Office of
GLOBAL ENGAGEMENT
International Services

Part I. CU Hosting Department Information

Please review our exchange visitor invitation guidance prior to submitting this form to International Services.

CU Host College: _____ CU Host Department: _____

Departmental Contact Name: _____ Title: _____

Phone: _____ CU Email: _____

Part II. Purpose and Category

Please review the category guidance and make a selection under **each column**:

Initial DS-2019: Applicant is outside the U.S. and will apply for a J-1 visa abroad.

Transfer DS-2019: Applicant is currently in J-1 status at another U.S. institution and will transfer to CU.

COS DS-2019: Applicant is within U.S. and will apply for change of status (COS) without departing U.S. *(uncommon)*

CU Transfer DS-2019: Applicant is transferring to new supervisor or department within CU.

Short-Term Scholar (Six-month maximum duration)

Research Scholar (Five-year maximum duration)

Professor (Five-year maximum duration)

Specialist (Twelve-month maximum duration)

Student Non-Degree (24-month maximum duration)

Part III. Exchange Visitor & Position Information

Name of EV: _____

Field of Research/Study at CU (Align with CIP Code): _____

Broad Description of Activity at CU: _____

_____

Site of Activity Name: _____

Site of Activity Address: _____

_____

Program Dates (**Must Match Invitation Letter**): _____ to _____

Part IV. Funding Information

J-1 Exchange Visitor: $1,800/month	J-2 Spouse: $650/month	J-2 Child: $550/month (per child)

Exchange visitors must provide proof of funding to cover their entire period of stay. See above for minimum proof of funding amounts. If the EV will receive any funding from Clemson University, please confirm the **total** funding amount below. It is expected that any funding details be outlined in the offer or invitation letter that is provided to the EV. The EV will have the opportunity to provide proof of non-University funding in their section of the application. If the funding provided by Clemson does not meet the minimum funding amounts, additional funding will be required.

Total Clemson University Funding: $_____USD

Part V. Hosting Department Document Checklist

The checklist below is to be completed by the hosting academic department. The Exchange Visitor will have their own checklist of required documents that they need to provide to the hosting department. Please compile all documents below in addition to the ones provided by the EV and email **is@clemson.edu** to obtain a Box Secure link that you can use to upload all required documents. Please only submit the application once all sections have been completed and documents have been gathered.

Export Control Questionnaire

Invitation Letter (**Must provide copy to EV**)

> **Paid by Clemson:** CU offer letter

> **Not Paid by Clemson:** CU Invitation letter

Proof of English language proficiency

IS-200 Scholar Application and supporting documents

IS-272 (**Uncommon**): Required if changing supervisors and/or departments

Part VI. Hosting Department Attestation

I understand that the J-1 exchange visitor program 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." The exchange visitor program cannot be used for permanent or tenure-track positions. 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.

23-digit account string for $200 IS fee: _____

Hosting Supervisor: _____ Signature:_____ Date: _____

Department Chair: _____ Signature:_____ Date: _____

  * If the position is funded by or through Clemson University, the College Dean's signature below is required.

College Dean's Name: _____ Signature:_____ Date: _____

Part VII. Next Steps

Once IS receives this completed application, a review for J-1 eligibility will be conducted and the application will be forwarded to Export Compliance and Research Security for clearance. Please note that there are no set processing times for Export Compliance and Research Security, but if the scholar is eligible, IS will issue the DS-2019 within 5 business days of the request being cleared by their office. The DS-2019 will be sent electronically to the exchange visitor so they can begin the J visa application process and make preparations to travel to the U.S. Exchange visitors are eligible to enter the U.S. no earlier than 30 days before the DS-2019 start-date, and if they are unable to arrive by that date, a deferral request can be made to IS.

* Please note that exchange visitors who are not paid by Clemson University must go through Clemson HR's Affiliate process. Hosting departments will be given further instructions once the DS-2019 has been issued.