

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

English Proficiency Level Met Yes No

Note:

TOEFL 81

IELTS 6.5

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 Programs

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

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

Agreement for Academic Cooperation on file Yes No

Copy of scholar's passport received Yes No

DS2019 form completed Yes No

DS2019 form sent on:

Review Completed by

Date of review