

## **J-1 Exchange Visitor Guidelines**

### **A. Policy**

This policy applies to any TSU department that would like to sponsor exchange visitors from foreign countries. Exchange visitors do not carry any official status of employment with the University and must have formal University sponsors or sponsorship from their home country/institution. Individuals who would like to invite visiting scholars/professors to engage in collaborative research and teaching methods must submit a J-1 Exchange Visitor Recommendation form to the Office of International Affairs no less than sixty day prior to the requested program start date.

### **B. Purpose**

The purpose of this policy is to set forth processes and procedures for requesting approval to invite J-1 Exchange visitors to the University. It is necessary that the University maintain a record of such visitors and review documentation or agreements in order to protect the University's interests, including intellectual property. Federal agencies have placed great emphasis on regulating access to research facilities when that research access has implications under federal export control regulations. Requests to host exchange visitors must be complete and adhere to all policies and procedures prior to review by the Office of International Affairs.

### **C. Definitions**

1. Department or Unit Sponsor: Department or unit within which the exchange visitor will be working or collaborating. The department or unit sponsor is responsible for determining objectives of the program, evaluation of program objectives and cultural immersion initiatives.
2. Visiting Scholar: Scholar temporarily residing at TSU with defined but unescorted access to University facilities. The Exchange Visitor's temporary engagement does not imply a continuation of their relationship with the University.

### **D. Requirements for issuance of DS-2019**

#### *1. English Proficiency*

According to US Department of State regulations, all J-1 exchange visitors must possess sufficient proficiency in English to meet the language requirements of the program they are participating in. [22 CFR 62.10(a)(2)] The Exchange Visitor's language competency will be reviewed by the Intensive English Center in collaboration with respective academic department at Tennessee State University. To this end, the Exchange Visitor must verify proficiency by providing evidence of one of the options below to the respective academic department.

- A TOEFL score of 81 obtained within the last two calendar years
- An IELTS score of 6.5 obtained within the last two calendar years

- A degree from an accredited post-secondary institution from the US or Canada,
- Substantiated documentation showing record of successful teaching a minimum of one term and/or three credit hours at tertiary level in the US or Canada within the past three calendar years.

In cases where none of the above is available, the Intensive English Center will conduct a videoconference to determine the proficiency of the Exchange Visitor. The Intensive English Center may request further documents or information that can support the determination.

## 2. *Program Objectives*

Department sponsor must provide an invitation letter establishing program objectives, the level of accessibility to University facilities, expectations of the Exchange Visitor's responsibilities and financial resources. The letter should also describe how the Exchange Visitor's educational background and experience relates to program objectives.

## 3. *Required Documentation*

- a. Department must complete and obtain all required signatures on the J-1 Exchange Visitor Request Form. Department must submit an invitation letter as described under Program Objectives.
- b. Copy of Exchange Visitor's Passport
- c. Exchange Visitor's resume or vita
- d. Financial documents confirming \$1,500 to \$2,000 per month of stay dependent upon the department providing housing.
- e. Transfer voucher for \$400 to cover processing fee for each DS-2019 issued. This fee is required for each J-1/J2 visitor and is non-refundable after the DS-2019 is processed.

***All documents should be submitted to the Office of International Affairs for review and processing. DS-2019's will not be processed prior to the receipt of the required transfer voucher.***

## **E. Measurement of Program Effectiveness**

1. Sponsoring Department is responsible for completing a mid-program assessment of the Exchange Visitor's progress toward the program objectives. The assessment will also describe cultural programming offered by the department. Assessment should be submitted to the Office of International Affairs.
2. Department sponsor is responsible for completing a final program assessment that includes accomplishments such as results of research, journal publications and conference presentations. Final assessment should also include participation of cultural programming by the Exchange Visitor. Assessment should be submitted to the Office of International Affairs.

## **F. Other Department Responsibilities**

1. Sponsoring Department is responsible for ensuring Exchange Visitor has purchased health insurance coverage as required by the U.S. Department of State and submitted confirmation of coverage to the Office of International Affairs..
2. Sponsoring department will assist Exchange Visitor in locating housing and transportation.
3. Sponsoring department is responsible for assisting Exchange Visitor in obtaining University ID and proper access to buildings, workspace, computers and networks.
4. Sponsoring department is responsible for ensuring that Exchange Visitor maintains proper health insurance coverage as required by U.S. Department of State and provides the Office of International Affairs with coverage confirmation.
5. Sponsoring department is responsible for ensuring Exchange Visitor's compliance with all University policies and regulations.

Contact Mark Gunter, Director of International Student & Scholar Services (ISSS) at 615-963-5639 or [mgunter@tnstate.edu](mailto:mgunter@tnstate.edu) with any questions pertaining to the J-1 Exchange Visitor Program.