

Inviting an Exchange Visitor to Clemson University

International Services (IS) recommends that departments begin the process no later than 3 months before the anticipated program start date of the visit. This allows for the incoming Exchange Visitor (EV) to receive their documents, apply and receive their visa, and make the necessary preparations to come to the U.S. If the department or incoming EV have any questions about the process, please contact International Services, is@clemson.edu or 864-656-3614.

1. The department selects and invites an EV to participate in research/courses at Clemson University.
2. The department and EV work together to complete the [IS-200 Form/IS-201 Form](#) and submit all required documents to the office of International Services (IS) at is@clemson.edu.
3. An IS advisor reviews the packet and determines whether or not EV is eligible for the DS-2019 Form. If any documents/information is missing, the advisor will follow up with department/EV. If the IS advisor has any additional recommendations- different J category, later program start date, etc- they will communicate this with the department/EV at this time.
4. The DS-2019 Form is processed by the IS office within 5 business days of receipt of the complete packet and then mailed to the EV (The department may also collect the form on behalf of the EV and mail it to them.)
5. The EV will receive the DS-2019 Form along with immigration advisory materials in a welcome packet.
6. The EV then schedules a visa appointment and follow the instructions provided in the welcome packet by the IS office.
7. The EV receives their visa and makes arrangements to arrive in the U.S. no later than 30 days after their program start date. If the EV will arrive more than 15 days after the program start date on the DS-2019 Form, IS advises that the department and EV consider changing the program start date to a later date. IS will be sending monthly reminders to the EV through the email address listed on the IS-200/IS-201 form. It is extremely important that if the email address changes for the EV, they communicate the change with our office so that we can update the email address on file.
8. The EV arrives in the U.S. and completes the [check-in process](#) with the IS office within 30 days of the program start date on the DS-2019 Form. This changes the EV's SEVIS status from Initial to Active and is required in order to begin their program. If check-in requirements are not met at least 30 days after the program start date, the J-1 SEVIS record will automatically change to Invalid status and the EV will be in violation of their status- unable to participate in research, unable to apply for SSN, unable to be paid, etc.
9. Once the check-in is complete and the SEVIS record has been activated, a PeopleSoft entry is made for the EV to receive a Clemson email and XID. If the EV is paid by the University, the department works with HR to put the EV in the system. If the EV is not paid by the university, the IS office will create the entry and follow-up with the EV.

Part I. Information about CU Host Department

CU Host Department & Address _____ CU Host College _____
 Department Contact Name _____ Title _____ Phone _____
 CU E-mail _____@clemsun.edu Fax _____

Part II. Purpose and Category

This form is being completed for: (check all that apply) a. <input type="checkbox"/> initial DS-2019 - the applicant is overseas and will be applying for a U.S. visa abroad b. <input type="checkbox"/> initial DS-2019 - the applicant is in the U.S. in another immigration category and will apply for change of status c. <input type="checkbox"/> the applicant is currently in J-1 status at another U.S. institution and will transfer to CU (please also complete the IS-270 Form) d. <input type="checkbox"/> the applicant is currently with another CU department and will transfer to our department e. <input type="checkbox"/> an extension of current appointment without change f. <input type="checkbox"/> other _____	The Exchange Visitor (EV) category will be: a. <input type="checkbox"/> Short-term scholar (Six month maximum stay) b. <input type="checkbox"/> Professor (Five year maximum stay) c. <input type="checkbox"/> Research scholar (Five year maximum stay) Note: Individuals having had J-1 status longer than 6 months within past 12 months are ineligible for b & c categories. Individuals having had J-1 in b or c categories within past 24 months are ineligible for a new b or c . d. <input type="checkbox"/> Specialist (One year maximum stay)
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Part III. Clemson University Position Information

Name of EV (Family/Surname) _____ (First) _____ (Middle) _____
 Title _____ Discipline _____ Appointment Dates from _____ to _____
 J-1's site and address of activity _____
 Major activity _____

 _____ *(Describe it in broad terms so it will cover all the activities here)*

Part IV. Funding Information

During the period of appointment, financial support for this visitor will be provided by one or more of the following (check all that apply). Funding in U.S. DOLLARS (USD), should be entered as a **total**, not "\$500/month." Please enter the exchange visitor's funding for the **entire period of stay**.

