

BARD COLLEGE

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J-1 Exchange Visitor: Department Request/Scholar

OVERVIEW:

This form is for the purpose of requesting a DS-2019 Form (i.e. legal document required for Exchange Visitor Visa) and needs to be filled out by the sponsoring department of the J-1 Exchange Visitor applicant. Federal regulations pertaining to maintenance of non-immigrant status allow little room for mistakes; thus, it is imperative that the hosting department and the Office of International Students and Scholar Services(OISSL) work together to help Bard College J-1 Exchange Visitors with their responsibility of maintaining legal status during their stay in the United States. For this purpose, the OISSL will request information from the Visitor, the Hosting Department (this form), and, once arrived, continued communication between all parties will be required to ensure visitors remain in legal status with their visa requirements while in the United States.

The OISSL office requests, when welcoming a J-1 Exchange visitor, paperwork be submitted in a timely manner to ensure the appropriate processing of the DS-2019 and attainment of the visitor's visa. OISSL is unable to endorse any DS-2019 more than **90 days prior** to the program start date. In order to issue a DS-2019, the appointment of the exchange visitor must be approved by the Dean of the College/Department Head or other authorized administrator.

Department Information

Department: _____

Address: _____

City: _____ State: _____ Postal Code: _____

If the Exchange Visitor will conduct research/teach at a different address than the identified department address, please list all locations here:

Administrative Contact

Name: _____

Department: _____

Email: _____ Phone: _____

Scholar's Information

Name: _____

Length of Stay: From ____ / ____ / ____ (mm/dd/yyyy) To ____ / ____ / ____ (mm/dd/yyyy)

Proposed Scholar Category

- Professor (minimum of three (3) weeks/maximum of five (5) years)
- Research Scholar (minimum of three (3) weeks/maximum of five (5) years)
- Short-term Scholar (maximum of six (6) months)

Field of Study, Research, or Professional Activity: _____
Brief description of proposed academic activity/Purpose of visit:

Financial Information

Please attach an official copy of the departmental appointment/award letter which should specify the length of sponsorship, the amount of funding (in US dollars) provided by the sponsoring department, insurance coverage for Scholar and any dependents, and any funding in support of additional living and/or business expenses.

The Scholar may use private sponsorship or self-sponsorship to cover the cost of any expenses not covered by the appointment/award. The Scholar will be required to demonstrate proof of funding for the duration of their J-1 program participation. All financial documentation must be current, within 6 months, at the time of application. This information will be requested of the Scholar when completing the J-1 Scholar Eligibility Form.

Please check the following to be submitted with the Scholar's application:

- Affidavit of support (submitted by sponsor and accompanied by financial verification)
- Scholarship letter from sponsoring organization outlining dates and terms of scholarships
- Letter from employer stating earning for period of requested length of visit

Indicate the estimated financial support (in US dollars) being provided:

| | | |
|-------------------------------|----------|--------------------|
| Bard College | \$ _____ | Description: _____ |
| International Organization | \$ _____ | Description: _____ |
| Home Government Funding | \$ _____ | Description: _____ |
| Private Organization/Employer | \$ _____ | Description: _____ |

To Be Completed by the J-1 Exchange Visitor's Immediate Supervisor at Bard College

- I understand the law requires J-1 Exchange Visitors and their dependents to hold health and accident insurance while participating in the program. I understand that if the J-1 Exchange Visitor willfully neglects to purchase insurance effective immediately upon arrival in the US the J-1 exchange visitor may be terminated from this program and that OISSS will notify the US Department of State of the termination.
- I will notify OISSS if the J1 Exchange Visitor will not be able to arrive by the program start date listed on the DS-2019 form.
- I will notify OISSS if the J-1 Exchange Visitor will not be participating in the program
- I will notify OISSS if the J-1 Exchange Visitor completes their program participation before the scheduled end of the program as stated on the DS 2019 Form and will submit a notice of early departure.
- I understand that the J-1 exchange Visitor must consult with OISSS prior to agreeing to any changes to their original agreement (i.e. change in research, funding, proposed activity)
- I understand and will ensure that the J-1 Exchange Visitor connect with the OISSS office and complete the Check-In Orientation upon arrival in the US and **no later than 5 business days** after the program start date on the DS 2019 Form.
- I understand that I am responsible for connecting the J-1 Exchange Visitor and the Human Resource department so that the appropriate HR forms can be completed.

Signed: _____ Date: _____

Print Name: _____

Email: _____ Phone: _____