

## APPLICATION GUIDE

### VISITING FOREIGN RESEARCHERS, SCHOLARS, and PROFESSORS

**Purpose of the J-1 Exchange Visitor Program:**

According to the U.S. Department of State regulation 22 CFR 62.1, “The purpose of the Program is to increase mutual understanding between the people of the United State and people of other countries by means of educational and cultural exchanges. The U.S. Department of State monitors the Exchange Visitor Program and relies on the Responsible Officer (RO) and the Alternative Responsible Officers (AROs) in the Office of International Education (OIE) at CSUDH to ensure compliance with the regulations and purpose of the program.

Category	Primary Activity	Length of Stay
Research Scholar	A research scholar is an individual primarily conducting research, observing, or consulting in connection with a research project.	Maximum of 5 years, depending on previous participation in J-programs.
Professor	Teaching, lecturing, observing, or consulting. May engage in research, unless disallowed by the sponsor.	Maximum of 5 years, depending on previous participation in J-1 programs.

**Standard Requirements of All Exchange Visitors:**

**Selection of Exchange Visitors:** Prospective Exchange Visitors must be carefully screened and selected to ensure that they are eligible for program participation; and that

- The program is suitable to the Exchange Visitor's background, needs, and experience; and
- The Exchange Visitor possesses sufficient proficiency in the English language to participate in his or her program (i.e., the Exchange Visitor possesses adequate English language skills to enable him/her to successfully participate in the program and function independently in the community); and
- The Exchange Visitor has earned at least a bachelor's degree along with appropriate experience in the field of endeavor.

## STEPS TO INVITE VISITING FOREIGN RESEARCHERS, SCHOLARS, and PROFESSORS

### Academic Department Responsibilities

1. The Academic Department identifies a prospective Exchange Visitor.
2. The Academic Department verifies that the prospective Exchange Visitor meets the standard requirements (see page 1).
3. The Academic Department identifies/assigns a Faculty Mentor who is willing to perform the Mentor Responsibilities (see page 3).
4. The Faculty Mentor gathers the supporting documents listed below (to be enclosed with application):
  - Reference letters (2)
  - Exchange Visitor's Curriculum Vitae
  - Documentation of foreign degree or U.S. degree appropriate to the field of endeavor
  - Exchange Visitor's Statement of academic goals while at CSU, Dominguez Hills
  - Certificate of English Language Proficiency
  - Memorandum from College Dean stating the support the College will provide the Visiting International Scholar (office, email, computer, etc.)
5. The Faculty Mentor completes the application, attaches all supporting documents, and obtains the signatures of the Department Chair and College Dean. The Faculty Mentor will forward a complete package to the Office of International Education.

### Office of International Education Responsibilities

6. The Office of International Education reviews the completed application to confirm the Exchange Visitor's eligibility and will then request additional information if required, copy of passport and proof of financial funding (\$2,000 required per person and \$1,200 per dependent).
7. Once eligibility is confirmed, the Office of International Education issues the travel document (DS-2019) necessary for the Exchange Visitor to apply for a J-1 visa at a U.S. embassy and letter of invitation.
8. The Office of International Education notifies the Faculty Mentor and the Exchange Visitor when the process is complete and the DS-2019 and other required documents are ready to mail to scholar.

◆ **NOTE: The process of inviting an Exchange Visitor often takes up to six months.**

## FACULTY MENTOR RESPONSIBILITIES

### Pre-Arrival

**Pre-arrival, the Faculty Mentor performs the following:**

- Corresponds with the Exchange Visitor directly
- Gathers and prepares all application materials and supporting documents
- Submits the application

### Post-Arrival Logistics / Settling In

**Upon arrival, the Faculty Mentor coordinates the following:**

- Assists with transportation needs to and from the airport
- Arranges for office space, campus ID card, technological services
- Assists with payroll procedures (if applicable)
- Assists with Social Security Number application (if applicable)
- Assists with housing alternatives
- Assists with public transportation information
- Provides support and assistance to any dependents (spouse or children) of the Exchange Visitor
  - Public school information
  - Social groups, clubs, etc.
  - Refers immigration-related inquiries to the Office of International Education
- Assists with obtaining any documentation necessary to adjust within the community
  - Drivers license
  - Banking procedures

**◆ NOTE: The Exchange Visitor is required to check in at the Office of International Education upon arrival.**

Immediately upon arrival, the Faculty Mentor assists the Exchange Visitor in arranging the required Check-In visit by setting up an appointment with Ormond Rucker (orucker@csudh.edu).

The Exchange Visitor must bring **originals** and **copies** of the following documents to the check-in appointment:

- Passport
  - J-1 Visa
  - DS-2019
  - Proof of the mandatory health insurance.
- The health insurance policy must meet the minimum requirements, be available in English, and have coverage dates that cover the entire duration of the program (from Program Start Date to Program End Date on the DS-2019).

