

Department Request for International Scholar

This form is required in order for a department to host an international scholar and must be sent to the Center for Global Engagement (CGE) no later than **four months** prior to the proposed arrival of the exchange visitor. **All information must be completed, and supplementary materials must be attached, in order to be processed by the CGE**. Incomplete applications will be sent back to the department.

Supplemental Documentation for this request form

Required for all requests

- Official university offer letter containing specific dates of program
- Proof of funding: \$10,000 per semester or \$18,000 per year per J scholar plus dependent costs (refer to affidavit)
- DS-2019 Request Form and supplementary documentation (to be completed by the visitor)
- English language proficiency form, if required
- If EV previously held or currently holds J-1 status, copies of current and all previous DS-2019s

Department Information				
Hosting department:				
Hosting department supervisor:				
Email:				
Exchange Visitor Information				
Exchange Visitor name (Last, First):				
Gender:	Male	Female	Country of permanent residence:	
Position in home country (student, faculty, etc.):				
Employer (or name of university):				
Program Information				
Start Date:			End Date:	
Job Description:				



Examples of valid job descriptions for each category:

- Short-term (max 6 months): EV will collaborate with faculty/attend seminars/teach in the field of X.
- Research Scholar (max 5 years): EV will primarily conduct research in the field of X.
- Professor (max 5 years): EV will primarily teach (may also conduct research) in the field of X.

Wages and compensation provided by UNG:
Proposed academic activities:
Cultural goals and components of the program:
What are the goals/objectives of this person's visit from the point of view of your department?

Compliance Certification

In compliance with federal regulations governing the J-1 Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. **Your signature below indicates that you will abide by the following:**

- Notify the Center for Global Engagement immediately of any changes in the terms and conditions of the EV's program.
- Determine that the EV possesses sufficient English language proficiency for the proposed J-1 program objective.
- Inform the EV of specific job duties, number of work hours and expected compensation.
- Inform the EV of housing options and the expected cost of housing and living expenses.
- Ensure EV has appropriate credentials for his/her category and for the position.
- Confirm the J-1 visa program will not be used for tenure-track or tenured faculty appointments.
- Provide adequate support to the EV for the duration of his/her program.

Dean/Department Head Signature:

Department Contact Signature:

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please email the Center for Global Engagement or call 706-867-2858.