



Office of
Global
Engagement

330 Ronan Hall, Mount Pleasant, MI 48859 • Phone: (989) 774-4308 • Fax: (989) 774-3690

In order to issue a form DS-2019, which will be used to apply for a J-1 visa, please have the Exchange Visitor submit via email the required documents below to:

Lindsay Barron
lindsay.barron@cmich.edu
International J-1 Student/Scholar Advisor

Required Documents

Sponsoring Department

- Letter of Invitation from CMU Department
- Department Request for Exchange Visitor

Exchange Visitor

- Exchange Visitor Request
 - Copy of Passport
 - Exchange Visitor's C.V.
 - Copy of Research Plan
 - Proof of Funding

**please note that if dependents will need to be added additional documentation will be required*

Department Information

CMU Department/School: _____

Faculty Sponsor Name: _____

Contact Phone Number: _____ Contact Email: _____

Activity Information

This request is to:

Begin a new J-1 Exchange Visitor program at Central Michigan University

Extend current J-1 Program

Transfer the Exchange Visitor from a different J-1 program to CMU (additional J-1 transfer form required)

Please indicate the intended program dates of the Exchange Visitor:

Start Date: _____ End Date: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Department Request for Exchange Visitor Form
Research Scholar/Short-Term Scholar/Professor

Please select the category of Exchange Visitor:

Professor

A professor primarily teaches, lectures or observes while at CMU. He/she may also conduct research

Research Scholar

A research scholar primarily conducts research, observes, or consults in connection with a research project at CMU. He/she may also teach or lecture.

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.

Please indicate the reason for the Exchange Visitor's time at CMU:

Describe the specific field of study and the research, training, or professional activity the visitor will be engaged in (ie. Research Scholar conducting research in Computer System Analysis):

Health Insurance

Please indicate who will be responsible for the payment Exchange Visitor's Health Insurance:

Sponsoring Department

Exchange Visitor

*Please note: Insurance provided to CMU Faculty and Staff does **not** meet the minimum requirements for the Exchange Visitor program. These requirements are set by the Department of State, not CMU. If the Exchange Visitor chooses to use this coverage, they will be required to also purchase supplemental coverage for Medical Evacuation and Repatriation.*

Housing Information

Please indicate who will be responsible for arranging the EV's housing:

Sponsoring Department

Exchange Visitor

For more information about on-campus Apartment living, please contact the University Apartments office, in the Office of Residents Life, for availability at (989) 774-3284 or via email at apts@cmich.edu.

Department Request for Exchange Visitor Form
Research Scholar/Short-Term Scholar/Professor

Funding Information

Please indicate below the Exchange Visitor's source(s) of funding. Estimate the EV's total funding including personal funds provided by the EV. Include in the estimate monies intended to cover room and board, tuition, and other costs.

Central Michigan University	\$ _____
U.S. Government Agency (_____)	\$ _____
International Organization (_____)	\$ _____
The Exchange Visitor's Government	\$ _____
The Binational Commission for the visitor's country	\$ _____
All other organizations provided support	\$ _____
Personal Funds	\$ _____

Signatures

Name of Department Chair	Signature	Date
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College Dean	Signature	Date
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English Verification Form- Scholar/Professor

Name of J-1 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	Country: _____
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

The scholar/professor understood (check one):

With ease virtually everything that was said

The main points of standard conversation about relevant topics

Only everyday expressions and very basic phrases

The scholar/professor was able to express him/herself (check one):

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: _____