Social and Behavioral Sciences (SBS) Building,  
B-306, 3rd floor  
1000 E. Victoria Street, Carson, CA 90747

(p): 310-243-3734 (e): orucker@csudh.edu

## INTERNATIONAL FACULTY/RESEARCHER APPLICATION (to be completed by the academic department)



TODAY'S DATE:

\_\_\_\_\_

FAMILY/LAST NAME:

\_\_\_\_\_

FIRST NAME:

\_\_\_\_\_

DATE OF BIRTH:

\_\_\_\_\_

COUNTRY OF BIRTH:

\_\_\_\_\_

COUNTRY OF CITIZENSHIP:

\_\_\_\_\_

COUNTRY OF RESIDENCE:

\_\_\_\_\_

CITY OF BIRTH:

\_\_\_\_\_

HOME COUNTRY ADDRESS 1:

\_\_\_\_\_

HOME ADDRESS 2:

\_\_\_\_\_

STATE:

\_\_\_\_\_

CITY:

\_\_\_\_\_

PROVINCE:

\_\_\_\_\_

COUNTRY:

\_\_\_\_\_

POSTAL CODE:

\_\_\_\_\_

OCCUPATION IN HOME COUNTRY:

\_\_\_\_\_

GENDER:

MALE

FEMALE

PHONE NUMBER:

\_\_\_\_\_

**PROGRAM INFORMATION**

PURPOSE OF REQUEST

- New J-1 Exchange Visitor from abroad
- Current J-1 Exchange Visitor transferring from another U.S. institution (please attach a copy of most current DS-2019 form)

PROPOSED CATEGORY

- Research Scholar
- Professor

PROGRAM START DATE

\_\_\_\_\_

PROGRAM END DATE

\_\_\_\_\_

Please provide a detailed description of the Exchange Visitor's proposed activities and how they will be in collaboration with the academic department's own program plan (please attach an additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant previously been in J-1 status in the U.S.?

- Yes
- No

If so, list name of previous institution:

\_\_\_\_\_

Previous Program Start Date:

\_\_\_\_\_

Previous Program End Date:

\_\_\_\_\_

**SOURCE OF FUNDING**

Required funds: \$2,000 per month for Exchange Visitor and \$1,200 per month for each dependent.

- CSUDH
- CSUDH Foundation
- U.S. Government
- International Organization
- Exchange Visitor's Government
- Binational Commission of Exchange Visitor's Country
  
- Personal funds
- Other: \_\_\_\_\_

**DEPENDENT(S) ACCOMPANYING THE VISITOR**  
(for additional dependents please attach a separate sheet)

FAMILY/LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

CITY OF BIRTH: \_\_\_\_\_

GENDER:       MALE       FEMALE

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

COUNTRY OF RESIDENCY: \_\_\_\_\_

RELATIONSHIP TO VISITOR: \_\_\_\_\_

**ALL OF THE FOLLOWING  
DOCUMENTATION HAS BEEN  
ATTACHED TO THIS  
APPLICATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Source(s) of Funding | <input type="checkbox"/> Reference Letters       |
| <input type="checkbox"/> English Proficiency  | <input type="checkbox"/> International Degree(s) |
| <input type="checkbox"/> Passport Copies      | <input type="checkbox"/> Curriculum Vitae        |
| <input type="checkbox"/> Academic Goals       |  |

**ACADEMIC DEPARTMENT INFORMATION**

ACADEMIC DEPARTMENT \_\_\_\_\_

NAME OF MENTOR \_\_\_\_\_

MENTOR'S Email \_\_\_\_\_

MENTOR'S Campus Extension \_\_\_\_\_

**APPROVALS FROM ACADEMIC DEPARTMENT**

Department Faculty Mentor: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Department Chair: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

College Dean: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**Certificate of English Language Proficiency**

The Department of State requires J-1 Exchange Visitors to have "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 62.11(a)(2)+

**Exchange Visitor's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted methods of English Language Proficiency:** Please check the appropriate method of confirmation and attach it to the Exchange Visitor's application as supporting documentation.

\_\_\_ Recognized English language test by CSUDH's graduate admissions (IELTS score of 6.5 each section, or TOEFL of 80); or

\_\_\_ Academic institution or English language school certification

- Verifies that the visitor is English proficient where he/she is able to function within the host campus and the greater local community;
- Certification must be on letterhead, in English and within the last 5 months;
- Certification must include a signature from a school official.

\_\_\_ A documented interview conducted by sponsoring mentor/faculty/chair/ or Dean confirming English Language Proficiency in person, via video conference or by telephone if the video conference is not available (please refer to the acceptable format below).

**Certification by the Sponsoring Professor/Mentor/Chair/Dean**

Interviewee/Visitor: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Date of interview: \_\_\_\_\_ Duration of interview: \_\_\_\_\_ minutes.

The interview was conducted (please check one): \_\_\_ In person \_\_\_ By video conference \_\_\_ By phone

Interview notes / topics discussed (required):

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I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar's English language proficiency is sufficient to function daily within their CSUDH position and within the local nearby communities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_