

The purpose of the J-1 exchange visitor visa for professors, research scholars, and short-term scholars is to facilitate international collaborative teaching and/or research efforts. Visitors (who must typically have training at the master's level or higher) are invited to the U.S. for a program with a specific objective and length of stay from minimum of three weeks to maximum of five years. All J-1 exchange visitors at WCU are required to have at least a master's degree in a related field and have demonstrated relevant experience in their field of expertise.

To ensure that your visitor will be able to arrive on schedule, this form should be completed three months prior to the anticipated date of arrival to allow adequate time for processing and obtaining visas.

Part 1. Visiting Professor/Research Scholar Information (to be completed by visitor)

Family Name:	Given Name:	Middle Initial:	Male Female
Date of Birth (mm/dd/yyyy):	City of Birth:	Country of Birth:	
Country of Citizenship:	Country of legal permanent residence (if other than country of citizenship):		
Visitor's job title and name of institution in home country:			
Are immediate family members accompanying your visitor (spouse and/or children)?		Yes No	<i>If yes, please also complete the attached "Dependent Information Form" (Part 9)</i>
Please identify visitor's primary activity at WCU: Teaching Research Other (please specify)			

Period of visitor's program at WCU (mm/dd/yyyy): From: _____ To: _____

Brief description of your primary program activity (e.g., research in quantum theory) at WCU: _____

Visitor's primary work location at WCU (e.g., College of Business): _____

List any previous time in the U.S. in J-1 or J-2 status in the past three years: From: _____ To: _____ Status: _____

Please provide visitor's address for mailing purposes:

Phone: _____ E-mail: _____

Part 2. Complete only if visitor is already in the U.S. (to be completed by visitor)

Current visa status:	Date of entry to the U.S.:	<i>Attach copy of visitor's I-94 card and, if in J-1 status, any previous DS-2019 forms.</i>
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Part 3. Funding sources (to be completed by visitor)

A minimum of \$15,000/year for visitor, \$8,000/year for spouse (or first dependent), and \$5,500/year for each child must be documented. List amount and source(s) of funding.

Western Carolina University salary or stipend (if applicable):	Is funding availability certain for the amount of time requested?	Yes No
Other funding (in U.S. Dollars):	Funding Source:	

Part 4. Processing information (to be completed by the hosting department)

How shall we forward the J-1 DS-2019 after it is ready (please only select one)?	Call dept. for pickup	Dept. phone: _____
	Campus mail to dept.	Campus address: _____
	FedEx/UPS using your account #:	_____

Part 5. Information needed to ensure compliance with J-1 regulations (to be completed by the hosting department)

If your visitor will receive WCU funds, indicate how the funds will be disbursed:

J-1 visitors may not be appointed to technician positions and may not be candidates for tenure.

- Honorarium
- Reimbursement of expenses
- Salary
- Other

All J-1 exchange visitors and their J-2 dependents are required to have medical insurance. If no other insurance is available, the visitor must enroll in WCU's mandatory health insurance program for international students and scholars. The 2014-2015 rate is \$87.60 per month. Dependent insurance costs are higher.

Please indicate your understanding of how this requirement will be met (please only select one):

WCU employee health insurance benefits, paid by the Department

Department will purchase insurance through international students and scholars plan: for visitor only for visitor and dependents

Visitor is responsible for all insurance costs.

Other (please explain): _____

Part 6. Required Documents.

Please submit the following documents with this form to Ling Gao LeBeau, Office of International Programs and Services, Camp 109 (to be sent by the department)

1. Original letter of invitation to your visitor outlining program objectives and period of duration. Please see J-1 Guidelines for sample Appendix A.
 2. Copy of visitor's CV
 3. Copy of completed Form "Request for J-1 Visa Document."
 4. Documentation of funding from funding source
 6. Copy of visa documentation if visitor is already in the U.S. (See Part 2).
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Part 7. Responsibilities of host unit.

By signing this form, you, as representative of the host unit, agree to do the following:

1. I understand federal law restricts the sharing of certain technologies and software with foreign nationals. These rules are complex and substantial penalties may be imposed for violations. If the visitor may have access to export controlled technology or software controlled by federal law, the hiring unit should contact the Office of University Counsel to ensure that all applicable requirements are met.
 2. I understand that I am to have the J-1 visitor report to the Office of International Programs and Services for check-in and orientation within one week of arrival.
 3. I understand that I am to encourage your visitor to participate in the academic and social activities of my unit as well as in cross-cultural activities on the campus and within the community.
 4. I understand that I am to notify International Programs and Services when my visitor completes his/her program, if there is a significant change in the program, or if termination of the visitor's program become necessary.
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Part 8. Signatures.

This is to verify that the information contained in this form is correct to the best of my knowledge and that I agree to the responsibilities outlined in Part 7. I also certify that the purpose of this exchange visitor's program is to stimulate international collaborative teaching and/or research efforts and that funding is guaranteed for the period of time requested.

Name and Title of Host professor:

Name of Academic Department

Email

Phone

Campus Address

Signature: _____ Date: _____

Name of College/School Dean: _____ Signature: _____ Date

Provost Signature:

Date:

