

The purpose of the U.S. Department of State's Exchange Visitor Program is to promote mutual understanding between the people of the United States and the people of other countries by educational and cultural exchanges. For International Students and Scholars (ISSS) to issue form DS-2019, the following process must be followed.

Process Overview

1. The student gains admission to CMU as a degree seeking or non-degree seeking student.
2. The host department completes the J-1 Exchange Visitor (EV) Student Department Request Form (following pages) and sends it and the supporting documents to j1ev@cmich.edu.
3. After admission, student will receive an email from ISSS to set up their ISSS portal account. They will need their Global ID to log in. The student will also receive a link to the J-1 Student Welcome Book in the email.
4. The student will enter their information and upload any necessary documents for DS-2019 issuance in the ISSS portal. The Welcome Book has details on how the student can complete the ISSS portal information for DS-2019 issuance.
5. Once the information is accurate and complete, the RO/ARO will issue the DS-2019 and send the student information on how to download it from the ISSS portal. Electronic DS-2019s are now acceptable for visa interviews and travel.

**J-1 Exchange Visitor (EV) Student
Department Request Form**



Each host department must complete the request below for issuance of the EV's DS-2019 and attach supporting documents:

- Letter of invitation from CMU host department or letter of admission
- English Verification Form

Please email all documents in one PDF to j1ev@cmich.edu.

Once document is completed and the student is admitted to the university, the student will receive an invitation email to create their ISSS portal account (international.cmich.edu). The username and password is the same as their Global ID.

CMU Host Department Information

| | |
|---------------------------|----------------------------|
| _____ | _____ |
| Host department name | CMU host faculty/sta' name |
| _____ | _____@cmich.edu |
| Host contact phone number | Host contact email |

Student Exchange Visitor Information

| | |
|-----------------------|-----------------------|
| _____ | _____ |
| EV family (last) name | EV given (first) name |
| _____ | |
| EV Email | |

Request Type

This request is to:

- Begin a new J-1 Exchange Visitor Program at CMU
- Extend current J-1 program. New end date: _____
- Transfer the exchange visitor from a different J-1 program to CMU. Transfer from program name (university, organization, etc.): _____

Program Dates

Program start date: _____ Program end date: _____

**J-1 Exchange Visitor (EV) Student
Department Request Form**



Program Information

Position

University Graduate Student

University Undergraduate Student

Category

Student Bachelors

Student Doctorate

Student Masters

Student Non-Degree

CMU Subject/Field: _____

Reason for Exchange Visitor's time at CMU

Briefly describe the activities the exchange visitor will be engaged in:

Site of Activity (where EV will be conducting coursework)

Department/Lab Name

Address Line 1

Address Line 2

City

State

Zip Code

Expenses

Please indicate the exchange visitor's expenses

Tuition

\$ _____

Fees (including mandatory CMU student health insurance)

\$ _____

Total

\$ _____

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Funding

Please indicate below the exchange visitor's sources of funding.

Central Michigan University \$ _____

U.S. Government Agency (_____) \$ _____

International Organization (_____) \$ _____

Exchange visitor's government \$ _____

The Binational Commission for the exchange visitor's country \$ _____

All other organizations provided support _____ \$ _____

If the amount of funding provided above does not cover the estimated expenses on the J-1 Exchange Visitor Student Financial Documentation, the exchange visitor will need to demonstrate personal funding from other sources (such as sponsorship or personal funds).

Housing & Transportation to Campus

Who will be responsible to assist the student in finding housing and transportation to campus?

Student

Host department

Health, Safety, and Wellbeing Reporting

The U.S. Department of State requires reporting on the health, safety, wellbeing of the exchange visitor. As a result, CMU must report any of the following incidents:

- Serious injury or illness
- Incidents involving the criminal justice system (arrests, court, police, etc.)
- Sexually related incidents or abuse
- Fraud (visa, immigration, financial, etc.)
- Unsuitable host or work conditions (work or living conditions)
- Negative press about exchange visitor or program
- Incidents where a foreign government is involved
- Lost or stolen immigration documents
- Theft of intellectual property
- Violation of export controls (technology or information)
- Other situations involving safety

As the host department, it is the department's responsibility to participate in the reporting the above health, safety, and wellbeing incidents.

