

Department Request for Sponsoring an Exchange Visitor

Wellesley College Faculty or Staff may invite international scholars to conduct research and/or to teach at Wellesley College in J-1 Exchange Visitor status.

The J Exchange Visitor program was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor program, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." To ensure that each J-1 Exchange Visitor succeeds in their program objective from both an educational and cultural perspective, the Department of State requires the college to verify that each new Exchange Visitor has:

- Sufficient **proficiency in the English language** to engage in his/her program at Wellesley College and function in daily life
- Adequate **financial resources** to support him/herself during the program
- **Medical insurance** coverage that meets the DOS mandated requirements

The sponsoring faculty member and department are responsible for defining the terms of the sponsorship, including the level of services provided to the Exchange Visitor. In the case of a Faculty appointment, the Office of the Provost, as well as the Department Head, must be involved with and approve of the appointment. In the case of a Research Scholar, the Office of Human Resources must be notified. The J-1 status is for a temporary visit to the United States and therefore cannot be used for tenure track positions.

The Slater International Center will issue the appropriate immigration documents and assist the prospective Exchange Visitor with the visa application process and immigration issues.

12 Month and 24 Month Bar

It is important for the sponsoring department and for the prospective exchange visitor to understand the terms and restrictions of the J-1 status. The J-1 visa status offers various categories with specific rules and regulations for the Research Scholar and Professor category

- Prior participation in any J category may subject the prospective Exchange Visitor to the **"12 month bar."** The Exchange Visitor is not eligible to begin a new exchange program as a Professor or Research Scholar if he/she was physically present in any J status for all, or part, of the twelve month period immediately preceding the date of the beginning of the new program.
- Prior participation in the Professor or Research Scholar category may subject the prospective Exchange Visitor to the **"24 month bar."** An individual who participates in the Exchange Visitor Program as a Professor or Research Scholar becomes subject to a "24 month bar" on "repeat participation" in the same category after completing his/her program.



2 Year Home Residency Requirement

Certain Exchange Visitors may be subject to the Two Year Home Residency Requirement. This means they must return home for at least two years after completing their activity in the U.S. before they can change to certain non-immigrant visa categories or return to the U.S. in certain non-immigrant visa categories. This requirement applies to those (1) whose exchange visitor program has been financed to some extent by the U.S. government or their home country or (2) whose skills are needed by their home country as indicated in the Exchange Visitor Skills List. Please see the “**J-1 Exchange Visitor Two Year Home Residency Requirement**” handout for more detailed information.

Procedures

The sponsoring Faculty or Staff member and Department Head must:

- Complete the attached “**Department Request for Sponsoring an Exchange Visitor.**”
- Write an **official letter of invitation** (*see sample attached*) including the following information:
 - Specific start and end date of program (dates must be specific and cannot be altered once the immigration document has been issued)
 - Exact compensation in U.S. dollars (if any)
 - Job Title
 - Description of the visitor’s primary activity (teaching, research, other)
- Send the completed “**Department Request for Sponsoring an Exchange Visitor**” and a copy the **official letter of invitation** to the Slater International Center along with a copy of the Exchange Visitor’s resume and any other supporting hiring documents.

Upon receipt of the “**Department Request for Sponsoring an Exchange Visitor,**” the invitation letter, resume and supporting hiring documents, the Slater International Center will send the Exchange Visitor the “**Visiting Scholar Application.**”

Once the completed Visiting Scholar Application and supporting documents have been returned to the Slater International Center, a **Form DS-2019** “Certificate of Eligibility” will be prepared and sent to the Exchange Visitor in order for him/her to apply for a J-1 visa. The Slater International Center will assist the Exchange Visitor with the visa application process and entry to the U.S.

The sponsoring department must ensure that the Exchange Visitor reports to Slater International Center upon arrival and attends orientation and check-in with his/her immigration documents. This is required by the Department of Homeland Security regulations.

