

J-1 Exchange Visitor Recommendation Form

Sponsoring Department must submit a Transfer Voucher to pay the processing fee of \$400.00 for each exchange visitor (J-1) and dependent (J-2). The Transfer Voucher must be submitted with this recommendation.

Visiting Scholar's Name

Visiting Scholar's Address

Visiting Scholar's Email

Institution / Organization

Country

Exchange Visitor Category Research Scholar Professor

Start Date Duration of Stay at TSU

College/School

University Faculty Sponsor

Faculty Sponsor's Email

Faculty Sponsor's office & cell #

Proposed Project / Course(s)

Method of Evaluation

Source(s) of funding

Has health insurance coverage for Scholar and dependents? Yes No

Will the Scholar have any department fees? Yes No

If yes, what fee(s)

Recommended by:

Department Head

Date

Recommended by:

Dean

Date

Approved

Academic Affairs VP

Date

To be completed by the Office of International Affairs

Memorandum of Understanding or Agreement (MOU) on file Yes No

Processing Fee Payment (\$400.00) - Transfer Voucher submitted Yes No

Agreement for Academic Collaboration on file Yes No

Copy of scholar's passport received Yes No

DS2019 form completed Yes No

DS2019 form sent on:

Review Completed by

ODIA Staff Date