Cultural Exchange

The U.S. Department of State's Exchange Visitor program's purpose is cultural exchange through education. Cultural exchange activities are outside of the program activities performed by the exchange visitor. Examples of cultural exchange activities include celebrating holidays with a local family, travel to

**J-1 Exchange Visitor (EV) Student
Department Request Form**



surrounding areas, giving presentations about the EV’s home country, participating in local festivals, volunteering, or participating in hobbies.

Each year CMU must provide an annual report to the U.S. Department of State on the cultural activities hosted by the university, who may we contact about the cultural activities hosted by the host department or information provided to the exchange visitor about cultural activities for the annual report?

Name: _____ Email: _____

Contact with Human Participants and/or Animal Subjects

Per Department of State Guidance Directive 2024-01, program sponsors must assess whether certain obligations are met. Will the exchange visitor be in contact with human participants and/or animal subjects in academic training, research, classroom-based, teaching, laboratory work, and other supervised learning environments?

Yes

No

If **YES**, answer the following:

| Questions | Yes | No |
|--|-----|----|
| Is the exchange visitor a college and university student, (including student interns and students on academic training), professor, research scholar, short term scholar, or specialist; and does the activity occur at an accredited postsecondary educational institution, research facility or other academic institution, or a medical facility/hospital affiliated with the sponsor, or a national lab overseen by the U.S. Department of Energy? | | |
| Has the sponsor verified the host institution, facility or lab has the appropriate protocols in place to handle human participants and animal subjects? | | |
| Is physical contact between qualified academic exchange visitors and human subjects and/or animals permitted by federal, state, local, and institution-specific statutes, regulations, and/or rules? | | |
| Is the physical contact between exchange visitors and human subjects and/or animals a required component of the course of study or academic objective? | | |
| Are similarly situated U.S. students or scholars also required to participate in such physical contact between human subjects and/or animals? | | |
| Is direct supervision of the exchange visitor during the physical contact between exchange visitors and human subjects and/or animals required or reasonable under the circumstances to mitigate risks associated with such activity? | | |
| Can the sponsor monitor the exchange visitor to ensure there is an educational and training objective to the activity and the academic appropriateness of their duties? | | |

Signatures

Name of host faculty/staff

Signature

Date



**INTERNATIONAL
 STUDENT &
 SCHOLAR SERVICES**
 CENTRAL MICHIGAN UNIVERSITY

Name of Scholar/Professor: _____

Name of Host Faculty: _____

Name of Sponsoring Department: _____

| The English proficiency of the above-named scholar has been demonstrated by the following method (check one): | |
|---|----------------------------------|
| TOEFL Exempt Country | <i>Country:</i> _____ |
| or TOEFL Overall Score of 79 or higher | (please see attached test score) |
| or IELTS Overall Score of 6.5 or higher | (please see attached test score) |
| or Interview by Sponsor | |
| Name of Interviewer: _____ Date: _____ | |
| Interview Method: In Person Video Telephone | |
| <i>The scholar/professor understood (check one):</i> | |
| With ease virtually everything that was said | |
| The main points of standard conversation about relevant topics | |
| Only everyday expressions and very basic phrases | |
| <i>The scholar/professor was able to express him/herself (check one):</i> | |
| Very fluently and precisely | |
| In a manner that allowed for functional interaction with a native speaker without great difficulty | |
| In a simple way that required clarification and assistance | |

By signing this document, the faculty/department sponsor certifies that good faith effort has been made to ensure the exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of the English language, to successfully participate in his or her program and to function on a day-to-day basis. The applicant's English language proficiency has been verified through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.

Signature: _____

Date: _____