a. <input type="checkbox"/> Clemson University \$ _____ USD b. <input type="checkbox"/> U.S. Government Agency(ies) \$ _____ USD Name of Agency(ies): _____ c. <input type="checkbox"/> The Exchange Visitor's Government \$ _____ USD d. <input type="checkbox"/> International Organization(s) \$ _____ USD Name of Organization(s): _____ e. <input type="checkbox"/> Other Organization(s) \$ _____ USD Name Organization(s): _____ f. <input type="checkbox"/> Personal Fund \$ _____ USD	Current minimum expense amount for one month is \$1,043 for J-1, \$500 for spouse and \$365 for a child . <i>Written, detailed evidence of financial support is required</i> , such as an offer letter, a letter from an appropriate government agency, a bank certificate, etc. <i>NOTE: Government funds made available for a specific research goal or to the principal research investigator, and not for the use of supporting an exchange visitor or exchange program, should be designated as funds from Clemson University.</i>
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Part V. Attestation

I understand that the J-1 exchange visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The purpose of the Act is to "increase mutual understanding between the people of the U.S. and the people of other countries by means of educational and cultural exchanges." I attest that this prospective scholar's visit is within the J-1 program objective, and that **I am not utilizing the J-1 category for employment purposes**.

Hosting Supervisor's Name _____ Signature _____ Date _____
 Department Chair's Name _____ Signature _____ Date _____
 Is this position funded by Clemson University? Yes No. If yes, the following signature is required.
 College Dean's Name _____ Signature _____ Date _____

Part VI. Information about the Exchange Visitor

Family Name/Surname _____ First _____ Middle _____
 Gender Male Female Phone No _____ Fax No _____ E-mail _____
 Date of Birth (mm/dd/yyyy) _____ Place of Birth (City) _____ (Country) _____
 Country of Permanent Residence _____ Country of Citizenship _____
 Position or Title in Home Country _____ Home Country Employer _____
 Is the Home Country Institution Government Academic Community Private Sector Other _____
 If government, what type Central State/Regional/Provincial City/Town
 Foreign Address (home country) _____
 U.S. Address (if applicable) _____
 Check here if you have previously attended CU as a Scholar Visiting Professor Student CUID No (if available) _____
 Check here if you have previously visited the U.S. If checked, please explain in detail on the back of the form.
 Check here if you have applied for a **waiver** of the two year home country physical presence requirement.

Part VII. If in the U.S. Complete the Following

Date of Last Arrival (mm/dd/yyyy) _____ I-94 No _____ Current Nonimmigrant Status _____
 SEVIS ID No (if available) N000 _____ Expiration Date of Your Passport (mm/dd/yyyy) _____

Part VIII. Family Member Information (If accompanying you to the U. S.)

Relationship	Name (Family/Surname, First, Middle)	City of Birth	Country of Birth	Date of Birth	Gender

If your spouse will accompany you, please provide their email: _____

Part IX. Insurance Statement

Please read and sign the following statement:

I understand that during my period of appointment at Clemson University as a J-1 Exchange Visitor, I must comply with the Department of State (DOS) regulations. As such, **I agree to purchase health insurance for myself and, if applicable, my accompanying J-2 dependents (spouse and children), throughout the duration of my/our visit in the U.S.** I understand that failure to comply with this requirement will result in **termination** from the Exchange Visitor Program at Clemson University.

Please mail or send this form as an e-mail attachment to your host department at Clemson University (CU). Be sure to include a copy of your **PASSPORT**, **RESUME** (indicating attainment of a bachelor's degree or higher in a related field), **I-94 CARD** (if already in the U.S.), **DS-2019**, and **VERIFICATION OF FINANCIAL SUPPORT** (if not funded by CU). For any questions, contact IS.

Part X. Signature

Exchange Visitor's Signature _____ Date (mm/dd/yyyy) _____

DS-2019 APPLICATION CHECKLIST

Please note that International Services (IS) recommends that the sponsoring unit/department submit the DS-2019 request early due to possible visa delays at an overseas U.S. consulate. For more information, please contact IS.

Exchange Visitor's Name: (Family/Surname) _____ (First) _____ (Middle) _____

If this is an initial Form DS-2019 request, provide 23-digit account string to be charged for services provided (Interdepartmental order for \$175.00) _____

Copy of CU's Letter of Offer of employment

[English Language Proficiency Supplement](#) (provided at the end of this form)

Copy of CU's invitation letter, if funded by source other than CU

Certified financial document (in U.S. **DOLLARS**), if funded by source other than CU - *attach English translation, if needed*

Copies of previous DS-2019, if any

Copy of resume indicating the completion of a bachelor's degree (minimum) in a related field - *attach English translation, if needed*

Copy of exchange visitor's passport

In case of extensions, submit completed and signed Health Insurance Compliance [Form IS-206](#), along with proof that you have purchased insurance for your requested period.

