



## STEPS TO INVITE VISITING FOREIGN RESEARCHERS, SCHOLARS, & PROFESSORS

### Academic Department Responsibilities

1. The Academic Department identifies a prospective Exchange Visitor.
2. The Academic Department verifies that the prospective Exchange Visitor meets the standard requirements (see page 1).
3. The Academic Department identifies/assigns a Faculty Mentor who is willing to perform the Mentor Responsibilities (see page 3).
4. The Faculty Mentor gathers all of the supporting documents listed below (to be enclosed with the application):
  - Documentation of source(s) of funding
  - Reference letters
  - Assessment of English proficiency (demonstration of this requirement may be requested by CIE)
  - Documentation of foreign degree or U.S. degree appropriate to the field of endeavor
  - Copies of the passport page showing expiration date, the visa page, and arrival/departure stamps
  - Exchange Visitor's Curriculum Vitae
  - Exchange Visitor's Statement of academic goals
5. The Faculty Mentor completes the application, attaches all supporting documents, and obtains the signatures of the Department Chair and college Dean. The application is then submitted to CIE.

### Center For International Education Responsibilities

6. The CIE reviews the completed application to confirm the Exchange Visitor's eligibility.
7. Once eligibility is confirmed, the CIE issues the travel document (DS-2019) necessary for the Exchange Visitor to apply for a J-1 visa at a U.S. embassy.
8. The CIE notifies the Faculty Mentor when the process is complete and the DS-2019 and Exchange Visitor packet are available for pick up. Each packet contains:
  - DS-2019 (travel document)
  - Welcome Brochure
  - Foreign Scholar Registration Form
  - Insurance Verification Form

**Final Step:** The Faculty Mentor requests an invitation letter from the college Dean to accompany the packet and ships the entire packet to the Exchange Visitor in his/her country.

◆ **NOTE: The process of inviting an Exchange Visitor often takes up to six months.**



## FACULTY MENTOR RESPONSIBILITIES

### Pre-Arrival

#### Pre-Arrival, the Faculty Mentor performs the following:

- Corresponds with the Exchange Visitor directly
- Gathers and prepares all application materials and supporting documents
- Submits the application
- Ships the Exchange Visitor packet (including DS-2019) to the Exchange Visitor

### Post-Arrival Logistics/Settling In

#### Upon arrival, the Faculty Mentor coordinates the following:

- Assists with transportation needs to and from the airport
- Arranges for office space, campus ID card, technological services
- Assists with payroll procedures (if applicable)
- Assists with Social Security Number application (if applicable)
- Assists with housing alternatives
- Assists with public transportation information
- Provides support and assistance to any dependents (spouse or children) of the Exchange Visitor
  - Public school information
  - Social groups, clubs, etc.
  - Refers any immigration related inquiries to CIE
- Assists with obtaining any documentation necessary to adjust within the community
  - Drivers License
  - Banking procedures

◆ **NOTE: The Exchange Visitor is required to Check-In at the CIE upon arrival.** Immediately upon arrival, the Faculty Mentor assists the Exchange Visitor in arranging the required Check-In visit by calling the CIE front desk at 562-985-4106 and making an appointment for the Exchange Visitor to meet with the Alternate Responsible Officer.

The Exchange Visitor must bring **originals** and **copies** of the following documents to the Check-In appointment:

- Passport
- J-1 Visa
- DS-2019
- Foreign Scholar Registration Form
- Proof of the mandatory health insurance. The health insurance policy must meet the minimum requirements, be available in English, and have coverage dates that cover the entire duration of the program (from Program Start Date to Program End Date on the DS-2019).