

## Part I. CU Hosting Department Information

CU Host College: \_\_\_\_\_ CU Host Department: \_\_\_\_\_

Departmental Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ CU Email: \_\_\_\_\_

## Part II. Exchange Visitor & Position Information

Name of EV: \_\_\_\_\_

J-1 Exchange Visitors are not permitted to change their original program objectives. Please check the box to the left to confirm if this extension will be a continuation of original program objectives.

Site of Activity Name: \_\_\_\_\_

Site of Activity Address: \_\_\_\_\_

Program Extension Dates: \_\_\_\_\_ to \_\_\_\_\_

## Part III. Clemson University Funding Information

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

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 V. Hosting Department Document Checklist**

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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@clermson.edu](mailto:is@clermson.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](#)

Appointment Extension Letter: Either [CU Extension Letter](#) or other letter confirming program details

[IS-200 Scholar Application](#) and supporting documents

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

**Part VI. Next Steps**

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Once IS receives this completed application, a review for J-1 extension 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.

As a reminder, J-1 scholars employed by the University must schedule an appointment with the [International Employment Office](#) in HR, meet in-person, and provide them with a copy of their updated DS-2019 form to extend their work authorization. If you have a question about this requirement, please contact HR at (864) 656-2000 or [intlemployment@clermson.edu](mailto:intlemployment@clermson.edu).