



Center for International Education

Hosting Department Agreement for Visiting International Scholars

Overview

University of Northern Colorado welcomes international scholars and students through special exchange programs with international partner institutions and on general programs involving research and teaching activities. Visiting scholars come to UNC as part of the J-1 Exchange Program for which UNC maintains an active U.S. Department of State designation. Per [CFR § 62.1 \(b\)](#), the purpose of the J-1 Exchange Program is to provide exchange visitors with "*opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.*"

As the J-1 Exchange Program is sponsored by the Department of State (DOS) for the purpose of cultural and professional exchange, it may not be used for the sole purpose of employment.

Timing

Please **allow 90 days** between CIE's receipt of the completed application from the scholar and your exchange visitor's program start date. While CIE takes only 10 business days to issue the DS-2019s, exchange visitors need time to schedule their visa interviews and for the U.S. Consulate abroad to issue the visa stamp.

J-1 Eligibility

J-1 status is quite flexible and is designed to meet the needs of scholars participating in the academic and cultural exchange activities in the U.S. J-1 exchange visitors at the University of Northern Colorado range from an exchange or dual degree student, professor or researcher, a scientific collaborator, a guest lecturer, or participant in a special academic and cultural short-term program. J-1 exchange visitors may be paid by UNC when such activities are part of his/her program. There are a few basic requirements that all J-1 Exchange Visitors must meet to be qualified for the program:

- Intent to pursue appropriate activity (such as research, teaching, or training)
- Intent to return to home country (as determined by consular officer)
- Sufficient funding for the duration of the program
- Appropriate background for program activity (example, Research Scholars must have at least a master's degree *or* bachelor's degree with equivalent experience)
- Adequate English language proficiency determined by video-interview or language proficiency certificate/test



Center for International Education

Hosting Department Agreement for Visiting International Scholars

Scholar Name: _____ Home Country: _____

Anticipated visitation dates. From: _____ To: _____

Hosting Department: _____

Sponsor Name: _____ Sponsor Phone: _____

Category: Please indicate which category best fits the scholars purpose and length of stay. Refer to Appendix.

- Short-Term Research Professor

English Proficiency: Please indicate how the scholars English will be assessed. Refer to appendix for requirements and means of showing proficiency.

- Native English Speaker English Exam Scores Former degree in English
 Interview (required for Professor category)

Proposed objectives. Provide a summary of outcomes the scholar intends to achieve while they are at UNC. This should include academic and cultural related objectives as well as a timeline to accomplish them. As required by US Immigration law, scholars and hosting departments will be evaluated periodically to determine how the scholar is meeting this outcomes and objectives.



Center for International Education

Hosting Department Agreement for Visiting International Scholars

The Center for International Education will provide the following support:

- **Process Applications:** collect, evaluate, and process Scholar Application and required supporting documentation. In partnership with the hosting academic department, screen and verify that participants have the education and credentials necessary to carry out the activity for which they are entering the USA to include sufficient English language proficiency to function in an English-speaking environment.
- **Immigration:** Create and issue appropriate immigration documents. Assist with visa application process. Ensure the scholar understands their responsibilities in maintaining their immigration status. Maintain the immigration record for the scholar and dependents and follow legal compliance requirements.
- **UNC access:** Visiting scholars are admitted to the university as non-degree seeking graduate students. This will automatically create a Bear Number, allow access to most university systems, and create a Bear Mail account. Additional access must be requested by the hosting department.
- **Notify auxiliary departments:** CIE will notify the UNC Card Office, Campus Recreation Center, UNC Library, Housing & Residential Education of a visiting international scholar coming in order to speed up the process should the scholar have need for campus wide access to these areas.
- **Check in and scholar orientation:** conduct immigration check in within 30 days of the exchange visitor's arrival to the US, provide information about UNC resource, advise the exchange visitor on the roles and responsibilities and introduce to campus resources.
- **UNC ID card:** CIE will assist the scholar to obtain a UNC ID card.
- **Monitor the visitor's stay** in the United States, ensure that they are progressing in the work being performed or the research being conducted;
- **Provide access to cultural enrichment opportunities** on campus and in the greater Greeley community and ensure that they are involved in cross-cultural programs where they can learn about the United States and its people, as part of the J-1 program cultural requirement.
- **Collect mid-program and final academic progress report** from the academic host department.
- **Conduct a program completion survey** to assess the quality of the exchange visitor experience and share with the hosting department.

