



## Center for International Services and Programs

### **J-1 Exchange Visitor Request Academic Department and College Approval Form**

The purpose of the J-1 Exchange Visitor Program is “to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges.” The Exchange Visitor Program is regulated by the Department of State. CSU is approved to sponsor J-1 visas for students, professors, research scholars, short-term scholars and specialists to campus for approved programs.

Through Cleveland State’s J-1 Exchange Visitor Program’s Responsible Officer (RO) and ARO Alternate Responsible Officer (ARO) in the CISP, the University may sponsor a J-1 professor, research scholar, short-term scholar or specialist by issuing a Form DS-2019 that the prospective Exchange Visitor uses to obtain a J-1 visa and enter the USA. The proposed sponsoring/hosting academic department has verified that:

- the visitor’s background, needs and experience are appropriate for the proposed program;
- the visitor has sufficient financial support for the visitor and any dependents for the entire period of the program; and
- the visitor possesses sufficient English language skills to participate in the program and function on a day-to-day basis in the U.S.
- the visitor understands the mandatory health insurance requirements for all J-1 and their J-2 dependents and will fully comply ([22 CFR 62.14](#)).

In addition, the department/college agrees to:

- fulfill their commitments as outlined in their letter of invitation;
- monitor the visitor’s activities to ensure that they remain consistent with the visitor’s program;
- Provide the visitor and his or her dependents cross-cultural activities that allow them to interact with American individuals and groups and share the language, culture and history of their home country;
- Cooperate with CISP to ensure that the visitor complies with all the requirements of the program and the visitor’s J-1 visa status; and
- Report immediately any changes or concerns (including but not limited to changes in duties, work location, funding, conduct, disciplinary actions) regarding the J-1 Exchange Visitor to the CISP.

#### **Agreement**

As the hosting academic department chairperson or College Dean for the prospective Exchange Visitor noted herein, I approve this J-1 Sponsorship Request and acknowledge the following:

- J-1 is a non-immigrant (non-employment based) visa category. The prospective Exchange Visitor will not engage in any form of clerical, administrative, sales-related, or clinical activities while sponsored by CSU's J-1 Exchange Visitor Program. Off-campus employment is strictly prohibited, and the J-1 Exchange Visitor will engage only in the activities described in the J- 1 Sponsorship request and for the length of time indicated.
- Failure to abide by the U.S. federal regulations pertaining to the Exchange Visitor Program could result in the immediate termination of an individual's J-1 status or in the suspension of CSU's ability to host future exchange visitors on the J-1 Program.
- Exchange Visitors and their accompanying J-2 dependents must be covered by a J-1 compliant health insurance plan for the duration of their J-1 exchange visitor status (specified in 22 CFR § 62.14). Regarding post-doc hires, the CSU employee health insurance does not fully comply, therefore any J-1 Exchange Visitor who is employed by CSU and uses employee health insurance will still be responsible for purchasing a standalone evacuation and repatriation of remains policy in order to meet the minimum J-1 insurance requirements.
- All new J-1 Exchange Visitors attend a mandatory J-1 Orientation in the CISP within 10 days of arriving. They present their passport, I-94 , visa, Form DS-2019, and US contact information as part of the SEVIS validation process. Failure to comply may result in automatic cancellation of the Exchange Visitor's program.

Name of prospective J-1 Exchange Visitor : \_\_\_\_\_

Sponsoring Department and College: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_