

Department Questionnaire for J-1 Exchange Visitor Scholar

The purpose of the J-1 Exchange Visitor Program is to **increase the mutual understanding** between the people of the United States and the people of other countries by means of educational and cultural exchanges. Professors and research scholars may be sponsored as exchange visitors if the program in which they will be participating furthers the objectives of 22 CFR §62.20 (b):

- Foster the exchange of ideas and stimulate international collaborative teaching and research efforts
- Engage in teaching, lecturing and research with their American colleagues
- Participate in cross-cultural activities with Americans
- Share with their fellow citizens their experience and increased knowledge about the US and their substantive fields

Exchange Visitors are **expected to return home** after they have concluded the program. The EV classification is not intended for permanent employment (tenure, tenure-track, or similar positions in research). This should be stated on your letter of invitation to the Exchange Visitor. If you intend to employ the Exchange Visitor in a permanent capacity the H-1B category must be pursued.

Texas A&M University System

Is the exchange visitor an employee?

Yes No

Member Hosting Department

Name and email of PI

PI's Phone
Number:

Departmental Contact

Contact's Email Address

Contact's Phone Number

Name of Exchange Visitor

Position and Title:

Address of Activity

Note: Programs in Veterinary Medicine, Nursing, Dentistry, Psychological Consulting or any other field requiring **Direct Clinical Patient contact** by participants are excluded from the Exchange Visitor's program.

Is your Exchange Visitor's program non-clinical in nature? Yes No

Start Date of Visit

End Date of Visit

Will you be physically present during the anticipated dates of your Exchange Visitor's stay? Yes No

*If your plans change, do not leave your visitor unsupervised. Designate a back-up faculty member to supervise the visitor if you will be away on any kind of leave for more than 2 weeks.

Please explain how this visit benefits your research and the University at large.

Indicate all sources and amounts of financial support for your Exchange Visitor's stay.

Source	Amount

Who is providing health insurance for your Exchange Visitor?

If your Exchange Visitor is not eligible to receive insurance through Texas A&M, he or she must provide proof of coverage through another provider for himself/herself and all J-2 dependents for the entire duration of the program. **Failure to maintain insurance coverage will result in termination of the program and your Exchange Visitor will be required to leave the US.** Contact ISSS for health insurance plan options.

Who is paying the \$350 J-1 Fee for the Exchange Visitor? Department: through an IDT Account #: through Flywire Exchange Visitor

Responsibilities of Department Head and Faculty Host for Exchange Visitors:

1. Ensure that the exchange visitor is performing the work/research as stated in his or her program and invitation letter by closely monitoring the exchange visitor's activity and progress.
2. Provide a 24-hour emergency point of contact in your department to the visitor and International Student and Scholar Services prior to the visitor's arrival to the US.
3. Arrange for all immigration documentation through ISS and ensure the visitor checks in with ISSS upon arrival.
4. Create a place in the department for the visitor (office and laboratory space, access to computing, library and other resources).
5. Arrange for airport pick-up and assistance with settling in (housing, transportation, banking).
6. Introduce visitor to the department, college and local community.

My signature below attests to the following:

1. Texas A&M University is sponsoring the Exchange Visitor for the purpose of the Exchange Visitor Program and that a permanent job offer, tenure-track or similar position in research has not been offered to the Exchange Visitor who is expected to return home at the conclusion of the program, and;
2. This program is suitable to the exchange visitor's background and experience.
3. I have read, understood and agree to comply with the above responsibilities to host an Exchange Visitor.

Signature of Faculty Host/Contact
Date

Signature of Department Head/Director
Date