The Hosting Department assumes the following responsibilities:

Departments and designated faculty sponsor/host work in close collaboration with CIE to provide a mutually enriching professional and cultural experience for the exchange visitor, university and regional community. Departmental responsibilities are as follows:

- In partnership with CIE, conduct an evaluation of English proficiency
- Provide official Letter of Invitation signed by the College Dean to the scholar outlining:
 - Name of college and academic department host,
 - Name of key departmental personnel responsible for the academic oversight of the scholar's program
 - Dates and purpose of visit
 - Academic department's expectations of the scholar to include proposed schedule for duration of scholar's visit
- Assign one departmental representative to oversee the scholar's program. The assigned representative will:
 - Introduce the scholar to the department faculty and staff
 - Hold regular meetings with the scholar, faculty members, administrators and CIE contact
 - Help organize the scholar's schedule for professional, cultural and community activities



Center for International Education

Hosting Department Agreement for Visiting International Scholars

- o Ensure that the scholar is engaged in the proposed purpose of the visit.
o Provide a work space or additional accommodations to conduct scholarly activities as needed.
Department must verify that appropriate accommodations are available prior to the acceptance.

In certain cases, the Academic Department may choose to coordinate all logistical support for the Visiting Scholar. Courtesy faculty appointments for visiting scholars should follow the UNC HR processes.

- Housing: Assist the scholar in locating adequate housing for self and dependents. It is recommended that scholars live on or very near the UNC campus. Scholars will rarely have access to transportation.
• Transportation: It is preferred that a UNC representative meet the scholar at the Denver airport. Scholars will have limited access to transportation in Greeley and assistance may be needed during their stay, especially at the beginning as they become established.
• Dependents: Scholars who choose to bring dependents (spouse and/or children) may have additional needs. Those with school-aged dependents may desire to enroll them in local schools. While children cannot be enrolled until they arrive in the US, scholars often have questions about schools in the area. The faculty sponsor/host agrees to provide guidance in enrolling dependents in local schools. CIE will assist to the best of their ability.

Hosting department agreement

By signing below, the faculty host/sponsor and their department acknowledge that they have read, understand, and agree to the terms of hosting an international visiting scholar as stated above.

Sponsor Signature: _____

Supervisor Name: _____ Supervisor Phone: _____

Supervisor Signature: _____

Please retain a copy of this form for your records and return an electronic copy to CIE.



Center for International Education

Hosting Department Agreement for Visiting International Scholars

Appendix

Category and Duration

The US Department of State has approved UNC to provide J-1 programs in the following categories: Professor, Research Scholar, Short-Term Scholar, and Student. Each category has requirements that a scholar must meet in order to be classified within the category. The maximum period of time authorized for an exchange visitor depends upon the category into which their program is classified. UNC is authorized for the following J-1 categories:

Short Term Scholar:

Duration: Less than 6 months

Professors, research scholars and other individuals with similar education or accomplishments travel to the United States on a short-term visit for to lecture, observe, consult, train or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited academic institutions or similar types of institutions. Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Duration of program not to exceed 6 months, no extension.

Research Scholar

Duration: 3 months to 5 year

This category is for a foreign national who enters the United States for the primary purpose of conducting research, observing or consulting in connection with research projects at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar may also teach or lecture, unless disallowed by the sponsor. Incidental lectures or short-term consultations are permitted with the approval of the responsible officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date. Graduate level English proficiency is required. Duration from 3 months up to 5 years.

Professor:

Duration: 3 months to 5 year

The professor category is for a foreign national who enters the United State for the primary purpose of teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. A professor may also conduct research, unless disallowed by the sponsoring organization. Graduate level English proficiency is required. Duration from 3 months up to 5 years.

English Language Proficiency:

U.S. Department of State requires that all prospective J-1 Exchange Visitor scholars have an "Objective Measurement" of their English language proficiency because they found that "too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights,



Center for International Education

Hosting Department Agreement for Visiting International Scholars

and protections; and to know how to obtain assistance, if necessary." [\[79 FR 60294, 60301\]](#)". Below are the acceptable means to show evidence of English proficiency:

- **Native English Speaker:** J-1 exchange visitor is from a country whose official language is English
- **Recognized English test:** The following are test scores recognized by UNC and may be used for admission purposes within the last two years.

Short-Term & Research Scholars	Professors
<ul style="list-style-type: none">○ TOEFL iBT: 80 or above○ IELTS: 6.5 or above○ PTE: 60 or above	<ul style="list-style-type: none">○ TOEFL iBT: 90 or above○ IELTS: 7.0 or above○ PTE: 65 or above
- **Documentation from an academic institution or English language school:** Transcripts or diploma certifying completion of a degree, within the previous two years, at an institution where the sole language of instruction is English or official certification of completion of an English language program within the previous two year.
- **Documented interview:** When none of the above are available or adequate, an interview may be conducted by the faculty sponsor/host. The interview must be held in-person, through video-conference, or telephone. The interviewer must use the Interview Assessment Report provided by the Center for International Education
- **Professor category:** Scholars in the capacity of professor MUST have an interview completed and documented utilizing the interview guidelines above.