*** Please note the CU Employee Health Insurance Plan does NOT include acceptable medical evacuation and repatriation insurance. Thus, J-1 (and J-2s, if any) must purchase medical evacuation and repatriation insurance separately. If this applies to you, you must submit proof of additional coverage to IS.**

Number of dependent(s) accompanying J-1 scholar _____

If requesting J-2 dependent DS-2019(s), attach proof of relationship, i.e. a marriage or birth certificate

If requesting J-2 dependent DS-2019(s), attach a copy of the dependent's passport

Mailing Instructions (*check only one*)

Student/Scholar may request the shipment of their DS-2019 Form via Express Mail by following the following instructions: http://media.clemson.edu/ia/services/IS01_Express_Mail_Instruction.pdf

IS will mail Form DS-2019 via **Express Mail** to the scholar/student at the address provided below per the department's charge. Please provide a FedEx Account number for the department : _____

Name	_____
Address	_____

IS will mail Form DS-2019 by **campus mail** to the faculty member so the faculty member can mail it to the scholar/student.

Faculty Member's Name _____

Campus Address _____

IS will contact _____ at _____ for personal pick up.
Person's Name Phone Number/Email Address

- *Please send the IS-201 application packet to International Services, OGE, Clemson University, 108 Long Hall, Box 345714, Clemson, SC 29634-5714.*
- *In certain cases, such as transfers, amendments, etc., IS may require more documentation and/or information. Please note that transfers can take more than 10 days for processing as coordination with another J-1 sponsor is needed.*



**J Exchange Visitor English Language Proficiency Requirements
Supplement to IS-200 and IS-201 Request for DS-2019**

The U.S. Department of State recently revised Subpart A of the J-1 Exchange Visitor Regulations which modified the English language proficiency requirements for incoming J1 exchange visitors effective January 5, 2015. Universities must now retain proof of English language proficiency for incoming J1 exchange visitors which meet the following requirements:

- A recognized English language test;
- Signed documentation from an academic institution or English language school; or
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

The English Language Proficiency Requirement can be satisfied by submitting documentation of at least one of the following:

1. Minimum Test Score on Recognized English Language Test

Test must have been taken within the last 5 years. Applicants must submit a copy of their score(s) with the DS-2019 application materials. Only scores from one of the tests below is necessary for the DS-2019 application.

TOEFL iBT	15 on Speaking and Listening Sections	https://www.ets.org/toefl/ibt/about
TOEFL PBT	477 minimum	https://www.ets.org/toefl
IELTS	5 on Speaking and Listening Sections	http://www.ielts.org
Cambridge English: First (FCE)	Pass	http://www.cambridgeenglish.org/exams/first
Cambridge English Advanced (CAE)	Pass	http://www.cambridgeenglish.org/exams/advanced
TOEIC	Combined Score of 550	https://www.ets.org/toEIC
MELAB	64 minimum	http://www.michigan-test.com/melab

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2. Documentation that the prospective J-1 exchange visitor is a native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, Zimbabwe.
3. Copy of diploma from U.S. institution or foreign institution where instruction occurred in English.
4. A signed letter from an academic institution or English language school that is internationally recognized indicating the prospective exchange visitor's level of English language proficiency. Printed on institutional letterhead, dated within the last two years and stating at minimum an intermediate level of proficiency obtained in studies.
5. J-1 English Language Proficiency Interview Attestation Form affirming that the J-1 exchange visitor has "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.11(a)(2)]

J Exchange Visitor English Language Proficiency Requirements Supplement to IS-200 and IS-201 Request for DS-2019

Prospective Exchange Visitor's Name: _____

The U.S. Department of State requires scholars to possess “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.

Check One:	Indicate how the academic department has certified English language proficiency for the prospective exchange visitor.	
	Certification by recognized English language proficiency exam scores	A copy of the test score is provided. The test must have been taken within the past 5 years. Test scores must align with minimum scores noted in page 1 of this form.
	Documentation of native English speaker based on country of origin.	Copy of birth certificate or passport showing country of origin.
	Certification by an academic institution or English language school	Must be on letterhead, issued within the last two years, and attesting that an intermediate level of proficiency was obtained.
	J-1 English Language Proficiency Interview Attestation Form	Interview date, time, duration, medium (in person, videoconference, telephone), and results.



**J Exchange Visitor English Language Proficiency Requirements
Supplement to IS-200 and IS-201 Request for DS-2019**

J-1 English Language Proficiency Interview Attestation Form

Prospective Exchange Visitor Name: _____

Host Faculty Name: _____

Host Department: _____

Interview Date: _____

Interview Duration: _____

Interview Method: In Person Videoconference Telephone

Host Faculty's Overall Assessment of English Language Proficiency:

I attest that I have interviewed the prospective exchange visitor, and I have verified that scholar's English language proficiency is sufficient to function daily in their Clemson University program and within the local U.S. community.

Host Supervisor Signature

Date