process of inviting the exchange visitor to MU.
- Notify the Office of International Programs and Services if the exchange visitor's arrival is delayed.
- Ensure that the exchange visitor attends mandatory check-in with the Office of International Programs and Services upon his/her arrival at MU.
- Inform the exchange visitor of the Federal and University health insurance requirements.
- Communicate with the Office of International Programs and Services if the exchange visitor leaves the MU program before the ending date on the DS-2019.

*In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge and understand and will abide by the responsibilities above, as appropriate.*

**SIGNATURES**

Initiating/Supervising Faculty Member	Title	Signature	Date
Chair of Department	Signature		Date
Dean	Signature		Date
<i>Once the above signatures have been provided, please send directly to the IPS office (Lyle Hall) for completion.</i>			
Provost	Signature		Date