In addition, the sponsoring department must report any changes in the terms of the Exchange Visitor’s stay to the Slater International Center before the changes occur.

**SAMPLE LETTER OF INVITATION
FOR EXCHANGE VISITOR**
(printed on official letterhead)

Date

Name of Visitor
Address of Visitor

Dear (*Visitor's Name*):

I would like to formally invite you to Wellesley College as an Exchange Visitor from (*month, day, year*) to (*month, day, year*.)

Your title will be (*job title*). Professor (*staff or faculty member's name*) will be your mentor for your stay at Wellesley College and will work with you in the following research areas:

(Describe duties and/or topic of research.)

(Describe any compensation and state the exact amount of salary/payment.)

(Describe any provided resources, i.e. housing, insurance, office space etc.)

I have contacted Karen Zuffante Pabon, Director of the Slater International Center so that she may assist you with your visa application and immigration procedures. Ms. Pabon can be reached via email at kpabon@wellesley.edu or via telephone at 781-283-2084. Please contact her as soon as possible regarding your immigration issues.

We look forward to working with you and meeting you on campus. Please feel free to contact me should you need further assistance.

Sincerely,

Name, Title
Department

cc: Slater International Center
Office of the Provost

Department Request for Sponsoring an Exchange Visitor

(This form serves as an internal request for J-1 Exchange Visitor visa sponsorship)

Department Information

Department:

Name of Department Contact Person:

Phone:

Faculty Host:

Phone:

Exchange Visitor Information

Family Name:

First Name:

Middle Name:

Email Address:

Current Position in Home Country:

English Language Proficiency

Effective 1/5/2015, the Department of State (DOS) requires program sponsors to document that prospective Exchange Visitors are adequately pre-screened via an objective measurement to insure that they have English proficiency to participate in the proposed J-1 program and to function on a day-to-day basis. English Language Proficiency was verified by the following method(s), and is documented in the individuals file:

Please check all that apply

- In-person interview. Date of interview (month/year): _____
- Videoconference interview. Date of interview (month/year): _____
- Telephone interview* Date of interview (month/year): _____
*(*only if videoconferencing was not available)*
- English Language Proficiency Test: _____
(test name) (score) (date)
- Signed documentation from an academic institution or English Language School
- The scholar's first/native language is English
- Other: _____

Academic Appointment/Employment Information

Academic Appointment or Job Title:

Field of Teaching, Research, Employment or Specialization:

Brief Non-technical Description of Research/Teaching/Work:

What type of work will the job involve? <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Both <input type="checkbox"/> Wellesley Staff <input type="checkbox"/> Other: _____		Tenure Status: <input type="checkbox"/> Non-tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenured	
Employment Status:	<input type="checkbox"/> Full-Time (40 hours per week)	If part-time, specify:	
	<input type="checkbox"/> Part-Time	_____ hours per week	_____ % of full-time \$_____ per hour
Starting date of visit (mm/dd/yyyy):		End date of visit (mm/dd/yyyy):	# of Months:
<input type="checkbox"/> Short-Term Scholar (6 month maximum stay)		<input type="checkbox"/> Professor (3 year maximum stay - non tenure, 12-24 month bar)	
<input type="checkbox"/> Research Scholar (3 year maximum stay, 12-24 month bar)		<input type="checkbox"/> Non-Degree Student	

Certification:

As the sponsoring Department, Department Head and Faculty/Staff Host, we accept responsibility for ensuring that all statements on this form are truthful and accurate. In addition, we confirm that the Exchange Visitor will check-in with the Slater International Center immediately upon arrival and report to the Slater International Center his/her completion/departure date.

- The Office of Human Resources has been notified of this appointment/sponsorship.**
(This is required to initiate the process of issuing a Banner ID number and ID card.)

Faculty Host Signature & Title

Date

Department Head Signature & Title

Date

Provost's Office Approval

Date

Title