



International Student and Scholar Services (ISSS) looks forward to supporting your department in bringing an Exchange Visitor to campus.

The purpose of the U.S. Departments of State's Exchange Visitor Program (J-1 status) is to promote mutual understanding between the people of the United States and the people of other countries by educational and cultural exchanges.

If you have questions, please contact j1ev@cmich.edu or by calling the office at 989.774.4308.

Process

1. Host department completes the J-1 Exchange Visitor (EV) Scholar Host Department Request
2. Host department forwards the J-1 Exchange Visitor (EV) Scholar Request to the scholar that is invited. The scholar completes their request and supporting documents to j1ev@cmich.edu.
3. An ISSS advisor reviews all the documents after they have all been submitted. If there are questions or concerns the advisor will reach out to the scholar and/or host department.
4. The ISSS advisor will issue the DS-2019 and send it via email to the scholar.
5. The scholar applies for the J-1 visa at a U.S. embassy or consulate of their choosing.
6. Within 30 days of the program start date (on the DS-2019), the scholar schedules a J-1 Immigration Check-in at <http://tinyurl.com/ISSSappt>.

Required Host Department Documents

To issue a DS-2019, we need the following forms and information from the host department. You will find the request forms in this document.

- J-1 Exchange Visitor Host Department Request
- Letter of Invitation from the CMU host department
- English Verification form

Once completed, please submit the required documents in one PDF to j1ev@cmich.edu. In the subject line, please include the Exchange Visitor's name and "Create DS-2019 Request".



CMU Host Department Information

Host department name

CMU host faculty name

Host faculty phone number

Host faculty email _____@cmich.edu

Exchange Visitor (EV) 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

When considering program dates, the host department and scholar should consider how long visa processing time is at the U.S. embassy or consulate that the scholar plans to apply for their J-1 visa. The scholar may want to contact the U.S. embassy or consulate for this information.

Start date: _____

End date: _____



Program Information

Position

The position code refers to the exchange visitor’s position at home, not the position they will hold as an exchange visitor. Select a position category that most closely matches the exchange visitor’s position in their home country:

- 100 Government
- 200 Academic Community
- 300 Private Sector
- 400 The Arts and Sports
- 500 Labor
- 600 Communications
- 700 Important Political Figures, other (not in government, opposition leader, legislature group, former influential political official)
- 800 Military

Exchange visitor’s occupational position in home country: _____

Category

Professor: A professor primarily teaches, lectures, or observes while at CMU. They may also conduct research. Minimum three week stay and can be extended up to five years.

Research Scholar: A research scholar primary conducts research, observes, or consults in connection with a research project at CMU. They may also teach or lecture. Minimum three week stay and can be extended up to five years.

Short-term Scholar: A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. Maximum six month stay. It is expected that short-term scholars have a minimum of a bachelor’s degree.

CMU Subject/Field: _____

Reason for Exchange Visitor’s time at CMU

Briefly describe the specific research, training, or professional activity the visitor will be engaged in:



Site of Activity (where EV will be conducting research, teaching, etc.)

Department/Lab Name	Address Line 1		
Address Line 2	City	State	Zip Code

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 Scholar Financial Documentation, the exchange visitor will need to demonstrate personal funding from other sources (sponsorship or personal funds).

Health Insurance

The U.S. Department of State requires exchange visitors and their dependents (if applicable) maintain health insurance with specific coverage for the duration of the exchange visitor’s program [22 CFR 62.14]. Please note that the insurance provided to faculty and staff by CMU does not meet the minimum requirements for the exchange visitor program. If the exchange visitor selects CMU health insurance coverage, they will be required to purchase supplemental coverage for medical evacuation and repatriation.

Please indicate who will be responsible for the payment of the exchange visitor and accompanying dependent’s (if applicable) health insurance:

CMU department covers the cost of CMU insurance and supplemental medical evacuation and repatriation.

Both- CMU department covers cost of CMU insurance only and exchange visitor covers the cost of supplemental medical evacuation and repatriation.

Exchange visitor covers all costs of insurance requirements.



Hybrid Work

Scholars who are participating in a J-1 program are only allowed to work remotely not more than 40% of the hours of their work appointment. "As operating consistent with the purpose and requirements of the EVP if the exchange visitor participates remotely no more than 40% of the time (e.g., two days out of five) when their host organizations have instituted partial remote policies and their sponsor has approved their hybrid program participation." ([EVP Guidance Directive 2023-1](#))

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?		



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 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 scholar about cultural activities for the annual report?

Name: _____ Email: _____

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

The host department will participate in any necessary health, safety, and wellbeing reporting by contacting ISSS at j1ev@cmich.edu or by calling 989.774.4308.

Signatures

Name of Department Chair	Signature	Date
Name of College Dean	Signature	Date